Tisch School of the Arts

Department of Photography & Imaging

Transfer Registration Handbook

May 2016

A Guide for Registration at the Tisch School of the Arts
May 2016

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 2016 courses.

We encourage you to register early so that you will have the widest variety of course selection options. Registration begins on Monday, June 6 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 9, 2016. 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 28. 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 6, by using Albert, the University’s online registration and information system.

Here is all you need to do to register beginning June 6 at 12:00 noon (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 28 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.
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CALENDAR

FALL 2016

New Student Registration            begins June 7
Tuition Payment Due                  August 9
New Student Orientation             August 28 - Sept 3
Labor Day (holiday)                  September 5
FIRST DAY OF CLASSES                September 6
Fall Recess/Columbus Day (holiday)  October 10
Parent & Family Day                  October 22
Thanksgiving Recess (holidays)      November 23-27
Last Day of Classes                 December 16
Reading Days                        December 17-18
Final Examinations                  December 19-23
Winter Recess (holidays)            December 24 - January 2

WINTER SESSION

Winter Session Classes              January 3 - January 20
Martin Luther King Jr. Day (holiday) January 16

SPRING 2017

FIRST DAY OF CLASSES                January 23
President's Day (holiday)           February 20
Spring Recess (holidays)            March 13-19
Last Day of Class                   May 8
Reading Day                         May 9
Final Examinations                  May 10-16

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

Sheril D. Antonio, Senior Associate Dean of Strategic Initiatives
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, 11th 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 - Ruben Polendo, 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 (212) 998-1900
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 (212) 998-4600
www.nyu.edu/life/living-at-nyu.html

Student Resource Center
60 Washington Square South, Suite 210 (212) 998-4411
www.nyu.edu/src

NYU Card Center
7 Washington Place
www.nyu.edu/nyucard
The Program

The Department of Photography & Imaging at Tisch is a four-year B.F.A. program centered on the making and understanding of images. The curriculum is built around two principal areas: creative practice and critical studies. Situated within a university, our program offers students both the intensive focus of an arts curriculum and a serious grounding in the liberal arts. We are a diverse department embracing multiple perspectives, and our 140 majors work in virtually all modes of analog and digital photo-based image making and multimedia.

Our faculty and staff consist of artists, professional photographers, designers, critics, historians, and scholars offering a wide range of perspectives. Alumni from the department pursue graduate degrees, exhibit their work in galleries and museums, publish in national newspapers and magazines, work as documentarians and picture editors, produce web sites and multimedia projects, and work in museums, educational and community settings.

Each transfer student has a unique educational and artistic history. Before registration, transfer students will consult with the administrative director by telephone, to determine an appropriate course schedule based on your previous coursework. During the orientation week advisement meeting, please bring your work so your faculty advisor can confirm your course curriculum for studio classes. In the critical studies area, the Social History of Photography and the Aesthetic History of Photography are required, after which students may choose from a series of intermediate critical studies courses.

In the fall semester of the final year, students enroll in a Senior Directed Projects class and undertake individual projects for a final thesis to be displayed in a series of exhibitions held each spring. Seniors may also take a Senior Catalog class, a studio course which conceives and designs the senior catalog in the fall. To address pre-professional training, juniors and seniors may elect to participate in the internship program which includes a variety of photography and art related professional situations or take the Business of Art, which explores career options and post-graduation possibilities in the spring.

CRITICAL STUDIES MINOR

Many students are interested in building skills in imaging research and writing to pursue photojournalistic, editorial, curatorial or web-based work. Therefore, a Critical Studies minor is available to Photography & Imaging majors. Students who choose to embark on this program declare their field of interest and proposed course of study in late sophomore or early junior year. The minor adds 16 units (4 courses) of Critical Studies in addition to the required 24 units.

Advisement

The advisement process is very important in determining an appropriate selection for each student, and the student’s individual program is considered carefully. Since there are more courses than one student can take, faculty advisors offer guidance related to a student’s educational goals and an administrative advisor assists in determining requirements and progress toward graduation. Transfer students will also meet the Administrative Director to review progress toward graduation. Some transfer students may be advised to take summer courses or plan to stay for 5 semesters upon admission to the program.

