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 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 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.
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, 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 - 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
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
www.nyu.edu/bursar

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

Registrar
www.nyu.edu/registrar

Housing and Residence Life
726 Broadway, 7th floor (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 (212) 443-CARD
www.nyu.edu/nyucard
THE CLIVE DAVIS INSTITUTE OF RECORDED MUSIC

194 Mercer Street, 5th Floor
http://clivedavisinst.tisch.nyu.edu
HELP LINE: 212.992.8400
Monday - Friday
9 AM - 5 PM
email: tisch.recorded.music@nyu.edu

The Program

The Recorded Music B.F.A. undergraduate program is designed to provide professional training for students who aim to succeed as creative entrepreneurs in the music industry. A creative entrepreneur is a driven, passionate individual who starts and runs an innovative business enterprise. Students who enroll in Recorded Music have a wide range of aspirations. Some aspire to become CEOs of record labels. Others aspire to become innovative record producers who helm successful production companies. Some students are performing artists or music critics who want to develop their business acumen so that they might build a successful brand. In every case, our mission is to provide students with the necessary skills - business, creative, intellectual and social - so that they might succeed as leaders in an evolving music industry. We encourage students to develop innovative musical ideas and envision new music business models. We also encourage students to work collaboratively and to cultivate both intellectual rigor and a willingness to experiment artistically.

The program’s course of study includes a four-year, 58-credit progression of courses structured around the study of entrepreneurship. There are four main areas of curricular study: Business, Production, Writing, History & Emergent Media, and Musicianship & Performance. Students take courses on business and legal issues as they relate to the specialized needs of the contemporary music industry, in conjunction with a series of practicum in the recording studio, where students are expected to become proficient in a range of recorded music practices. Concurrently, students also explore critical writing and music journalism, delving into the cultural impact of recorded music and the history of contemporary musical genres such as rock, R&B, hip-hop, and pop, world and electronica. By graduation, students are expected to actualize a comprehensive creative plan to launch a music business venture, such as a record label, production company or new media enterprise.

As is the case with all Tisch programs, professional training is combined with a solid liberal arts education. In addition to the 58 units taken within The Clive Davis Institute of Recorded Music, students are expected to earn a total of 44 general education units in courses offered by Tisch and the College of Arts and Sciences. Students also complement their study with 26 units in elective courses taken in their areas of interest.

Degree Requirements

AREA I: RECORDED MUSIC ARTS  58 units
GROUP A: COLOQUIUM (1 course for 0 units)
GROUP B: PRODUCTION (7 courses for 18 units)
GROUP C: Writing, History & Emergent Media (4 courses for a minimum of 14 units)
GROUP D: BUSINESS (9 courses for a minimum of 18 units)
GROUP E: MUSICIANSHP & PERFORMANCE (3 courses for 8 units)

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:

1. Expository Writing, 3-4 units  One semester is required for transfer students. Tisch School of the Arts students fulfill their Expository Writing requirement within Tisch in the Department of Art & Public Policy’s Core Curriculum. If you do not transfer in a minimum of 3 units (one course) in Expository Writing, you will need to fulfill this requirement in the fall semester by enrolling in Art in 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.

2. Humanities and Social Sciences, 12 units:  Aimed to give students a sense of cultural form in diverse social contexts so as to appreciate the setting for such phenomena as Ethnic Arts and Folk Traditions and to give students a sense of transformation of culture and society over larger spans of time.
and space. Examples include courses in history, classics, fine arts, philosophy, religion, English, and literature. **At least one course (3-4 units) must have an international focus.**

3. **Natural Sciences, 4 units:** Designed to teach students how to evaluate evidence within a framework of logical reason. Examples include courses in astronomy, biology, chemistry, earth and environmental science, geology, math and physics.

An additional 6 General Education courses (24 units) are required for a total of 44 units. These units can be fulfilled by taking Humanities, Social Sciences, or Natural Sciences of your choosing.

