Tisch School of the Arts

Department of Game Design

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
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.
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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) 998-1880

- **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  
  (212) 998-2800

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

- **Registrar**  
  www.nyu.edu/registrar  
  (212) 998-4290

- **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  
  (212) 998-4411

- **NYU Card Center**  
  7 Washington Place  
  www.nyu.edu/nyucard  
  (212) 443-CARD
NYU GAME CENTER
GAME DESIGN BFA

The Program

Games are among the most ancient and beautiful forms of human expression – from traditional board games of Africa, Asia, and Europe, through team sports and Olympic competitions, through the dizzying variety of games played today on digital platforms. Computer and videogames seem to define the present moment, in which art and media are becoming more interactive and more social. It is no exaggeration to say that games are poised to become the defining cultural form of the dawning century.

Like other Tisch programs in film, dance, and theater, we look at games as a creative form of art. Students in the BFA program learn about game design, game development, and game scholarship, preparing them for careers as game designers, developers, scholars, and critics.

The program structure first introduces you to the fundamentals of games through the lenses of design, technology, and culture. As you progress in the program, you have the flexibility to discover and pursue your own interests, taking courses that range from collaborative game production to critical analysis to specialized elements of visual and audio design. At the conclusion of your BFA study, you complete a senior project, either as an individual or with a group.

Degree Requirements

AREA I: Game Design Curriculum 56 units

Required Core (min 28 credits):
GAMES-UT 101 Games 101
GAMES-UT 110 Intro to Game Studies
GAMES-UT 120 Intro to Game Development
GAMES-UT 150 Intro to Game Design
GAMES-UT 130 Intro to Game Programming*
GAMES-UT 160 Intro to Visual Communication
GAMES-UT 121 Intermediate Game Development
GAMES-UT 151 Intermediate Game Design
*students with advanced programming skills may test out of this course

Game Design Electives (min 18 credits):
Choose from courses in Game Studies, Game Design, Game Development, Visual Design, Audio Design, Programming, or Game Business

Capstone (4 or 8 credits)
GAMES-UT 801/802

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.

**AREA III: *ELECTIVES***

* 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 Game Center; 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**
**(Areas I, II, and III combined)**

**128 units**

First Semester Curriculum:

Every Game Design student will register for the same core courses in the first semester:
- Games 101
- Intro to Game Design
- Intro to Game Programming
- Art in the World (Expository Writing)

When building your schedule, keep in mind that Game Center courses are held at MAGNET, 2 MetroTech Center in Downtown Brooklyn. Allow for time before and after classes to move between Brooklyn and Manhattan campuses.

**Course Information**

**GAMES-UT 101**

**Games 101**

**4 units**

Games 101 is the foundational course for the NYU Game Center. The focus of Games 101 is game literacy – a shared understanding of games as complex cultural and aesthetic objects. The class will incorporate lectures, discussion, readings, and writing assignments, but the primary activity of the class is critical play – playing games in order to better understand and appreciate them. The class will cover games on and off the computer, including classic and contemporary board and card games, sports, and games on the PC, internet, and consoles.

Lecture:
Monday 6:20-9pm Class #17628

Choose a recitation section:

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<th>Day/Time</th>
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<td>016</td>
<td>F 3:30 PM - 6:10 PM</td>
<td>17638</td>
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GAMES-UT 150
Intro to Game Design
4 units

Intro to Game Design is a one-semester course that explores the fundamentals of game design. The focus of the class is the actual creation of several non-digital (off the computer) games. Just as art students might take “fundamentals” classes in figure drawing or color theory as part of their education to become visual artists, this class remains rooted squarely in the basics. It focuses on the elementals common to all games that are fundamental for a game designer working in any format, from sports to board games to computer and videogames. Although the focus of the course is on the creation of non-digital games, digital games will also be discussed and one of the assignments is the creation of a digital game concept pitch.

Choose a section:

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<th>Day/Time</th>
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<td>17667</td>
</tr>
<tr>
<td>003</td>
<td>TR 9:30 AM - 12:15 PM</td>
<td>17668</td>
</tr>
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</table>

GAMES-UT 180
Intro to Game Programming
4 units

*Students with programming experience may test out of this requirement. Please email gamecenter@nyu.edu for more information. Students that test out should replace this class with Intro to Game Studies, or a Gen Ed if needed.

Introduction to Game Programming is a course that introduces students to the concepts, problems, and methods of computer programming, and how these apply to the creation of video games. Throughout the semester, students will have weekly programming assignments, first using Processing with the Java programming language, then the Unity Game Engine with C#. There will be a midterm game in Processing and a final game in Unity. The course assumes no prior programming knowledge, and is designed to touch on the basic principles of digital design in form of computer code. There will be an emphasis on programming fundamentals, they will be motivated through the lense of designing and producing video games.