Please complete the new student questionnaire on our website at: http://www.photo.tisch.nyu.edu/object/photo_questionnaire.html
Degree Requirements

The Department of Photography & Imaging offers a program leading to a Bachelor of Fine Arts degree. Majors must fulfill the following requirements:

**Area I: Studio Courses**  40 units (minimum)

*Required Studio Courses:*
- Photography & Imaging Foundation Courses  4-12 units
- Senior Directed Projects (senior year)   4 units

Additional studio courses to bring cumulative points to a minimum of 40. Photography studio courses taken at another institution will be reviewed for transfer credit.

**Area II: Critical Studies**  24 units (minimum)

*Required courses:*

- **Freshman Year:**
  - *Culture, History, Imaging and Photography Studies (CHIPS)*  4 units
    - this course is optional for transfer students

- **Sophomore Year:**
  - Social History of Photography (fall) AND   4 units
  - Aesthetic History of Photography (spring)   4 units
    - (or an equivalent transfer course)

- **Junior/Senior Years:**
  - Additional Critical Studies points of students choosing to total a minimum of 24 units

**Area III: Liberal Arts Courses**  44 units (minimum)

*Department of Art and Public Policy Core Curriculum*

One semester for transfer students. *If you do not transfer in a minimum of 3 units (one course) in Expository Writing, you must fulfill this requirement in the fall 2013 semester by enrolling in Expository Writing - Art and the World/Writing the Essay, EXPOS-UA 5. Please see the back of this handbook for further information and course listings. Incoming transfer students for whom English is a second language should consult the Expository Writing section at the back of this booklet for detailed information on requirements.*

- **Language and Literature**  4-8 units
  - 1 Literature OR 2 semesters of one language OR
  - 1 semester of intensive language

- **Art History**  4 units
  - 1 Art History course in the College of Arts and Science (CAS) Fine Arts Department. (History of Western Art II is highly recommended.)

- **Social Science**  4 units
  - 1 course (e.g., Anthropology, Economics, Politics, Psychology, Sociology)

- **Natural Science/Mathematics**  4 units
  - 1 course (e.g., Biology, Chemistry, Geology, Mathematics, Computer Science)

- Additional Liberal Arts courses in the College of Arts and Science or approved Tisch academic courses should be taken from any of the above areas to bring cumulative units to a minimum of 44.

- **Area IV: Electives**  20 units
  - Units to bring cumulative total to 128
  - *An elective can be any course, in any subject, in any division of New York University except the School of Professional Studies.*

**Total Units Required for BFA: 128 units**
Course Descriptions

During the summer, transfer students will be contacted by the Department of Photography & Imaging to discuss transfer units and course possibilities for fall 2015. Students must bring a portfolio of your work to orientation, during which time you will meet with a faculty advisor to review your work and placement in studio courses. Students will finalize their course selections after meeting with a faculty advisor.

The following is a list of courses transfer students might take during the first year. Please note that not all courses are offered every semester.

AREA I: STUDIO COURSES

PHTI-UT 1
Photography & Imaging: Digital (Fall and Spring)
This is an intro class about photographic image making, digital methods of output, and basic theory addressing the cultural uses of photography. This course is designed to familiarize students with fundamental concepts and techniques of photographic equipment, processes, materials, and philosophy of digital photography.

This course will familiarize students with the basic use of the camera and workings of Adobe Photoshop as well as scanning, capturing, and outputting digital images. Upon completion of the class, students will know how to digitize, edit, and/or manipulate images in Photoshop, prepare images in Photoshop for the intended output, and output images via printers and other output devices. Students will also develop basic camera and computer imaging skills. Screenings/exhibitions may be assigned as the semester progresses.

The course includes an exploration of the psychological and emotional responses to color in images; a further development of individual voice and vision through self-directed projects and research; and the establishment of a self-sufficient working process and critical dialogue.