**AREA I** (Recorded Music Arts)

58 units minimum

**AREA II** (General Education)

44 units minimum

**AREA III** *(Electives)*

Enough to total 128 units (26)

**Total units for BFA**

128 units

(Areas I, II, and III combined)

**First Semester Curriculum for Transfer Students:**

1. Colloquium 0 unit

2. Production 4 units

3. Musicianship & Performance 2 units

4. Business 2 units

5. Writing, History & Emergent Media 4 units

6. Art in the World/Writing the Essay 4 units

- or-

   General Education 4 units

7. Elective 2 units

**TOTAL** 18 units

*(If you have not satisfied the Expository Writing requirement with transfer units, you MUST register for Art in the World/Writing the Essay, EXPOS-UA 5, in the fall 2015.)*

All transfer students are advised to contact the Institute to determine an appropriate course schedule based on eligible transfer units. Transfer students may transfer a maximum of 48 units into the Institute, and must satisfy a five semester residency requirement. Courses taken at The Clive Davis Institute as a non-major or visiting student prior to matriculation will count beyond the 48 unit limit.

**Transfer Course Information**

1. **PRODUCTION**

**A. REMU-UT 1020 FUNDAMENTALS OF AUDIO WORKSTATIONS I**

2 units.

Students will acquire an in-depth, theoretical and practical knowledge of Digital Audio Workstations through a weekly, lab-based workshop. An emphasis will be made on file management and system configurations. Students will then start using Pro Tools, learning the operating modes and tools, gain structure and multi-tracking techniques, and using overdubs to build an arrangement. The semester will round out with techniques for editing and “comping,” consolidating tracks and preparing the files for the mix session.

Prior to registering, students must take a placement test to determine for which section of fundamentals to register.* To take the placement test, please log into NYUHome, and click on the Academics Tab. Under **NYU Classes**, click **Recorded Music Studios**. The placement test will be available online after June 1st.

**Section #**  **Day/Time**  **Class#**

001  F 9:00AM - 10:45AM  14167

002  F 11:00AM - 12:45PM  14168

003  F 1:00PM - 2:45PM  14169

004  F 3:00 PM - 5:10 PM  14474

* Students will be enrolled in this course by the Institute.

**B. REMU-UT 1040 ENGINEERING THE RECORD I**

2 units.

Engineering the Record I will familiarize students with the practical aspects of the recording process in the studio by examining the theory, techniques, and science of sound recording. Students will be introduced to the basics of recording studios and sessions through lectures, demonstrations and supplemental reading and assignments carried out in the studio. In tandem with learning the mechanics of the process, students will begin to develop their critical listening skills and audio vocabulary. Topics will include: the propagation
of sound and instrument radiation patterns, hearing and perception, microphones and microphone technique, analog signal flow, and signal processing.

### Section #  Day  Time  Class#  
001  M  9:00AM - 10:45AM  14174  
002  M  11:00AM - 12:45PM  14175  
003  M  1:00PM - 2:45PM  14222  
004  M  3:00PM - 4:45PM  14368  
005  M  5:00PM - 6:45PM  14472  
006  T  9:00AM - 10:45AM  14563  
007  T  11:00AM - 12:45PM  14564  
008  T  1:00PM - 2:45PM  14565  
009  T  3:00PM - 4:45PM  14566  
010  T  5:00PM - 6:45PM  14567

### 2. Musicianship & Performance

**REMU-UT 1106 MUSICIANSHIP: MUSIC THEORY & CONSTRUCTION**

2 units.

This course is geared toward students with an emphasis on a no-nonsense and demystifying presentation of the three elements of music - rhythm, melody and harmony. Students will review and analyze a variety of musical examples – written and recorded - to demonstrate these concepts with a focus on contemporary western music (everything from and in between the Beatles and Stevie Wonder to Sia, Kendrick Lamar, and Arcade Fire). The second half of the course is a practical application of the tools. Students will learn how to transcribe rhythms, hear chord progressions in addition to learning basic arranging and composing. The goal of the course is to enable students to break down a song competently and have a fuller appreciation of what producer/arranger/composer/songwriters do – skills students will undoubtedly need in your career.

Prior to registering, students must take a placement test to determine for which section of Musicianship to register.* To take the placement test, please log into NYUHome, and click on the Academics Tab. Under NYU Classes, click Recorded Music Studios. The placement test will be available online after June 1st.