Choose a section:

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<tr>
<td>002</td>
<td>W 12:30 PM - 3:15 PM</td>
<td>TBD</td>
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General Education Courses

EXPOS-UA 5
ART IN THE WORLD/WRITING THE ESSAY
See description and schedule information in the Department of Art and Public Policy section at the back of this handbook.

How to Search for Courses

For a listing of College of Arts and Science academic courses on the internet, visit http://www.nyu.edu/registrar (click on “Course Search” then select “College of Arts and Science” for the school).

Additionally, using the ALBERT registration site (https://home.nyu.edu) you can search for full listings of departmental courses, availability, class numbers, locations, course descriptions, and more. You can also search for courses on ALBERT by availability and whether they are held during specific days/times.

Advisement

Students are advised by the department faculty and the chair regarding their academic program. The department also has administrative staff to answer questions regarding degree requirements and policies and procedures. The Games Center help line is 646.997.0707/08. Please call any time between Monday to Friday from 10 AM to 3 PM.
Frequently Asked Questions

How can I enroll in film production courses?
Freshmen enroll for 16 units per semester. Game Design BFA is a full-time program and as such, you must be registered for 12-18 units each semester to maintain your full-time 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 Chair.

Will I have an advisor?
You will be assigned a faculty advisor during the fall semester. Your adviser will approve your course registration for future semesters. 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.

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?
If a required Game Center 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 classes to ensure you will have a complete schedule. If a non-games 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) 998-2800 (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 Cinema Studies Department immediately if you become de-enrolled.

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 your adviser 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.
**Please note:** All courses taken at the Steinhardt School of Education, Stern School of Business, Gallatin School of Individualized Study, and Wagner School of Public Service 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.

**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. While there is no double major with the Stern School of Business, there is an intensive minor. 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.

**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 accessible from 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.

**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. Please consult with Tisch Special Programs, 12th floor, 721 Broadway, north elevator, (212) 998-1500 or on the web at http://special-programs.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. You can direct any questions to studyabroad@nyu.edu or call (212) 998-4433.

**Can I place out of The Department of Art and Public Policy Core Curriculum?**
No. Neither AP units nor high SAT/ACT scores can replace the Core Curriculum. See the Department of Art and Public Policy section at the back of this handbook for further information.
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 (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
   - Once there, click “Student Center,” under “Registration.”

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 Game Design Department Helpline at (646) 997-0707/08.

### Registration Worksheet

<table>
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<th>TITLE</th>
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<td>Expository Writing: Art in the World</td>
<td>Art in the World/ Writing the Essay</td>
<td>See Art and Public Policy Core Curriculum on Page 27.</td>
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Register for 16 units
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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<td></td>
<td>012</td>
<td>MW 4:55-6:10pm</td>
<td>6745</td>
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<tr>
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<td>013</td>
<td>MW 3:30-4:45pm</td>
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<td>MW 3:30-4:45pm</td>
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<td>017</td>
<td>TR 12:30-1:45pm</td>
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<td></td>
<td>018</td>
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</tr>
<tr>
<td></td>
<td>020</td>
<td>MW 11:00-12:15pm</td>
<td>6753</td>
</tr>
<tr>
<td></td>
<td>021</td>
<td>MW 3:30-4:45pm</td>
<td>6754</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>EXPOS-UA 5</td>
<td>023</td>
<td>MW 9:30-10:45am</td>
<td>6456</td>
</tr>
<tr>
<td></td>
<td>024</td>
<td>MW 11:00-12:15pm</td>
<td>6757</td>
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<tr>
<td></td>
<td>025</td>
<td>MW 11:00-12:15pm</td>
<td>6758</td>
</tr>
</tbody>
</table>

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-UA5 Class #6767
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 6768 through 6775).

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 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.

English as a Second Language 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
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 degree, 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 units. The remainder of units granted by examination, up to the maximum, will be applied to electives. Students receiving units 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.

Advanced Placement Equivalencies

<table>
<thead>
<tr>
<th>AP Examination and Grade</th>
<th>Units</th>
<th>NYU Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>4, 5</td>
<td>ARTH-UA 1 or ARTH-UA 2</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td>BIOL-UA 11,12/BIOL-UA 13,14</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4, 5</td>
<td>MATH-UA 121</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4</td>
<td>MATH-UA 121²</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>5</td>
<td>MATH-UA 121, 122</td>
</tr>
</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. This satisfies the MAP foreign language proficiency requirement. 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.

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. This satisfies the MAP foreign language proficiency requirement. 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.

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 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).

**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. If you have questions about Gen Ed courses, consult your department.

**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”).