PHTI-UT 2
Photography & Imaging: Analog (Fall and Spring)
Photography and Imaging: Analog examines photographic expression in the context of traditional analog methodology. It is a class about seeing and translating one’s vision into images. Serving as a review for relatively experienced students and an introduction for those less familiar with analog practice, the object of the course is to fully ground departmental majors in the history and practical applications of photography. Topics include understanding light as an expressive element in a photograph. Form, content and concerns related to traditions of portraiture, documentary, narrative, landscape and the still life will be incorporated into assignments and discussed at length.

Through a series of exercises, students will be immersed in the craft of the medium: understanding exposure and metering, the physical and chemical development of film and print materials and the means of making fine quality enlargements. Weekly assignments are designed to help the students develop a discipline in their working habits, with associated critiques providing a forum for students in which to give each other critical and constructive feedback.

Students will view slide lectures addressing contemporary photography as well as important historical images that constitute key examples of the rich tradition of this medium. Participants will visit and respond to relevant gallery and museum exhibits. The aim of this course is to immerse the student in the issues and ideas that have surfaced in the medium’s 200-year history. It is the teacher’s hope to provide the students with an environment wherein they can grow as perceptive image-makers, interesting thinkers and engaged human beings.

PHTI-UT 3
Photography & Imaging: Multimedia (Fall and Spring)
We view more photographs on screens than on paper. Contemporary photo-based artists and documentary photographers work in traditional photographic forms as well as video and screen-based works and installations that include audio. This course focuses on this multimedia practice. Students will be working in a combination of media – photography, video, sound, performance, installation, etc -depending on their projects’ focus. Final Cut Pro, digital audio recording and editing, slide show editing will be taught. A wide variety of work by artists working in photography, video, film, installation, performance, sound, and on the Web, will be introduced through class presentations, research, discussion, and exhibition visits. Screen-based and multimedia exhibition strategies will be explored. Students are expected to create work on an ongoing basis for their projects and actively participate in critiques and class discussions. Experimentation will be encouraged.

PHTI-UT 1030
Directed Projects (Fall and Spring)
Prerequisites: Photography and Imaging II or equivalent.
The focus of this class is on the completion of a body of work; an intensive environment will be created for the development of one’s own vision. The project will be self-directed from the student’s personal interest and concerns.
The instructor will challenge and teach the practice of questioning, analyzing and completing a creative project. Students are encouraged to be self-reliant and responsible for ideas and intentions. Independent thinking and working is fostered, as well as form, content and the way the work addresses a given audience. Classes include lectures along with group and individual critiques. Lively, insightful and supportive exchanges will be encouraged.

PHTI-UT 1238
Web Design (Fall and Spring)
Prerequisites: Photography and Imaging III or equivalent.
This course combines theory and practice as it pertains to making art projects for the World Wide Web. The course will investigate what it means to work in this new environment and how the medium might influence the work made. The course will investigate a variety of approaches such as conceptual, experimental, documentary and diaristic. Special consideration will be given to the ways in which structure (nonlinear vs. linear), interactivity and metaphor influence meaning. Formal design elements such as color, typography, scale and sequencing will also be explored. In addition, the nuance of html tags, hexadecimal colors and image compression will be explored. Students will be expected to create several online “studies” as well as a final project that specifically addresses the issues raised in class. Students should be prepared to exercise both sides of their brain. Check out “webSpace” in the gallery section of the department’s website: www.photo.tisch.nyu.edu.

PHTI-UT 1006
Documentary Strategies (Fall)
Prerequisite: Photography and Imaging II or equivalent.
This course considers the creative possibilities of a variety of documentary strategies. The editing of images, their structuring into an essay form, the interpretation of their various meanings, and the impact of the documentary essay on the world are all discussed. Students are assigned a range of problems that explore visual description and interpretation ranging from the photojournalistic to the autobiographical. In addition, each student devotes a significant amount of time to producing a single-subject documentary project. Classes are lecture-demonstration with critiques of student work and regular presentations of documentary photographs made throughout history, in different cultures and for different reasons, including the personal and the societal. Each student must have a camera.