### 3. Business

**REMU-UT 1212 THE BUSINESS OF MUSIC: INDUSTRY ESSENTIALS**

2 units

This course will provide a general overview of, and a framework for understanding, the different segments of the music industry topics include: key players and their roles in generating revenue streams, common creative, business and legal problems that arise in, and range of business transactions that govern, the day to day operation of different business ventures in the industry, record label operations, marketing, promotion, music publishing, touring, new business models and career opportunities.

### 4. Writing, History, & Emergent Media

**REMU-UT 1201 CREATIVE MUSIC ENTREPRENEURS IN HISTORICAL CONTEXT**

4 units

This course will introduce students to the history and culture of creative entrepreneurs in recorded music. Students will look at various types of entrepreneurs – including executives, producers, performers and journalists – and we will study how and why the empires that these impressive and sometimes controversial impresarios built have transformed the course of popular music. Along the way, students will become well versed in the history of 20th and 21st century recorded music, and about various music genres and styles; and will place the art and business of creating and selling recorded music in historical, political, cultural and social context. Throughout, students will look at approaches to crafting successful essays on popular music with clear, compelling writing about sound.

* Students will be enrolled in this course by the Institute.
5. DEPARTMENT OF ART AND PUBLIC POLICY - CORE CURRICULUM

EXPOS-UA 5 ART IN THE WORLD/WRITING THE ESSAY

Please see description in Department of Art and Public Policy Core Curriculum section at the back of this booklet. Scheduling information for this course can be found on ALBERT under the course subject “Expository Writing Program.” You are highly encouraged to make your selection for this course as early as possible as recitation sections fill up very quickly.

GENERAL EDUCATION COURSE

Most of the courses you will take to complete your General Education (liberal arts) requirements are offered through NYU College of Arts and Sciences. Courses that count toward the General Education requirement are those that broaden student perspectives through research, analysis, historical overview and/or critical thinking, and are not related to your major. Courses that do not count toward this requirement are professional or practical in nature or apply toward your departmental requirements. Notably, creative writing courses, and courses in journalism that teach how to write in that style do not credit for general education. Courses taken at Stern, Steinhardt Gallatin, and Wagner will not credit for General Education. If you have a question about what will count towards your general education requirements, please view our online departmental “Gen Ed Advising Tool.” See page 21, final section.

Searching for General Education Courses:

- A listing of courses available through the College of Arts and Science for the fall semester can be found at www.nyu.edu/registrar.
- Click Course Search on left, then Albert Course Search.
- View “College of Arts & Science” and then select the subject in which you are interested enrolling.
- Cultures and Contexts and Texts and Ideas courses can be found under CORE-UA within the College of Arts and Science course offering page.
- If you are looking for the schedule for Art in the World, the course can be found under “Expository Writing Program.” also within the College of Arts and Science course offering page.

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

6. ELECTIVE

An elective can be any course, in any subject, in any division of New York University except the School of Professional Studies and Global Liberal Studies. Electives may include additional courses beyond the required units in Recorded Music or General Education. Students can elect to take these units in the Recorded Music area; in General Education; to add a second major or a minor; or to take courses in a variety of other areas, such as creative writing, communications, business, etc. Any music instruction, performance, or composition courses through the Steinhardt School of Education or the College of Arts and Science will count toward elective credit.

Frequently Asked Questions

What is a normal course load for a transfer? How many units can I register for during a given semester?
The Clive Davis Institute of Recorded Music is a full-time program, and as such, you must be registered for 12-18 units each semester to maintain your full-time student status. Any adjustments to the number of units for which you are registered (below 12 or more than 18) must be discussed with your advisor and approved by the Department Administrator. Students in their last semester may go part time with permission from the Department Administrator.

Will I have an advisor?
Yes, the full-time faculty serve as the Institute’s academic advisors. You will meet with your assigned advisor during the school’s mandatory New Student Orientation Program in August.

Can I receive credit for my Advanced Placement (AP) exams?
Please refer to the Policies on Advanced Standing section at the back of this handbook for more information.