PHTI-UT 1014
Large Format Photography (Spring)
Prerequisite: Photography and Imaging II, or equivalent.
Many artists and photographers turn to 4x5 and 8x10 large-format cameras for the creative potential that the large negative affords in addition to the incredible sharpness of the resulting prints. This course introduces the student to the special characteristics of large format work, including camera movements and metering strategies. The exposure and development techniques known as the zone system will also be covered. Early in the course, students choose a specific project to concentrate on and apply their growing skills throughout the semester to produce a final body of work that reflects their evolving vision. A good deal of technical material is covered, (e.g., meters, filters, developers, optics), early historical processes are introduced, current exhibitions of artist and photographers in New York are discussed and occasional field trips are arranged. A limited number of large-format cameras are available for student use.

PHTI-UT 1013
Lighting (Fall and Spring)
Prerequisite: Photography and Imaging II or equivalent.
This course is an introduction to photographic lighting, one of the most basic and important aspects of photography. We will examine the studio environment, as well as various location lighting situations. A rigorous series of lighting assignments thoroughly acquaints the student with the application and control of electronic flash, tungsten, and natural lighting. Still life photography and portraiture are emphasized, and students discover the creative advantages of a variety of lighting equipment, camera controls, reciprocity corrections, synchro-daylight, and painting with light. Color theory, color temperature and color correction are taught by utilizing color transparency films. Students may work in black and white and color print form. Lighting equipment and basic materials are provided. Students must furnish additional film and supplies when necessary.

Area II: Critical Studies

PHTI-UT 1003
Culture, History, Imaging & Photography Studies (Fall)
It is highly recommended for transfer students (especially those who are unfamiliar with the galleries and museums) to take this course. This course counts toward the
Critical Studies area.
This course consists of a series of weekly lectures, discussions, readings, and field trips to museums and galleries in the city. The class frames the world of art and photography available in New York City and provides a cultural and historical context for encountering contemporary art and photo-based image making. Students enroll in the weekly lecture meeting as well as a recitation section for weekly field trips.

PHTI-UT 1101
The Social History of Photography (Fall)
This class will be a social and political history of photography, from its beginnings to the present day. It will focus on the popular forms of photographic imagery, like advertising, fashion, travel photography, the popular portrait and family snapshots, scientific documents, documentary reform and photojournalism, and describe the medium’s relationship to Western social history during the modern era. Matthew Brady, Annie Liebowitz, Richard Avedon, Roger Fenton, Nadar, Edward Muybridge, Timothy O’Sullivan, Margaret Bourke-White, Gordon Parks, Edward Steichen, Berenice Abbott and Gilles Peress are among the cast of characters to be discussed, and readings will include Susan Sontag, John Berger and Roland Barthes among others.

PHTI-UT 1102
The Aesthetic History of Photography (Spring)
This class will chronicle the history of photography’s complex and symbiotic relationship to the other visual arts: painting, sculpture, architecture, and installation and performance, among others. Beginning with the medium’s invention and the early fights of its practitioners to establish themselves as fine artists, the course will describe photographers’ unique attempts to negotiate their relationships with both artistic movements and the media culture of which they are a part. Robinson, Cameron, Emerson, F. Holland Day, Stieglitz, Moholy-Nagy, Rodchenko, Weston, Alvarez Bravo, Larigue, De Carava, Cahun, Robert Frank, Diane Arbus and Cindy Sherman (among others) will be seen within the context of their respective art worlds, so the impact of art movements, cultural attitudes and new technologies on photographers during different historical periods can be assessed.

Please visit the department’s website for more course listings and descriptions for Summer 2016 and Fall 2016: http://photo.tisch.nyu.edu/page/curr_course.html
Frequently Asked Questions

Can I receive unit for my Advanced Placement (AP) exams?
Please see the Policies on Advanced Standing section at the back of this handbook.

Do I have to take the Department of Art and Public Policy Core Curriculum?
All transfer students need to complete one semester (4 points) of Expository Writing. If you do not transfer in a minimum of 3 points (one course) in Expository Writing, you will need to fulfill this requirement in the fall semester by enrolling in Art and the World/Writing the Essay, EXPOS-UA 5. Please see the back of this handbook for further information and course listings. Incoming transfer students for whom English is a second language should consult the Expository Writing section at the back of this booklet for detailed information on requirements. If you have any questions regarding fulfillment of this requirement after reading the section at the back of this booklet, you may contact either Anita Gupta (212) 998-1901 or Jean Chen-Villalba (212) 998-1920 in the Office of Student Affairs or email tisch.academic.services@nyu.edu.

How do I make changes to my course schedule?
You will be able to drop and add courses 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. All changes in your schedule must be approved by an advisor.

When is my tuition due and what happens if I don’t pay on time?
The payment deadline is August 9, 2016. 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 uniting 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 or email dls1@nyu.edu.

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 Photography and Imaging Department (721 Broadway, 8th Floor), (212) 998-1930 if you are de-enrolled.

Do foreign language classes count toward Liberal Arts Requirements?
Yes, if you choose to take an intensive Beginner’s level or higher foreign language class it will count toward the Language & Literature portion of the Liberal Arts requirement. However, if you take a language at the elementary level, you must complete two semesters (Beginners I&II) of the same language in order for it to satisfy the Liberal Arts requirement. If you take only the first semester of a foreign language at the elementary level, it will count as an elective credit. Once you complete Beginners II, you should notify your advisor so that both semester courses can be credited as Liberal Arts.

Can I get a double major or minor?
Yes. Many students pursue double majors and minors. Typically, students choose to 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 pre-business minor and a cross-school minor in Business, Entertainment, Media, and Technology. Also, it is possible to complete a double major in another department at Tisch. To do so, students must complete an internal application process which includes a portfolio or audition review for the second major department. A double major within Tisch is only recommended for a student with proven academic excellence beyond their high school record. If you have an interest in pursuing a double major or minor, you should 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. Once you have made the decision to complete a double major or minor you should complete a Declaration of Double Major/Minor form. If you double major in a College of Arts & Science discipline, your degree remains a B.F.A. in Photography and Imaging; the second major or minor will appear in your transcript under the B.F.A.

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 the drop down option, Academic Requirements, in ALBERT’s Student Center. In addition to meeting with a faculty advisor,
the department has administrative staff with expertise in degree requirements and the policies and procedures. Students also have the option to meet with the Administrative Director to review progress toward graduation.

Please note:
All courses taken at the Steinhardt School of Education, Stern School of Business and the Gallatin School of Individualized Study will be allocated as elective credit and will NOT satisfy General Education credit. You will not receive any credits toward your degree for any courses taken at NYU School of Professional Studies.

Registration

Upon admission, transfer students should contact Brandy Dyess, Administrative Director, Department of Photography and Imaging, to discuss transfer units and course possibilities for fall 2015. During New Student Orientation in August, you must bring a portfolio of your work to orientation, during which time you will meet with a faculty advisor to review your work and placement in studio courses. The faculty recommends 5 semesters of matriculation in the department; however, the required number of semesters will be determined upon acceptance.

EXPOSITORY WRITING AND CORE CURRICULUM REQUIREMENTS

Expository Writing is required of all undergraduate students. Courses fulfilling this requirement are part of a Core Curriculum sequence at the Tisch School of the Arts offered in the Department of Art and Public Policy. The expository writing and core curriculum requirement cannot be waived, although transfer students may be able to substitute equivalent course work taken elsewhere, and students for whom English is a second language may be required to take a separate sequence of writing courses. The TSOA policies in regard to Expository Writing and the Core Curriculum are set forth below.