Can I place out of the Department of Art and Public Policy Core Curriculum?
(Refers to Art in the World/Writing the Essay Expository Writing requirement)
All transfer students need to complete one course in Expository Writing. If you do not transfer in a minimum of 3 units (one course) in Expository Writing, you will need to fulfill this requirement in the fall semester by enrolling in Art in 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.
How do I make changes to my course schedule?
You will be able to drop and add courses through the University’s online information and registration system, ALBERT (through NYUHome - https://home.nyu.edu). There is a strict drop/add schedule that is outlined in the school’s policies and procedures handbook, which you will receive during orientation. You should always confirm with your advisor that any changes made to your schedule would not adversely affect your progress toward graduation.

What should I do if one of my courses is closed?
If you find that a course or section of a course in which you want to enroll is closed, you will be given the option within the ALBERT system to put your name on the waitlist. Waitlists are computerized and as such, you will automatically be placed into a class when a seat in the course becomes available. If you decide to use the waitlist option for any course, you should check your schedule as it appears in ALBERT periodically to see if you have been enrolled in the course from the waitlist. You will likely need to make adjustments in your schedule to avoid time conflicts and additional billing.

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 crediting of your financial aid to your bill, contact the Financial Aid Office (212) 998-4444 or Dory Smith-Wilson, Tisch Office of Student Affairs (212) 998-1900 or 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 Institute if you are de-enrolled.

Do foreign language courses count toward General Education Requirements?
Yes, if you choose to take a foreign language course it will count toward the Humanities and Social Science portion of the Liberal Arts requirement; however, you must take two semesters of the same language at the elementary level in order to count toward the general education requirement. Once you complete the second semester, you must notify your advisor so that the course can be credited properly. 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. Any language courses at the Intermediate, Intensive, or Advanced level will satisfy the general education requirement.

Can I declare a double major or minor?
Yes. Typically, students who choose to do so complete a second major or minor in one of the disciplines in the College of Arts and Science. 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. A Portfolio review and/or an audition will also be required for students applying for double majors within TSOA. If you have an interest in pursuing a double major or minor, you should first discuss your interest with your faculty advisor. You should also seek the advice of a faculty advisor in the department of your secondary major or minor.

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 requirements report each semester to make sure you understand your remaining course requirements. This report is assessible from the drop down option, Academic Requirements, in ALBERT’s Student Center. In addition, the Institute has administrative staff with expertise in degree requirements and the policies and procedures of the school and university.

When can I pursue an internship?
Our many internship opportunities are open to sophomores, juniors and seniors during the academic year. Freshmen who have successfully completed their first semester may participate in an internship with special permission. Students interested in participating in an internship should speak with the Institute’s Internship Faculty Advisor.

Are there study abroad opportunities?
In Fall 2016, the Institute will launch its first-ever Recorded Music study abroad program in Berlin, Germany. Recorded Music majors will be required to study abroad in Berlin in either the fall or spring of their junior year. With a strong focus on the art, business, and historical culture of electronic and club
music, students will have the opportunity to take 14-16 credits while abroad, including a German language/culture course, a writing, history, & emergent media course, a business course, a production or performance course, and an internship. By the end of the semester, students will have been fully immersed in the art and culture of one of the most vibrant arts capitals of the world.

In addition to Berlin, there are numerous other study away opportunities for students to take advantage of, either through Tisch Special Programs or New York University Study Abroad and Exchange Programs.

Please note:
All courses taken at the Steinhardt School of Education, Stern School of Business, the Wagner School of Public Service, the Nursing school, the School of Social Work, the Gallatin School of Individualized Study, CAS Music and CAS Creative Writing 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.
You should enroll in 18 units
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 is 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 five times during the semester, and a workshop 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 27 for recitation and lecture call 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 credit 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.

DEPARTMENT OF ART AND PUBLIC POLICY CORE CURRICULUM

**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-UA5 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 030 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>EXPOS-UA 5</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>Section</th>
<th>Day/Time</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>036</td>
<td>TR 12:30-1:45pm</td>
<td>6707</td>
</tr>
<tr>
<td>037</td>
<td>MW 2:00-3:15pm</td>
<td>6708</td>
</tr>
<tr>
<td>038</td>
<td>MW 8:00-9:15am</td>
<td>6709</td>
</tr>
<tr>
<td>039</td>
<td>MW 3:30-4:45pm</td>
<td>6710</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).