The Core Curriculum - Description and Transfer Requirements

For freshmen and English as a second language transfer students, the Tisch Core Curriculum consists of a two-course sequence with a writing workshop section constituting an integral part of each course. Art in the World/Writing the Essay is offered during the fall term, followed by The World Through Art/Writing the World in the spring. The courses are comprised of a plenary lecture that meets four times during the semester, and a writing class that meets twice a week. 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 and allow students to reflect on a range of social and ethical issues as they pertain to their own creativity.

To fulfill the expository writing requirement, transfer students must have completed a minimum of one semester of the equivalent of Art in the World/Writing the Essay before entering the Tisch School of the Arts. Transfer students who do not have a minimum of 3 transferable units in Expository
Writing will be required to take the first term of the Core Curriculum sequence, *Art in the World/Writing the Essay* (EXPOS-UA 5; 4.0 units). The course is only offered in the Fall term. Please see page 26 for recitation and lecture class numbers.

**International Students and Students for whom English is a Second Language (ESL)**

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, this section is: *Art in the World/Writing the Essay* (EXPOS-UA 5) section 51. This section is 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.

**Additional Notes:**

Students admitted as transfers may satisfy the requirement either by transfer unit or by completing the first semester of the core curriculum sequence. Transfers who do not receive a minimum of 3 transfer units in expository writing may petition for a waiver of the requirement based on the quality of written work and research accomplished in prior coursework. For details on the petition procedure and for the application form transfers should contact the Expository Writing Program. More information on petitioning to waive the expository writing requirement can be found online at www.nyu.edu/cas/ewp/html/transfer.html. Transfers should be aware that waivers are granted rarely and only after a rigorous review by the NYU Expository Writing Program.

NYU’s Writing Center offers assistance to writers of every level. Students can expect help with a wide range of writing needs from planning and revising essays for courses to writing a résumé. The Center conducts tutorials in private study areas; the service is available, free of charge, to all members of the University community. The tutorials generally last about half an hour. The Center is located at 411 Lafayette, 3rd floor. For further information or to make an appointment, call the Center at (212) 998-8860 or email ewp@nyu.edu.
**Transfer students who do not transfer in a minimum of 3 units to Expository Writing must register for one Plenary Lecture: Art and the World and a corresponding Writing the Essay section.**

**TSOA Core Curriculum Course Schedule**

**Register for one Art in the World Plenary Lecture (Class # 6673, 6694, 6706 or 6715) 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 #6673**

Lecture meets three Monday nights from 7:00-9:00 p.m. Dates are 9/19, 10/17, and 11/14. Students must register for one corresponding Writing the Essay EXPOS-UA 5 from sections 002-018 (Class numbers 6674 through 6693).

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Time</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPOS-UA 5</td>
<td>002</td>
<td>MW 8:00-9:15am</td>
<td>6674</td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>MW 8:00-9:15am</td>
<td>6675</td>
</tr>
<tr>
<td></td>
<td>004</td>
<td>MW 9:30-10:45am</td>
<td>6676</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>MW 9:30-10:45am</td>
<td>6677</td>
</tr>
<tr>
<td></td>
<td>006</td>
<td>MW 11:00-12:15pm</td>
<td>6678</td>
</tr>
<tr>
<td></td>
<td>007</td>
<td>MW 4:55-6:10pm</td>
<td>6679</td>
</tr>
<tr>
<td></td>
<td>008</td>
<td>MW 12:30-1:45pm</td>
<td>6680</td>
</tr>
<tr>
<td></td>
<td>009</td>
<td>MW 12:30-1:45pm</td>
<td>6681</td>
</tr>
<tr>
<td></td>
<td>010</td>
<td>MW 2:00-3:15pm</td>
<td>6682</td>
</tr>
<tr>
<td></td>
<td>011</td>
<td>MW 2:00-3:15pm</td>
<td>6683</td>
</tr>
<tr>
<td></td>
<td>012</td>
<td>MW 4:55-6:10pm</td>
<td>6684</td>
</tr>
<tr>
<td></td>
<td>013</td>
<td>MW 3:30-4:45pm</td>
<td>6685</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 9/19, 10/17, and 11/14. Students must register for one corresponding Writing the Essay EXPOS-UA5 (Class numbers 6695 through 6705).

<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>6695</td>
</tr>
<tr>
<td></td>
<td>024</td>
<td>MW 11:00-12:15pm</td>
<td>6696</td>
</tr>
<tr>
<td></td>
<td>025</td>
<td>MW 11:00-12:15pm</td>
<td>6697</td>
</tr>
<tr>
<td></td>
<td>026</td>
<td>MW 2:00-3:15pm</td>
<td>6698</td>
</tr>
<tr>
<td></td>
<td>027</td>
<td>MW 12:30-1:45pm</td>
<td>6699</td>
</tr>
<tr>
<td></td>
<td>028</td>
<td>MW 8:00-9:15am</td>
<td>8677</td>
</tr>
<tr>
<td></td>
<td>029</td>
<td>MW 3:30-4:45pm</td>
<td>6700</td>
</tr>
<tr>
<td></td>
<td>030</td>
<td>MW 2:00-3:15pm</td>
<td>6701</td>
</tr>
</tbody>
</table>

**Section 30 open to Goddard Hall Residents only - Please email kerri.smith@nyu.edu or ewy200@nyu.edu for Goddard section access code.**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Day/Time</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>031</td>
<td>MW 12:30-1:45pm</td>
<td>6702</td>
</tr>
<tr>
<td></td>
<td>032</td>
<td>TR 11:00-12:15pm</td>
<td>6703</td>
</tr>
<tr>
<td></td>
<td>033</td>
<td>MW 4:55-6:10pm</td>
<td>6704</td>
</tr>
<tr>
<td></td>
<td>034</td>
<td>TR 9:30-10:45am</td>
<td>6705</td>
</tr>
</tbody>
</table>

### Plenary Lecture: Art in the World (Expository Writing)
**EXPOS-UA5 Class #6706**

Lecture meets three Monday nights, from 7:00-9:00 p.m. Dates are 9/19, 10/17, and 11/14. Students must register for one corresponding Writing the Essay EXPOS-UA5 (Class numbers 6707 through 6775).

<table>
<thead>
<tr>
<th>Course #</th>
<th>Section</th>
<th>Day/Time</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>036</td>
<td>TR 12:30-1:45pm</td>
<td>6707</td>
</tr>
<tr>
<td></td>
<td>037</td>
<td>MW 2:00-3:15pm</td>
<td>6708</td>
</tr>
<tr>
<td></td>
<td>038</td>
<td>MW 8:00-9:15am</td>
<td>6709</td>
</tr>
</tbody>
</table>
Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class #6715
Lecture meets three Monday nights, from 7:00-9:00 p.m. Dates are 9/19, 10/17, and 11/14. Students must register for one corresponding Writing the Essay EXPOS-UA5 (Class numbers 6716 through 8678).

Section | Day/Time       | Class#  
---------|----------------|---------
045      | MW 12:30-1:45pm| 6716    
046      | MW 12:30-1:45pm| 6717    
047      | MW 2:00-3:15pm | 6718    
048      | MW 2:00-3:15pm | 6719    
049      | MW 3:30-4:45pm | 6720    
050      | MW 3:30-4:45pm | 6721    
051      | MW 4:55-6:10pm | 6722    

Section 051 is restricted to international ESL students. Please email dm1@nyu.edu to register for this class.

POLICIES ON ADVANCED STANDING FOR TRANSFERS AT THE TISCH SCHOOL OF THE ARTS

For students admitted as transfer students, Advanced Standing, meaning college unit to be applied toward the B.F.A. degree requirements, is granted based on an evaluation of transfer unit by the Office of Undergraduate Admissions and examination results provided by the student. For a complete statement of the transfer unit policy, you should consult the current issue of the Tisch School of the Arts Bulletin, available for download online at http://students.tisch.nyu.edu. The total number of advanced standing units granted cannot exceed 64 in the Department of Photography and Imaging. The granting of unit is subject to additional conditions as described below.