<table>
<thead>
<tr>
<th>Section</th>
<th>Day/Time</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>040</td>
<td>MW 9:30-10:45am</td>
<td>6711</td>
</tr>
<tr>
<td>041</td>
<td>MW 9:30-10:45am</td>
<td>6712</td>
</tr>
<tr>
<td>042</td>
<td>MW 11:00-12:15pm</td>
<td>6713</td>
</tr>
<tr>
<td>043</td>
<td>MW 12:30-1:45pm</td>
<td>6714</td>
</tr>
</tbody>
</table>

Please email dm1@nyu.edu to register for this class.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Day/Time</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>052</td>
<td>MW 9:30-10:45am</td>
<td>6723</td>
</tr>
<tr>
<td>053</td>
<td>TR 12:30-1:45pm</td>
<td>6724</td>
</tr>
<tr>
<td>054</td>
<td>TR 2:00-3:15pm</td>
<td>6725</td>
</tr>
<tr>
<td>055</td>
<td>TR 9:30-10:45am</td>
<td>6726</td>
</tr>
<tr>
<td>056</td>
<td>MW 2:00-3:15pm</td>
<td>7446</td>
</tr>
<tr>
<td>057</td>
<td>MW 8:00-9:15am</td>
<td>8133</td>
</tr>
<tr>
<td>058</td>
<td>MW 12:30-1:45pm</td>
<td>8144</td>
</tr>
<tr>
<td>059</td>
<td>MW 11:00 am-12:15pm</td>
<td>8275</td>
</tr>
<tr>
<td>060</td>
<td>MW 9:30 - 10:45am</td>
<td>8276</td>
</tr>
<tr>
<td>061</td>
<td>MW 11:00 am-12:15pm</td>
<td>8678</td>
</tr>
</tbody>
</table>
POLICIES ON ADVANCED STANDING FOR TRANSFERS AT THE TISCH SCHOOL OF THE ARTS

For students admitted as transfer students, Advanced Standing, meaning college credit to be applied toward the degree, is granted based on an evaluation of transfer credit by the Office of Undergraduate Admissions and examination results provided by the student. For a complete statement of the transfer credit 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, including credit for examinations, cannot exceed 64 in the Clive Davis Institute for Recorded Music. The granting of credit is subject to additional conditions as described below.

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

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, transfer credit 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, credit for coursework completed at a properly accredited 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 credit for college courses taken while in high school is limited to coursework where the grade obtained was “B” or better. No credit is granted for college writing or expository writing courses taken while in high school. 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.

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 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 credit toward the degree may not take the corresponding college-level course in the College of Arts and Science for credit. If they do, they will lose the Advanced Placement credit.

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 4, 5</td>
<td>4</td>
<td>ARTH-UA 1 or ARTH-UA 2</td>
</tr>
<tr>
<td>Biology 4, 5</td>
<td>8</td>
<td>BIOL-UA 11,12/BIOL-UA 13,14</td>
</tr>
<tr>
<td>Calculus AB 4, 5</td>
<td>4</td>
<td>MATH-UA 121</td>
</tr>
<tr>
<td>Calculus BC 4</td>
<td>4</td>
<td>MATH-UA 121²</td>
</tr>
<tr>
<td>Calculus BC 5</td>
<td>8</td>
<td>MATH-UA 121, 122</td>
</tr>
<tr>
<td>Chemistry 4, 5</td>
<td>8</td>
<td>CHEM-UA 101,102/CHEM-UA 109,110</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>GPA</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------</td>
<td>-----</td>
</tr>
<tr>
<td>Chinese Language and Culture</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>4, 5</td>
<td>8</td>
</tr>
<tr>
<td>English Literature</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>English Language</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>European History</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>French Language</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>French Literature</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>German Language</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Human Geography</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Italian Language and Culture</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Physics C—Mech</td>
<td>4, 5</td>
<td>5 or 3</td>
</tr>
<tr>
<td>Physics C—E&amp;M</td>
<td>4, 5</td>
<td>5 or 3</td>
</tr>
<tr>
<td>Politics (U.S. Gov’t and Politics)</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Politics (Comp. Gov’t and Politics)</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>Studio Art</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4, 5</td>
<td>4</td>
</tr>
<tr>
<td>World History</td>
<td>4, 5</td>
<td>4</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 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.
**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 24 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 24 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”).