Advanced Standing and final transfer unit is evaluated and posted early in the first semester of enrollment. All transfers should receive a preliminary notice of transfer unit evaluation at the time of admission. This document should provide enough information to select courses for the first semester. The final transfer unit evaluation should be completed by the end of September of the first semester of enrollment.

Unit for Coursework
Unit may be awarded for satisfactory work completed at another acunitied college or university. Upon admission, records are examined carefully to determine how much, if any, transfer unit will be granted. Each individual course completed elsewhere is evaluated and measured against similar coursework offered at New York University. For students admitted as transfers, unit for coursework completed at a properly acunitied college or university is usually granted if the grade obtained is “C” or better depending on how the coursework relates to degree requirements. Advanced standing unit for college courses taken while in high school is limited to coursework where the grade obtained was “B” or better. **No unit is granted for college writing or expository writing courses taken while in high school.** Unit will not be granted for college courses that satisfied high school graduation requirements.

Unit by Examination
The Advanced Placement Program (AP) (College Entrance Examination...
Board) and the International Baccalaureate Program (IB) enable undergraduate students to receive unit 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 unit 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 unit is given.

For the International Baccalaureate (IB) examination, The Tisch School of the Arts recognizes higher level examinations passed with grades of 6 or 7. No unit 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 and are included in total transfer units, which can not exceed departmental standards. 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 unit toward the degree may not take the corresponding college-level course in the College of Arts and Science for unit. If they do, they will lose the Advanced Placement unit.

**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 121</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>5</td>
<td>MATH-UA 121, 122</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>CHEM-UA 101,102/CHEM-UA 109,110</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>4, 5</td>
<td>EAST-UA 204</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4, 5</td>
<td>CSCI-UA 101</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>4, 5</td>
<td>CSCI-UA 101, 102</td>
</tr>
<tr>
<td>English Literature</td>
<td>4, 5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>English Language</td>
<td>-</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4, 5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>European History</td>
<td>4, 5</td>
<td>HIST-UA 1 or HIST-UA 2</td>
</tr>
<tr>
<td>French Language</td>
<td>4, 5</td>
<td>FREN-UA 101</td>
</tr>
<tr>
<td>French Literature</td>
<td>4, 5</td>
<td>FREN-UA 115</td>
</tr>
<tr>
<td>German Language</td>
<td>4, 5</td>
<td>GERM-UA 4</td>
</tr>
<tr>
<td>Human Geography</td>
<td>-</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>4, 5</td>
<td>ITAL-UA 12</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>4, 5</td>
<td>EAST-UA 2503</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>4, 5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>4, 5</td>
<td>CLASS-UA 66</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>4, 5</td>
<td>ECON-UA 17</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4, 5</td>
<td>ECON-UA 27</td>
</tr>
<tr>
<td>Music Theory</td>
<td>-</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHYS-UA 11,12</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>PHYS-UA 11</td>
</tr>
<tr>
<td>Physics C—Mech</td>
<td>4, 5</td>
<td>PHYS-UA 11, 81, or 91</td>
</tr>
<tr>
<td>Physics C—E&amp;M</td>
<td>4, 5</td>
<td>PHYS-UA 12, 81, 82, or 93</td>
</tr>
<tr>
<td>Politics (U.S. Gov't and Politics)</td>
<td>4, 5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Politics (Comp. Gov't and Politics)</td>
<td>4, 5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Psychology</td>
<td>4, 5</td>
<td>PSYCH-UA 1</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>4, 5</td>
<td>SPAN-UA 100</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>4</td>
<td>SPAN-UA 100</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>5</td>
<td>SPAN-UA 100 or SPAN-UA 200</td>
</tr>
<tr>
<td>Statistics</td>
<td>4, 5</td>
<td>PSYCH-UA 10</td>
</tr>
<tr>
<td>Studio Art</td>
<td>-</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4, 5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>World History</td>
<td>4, 5</td>
<td>No course equivalent</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. 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 double major in psychology receive credit for Statistics for the Behavioral Sciences.

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 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 23 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 23 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”).