May 2017

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 2017 courses.

We encourage you to register early so that you will have the widest variety of course selection options. Registration begins on Wednesday, June 7 for new Transfers and Thursday, June 8 for new Freshman. 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 8, 2017. 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 27. 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 student information 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 Tisch looks forward to welcoming you in August.

Sincerely,

Robert Cameron
Registration Instructions

This manual 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 7 at 12:00 noon (new transfers) and June 8 (new freshman) by using Albert, the University’s registration and information system. The University Registrar will randomize new Freshman registration appointment times at 12:00 noon and 12:20 p.m. (EST). Please check your appointment time in your Student Center Albert account.

Here is all you need to do to register:

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 there are no time conflicts with your course selection.

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 8 of this handbook.

You will access the Albert 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 at http://www.nyu.edu/registrar/sis/student_center_training.html. You can also learn other Albert enrollment features, such as how to search for courses, review your degree progress, and view your grades.

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 27 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 2017

New Student Registration begins June 7
Tuition Payment Due August 8
New Student Orientation August 27 - Sept 2
Labor Day (holiday) September 4
FIRST DAY OF CLASSES September 5
Fall Recess/Columbus Day (holiday) October 9
Parent & Family Day October 21
Thanksgiving Recess (holidays) November 23-24
Last Day of Classes December 15
Reading Days December 16-17
Final Examinations December 18-22
Winter Recess (holidays) December 23 - January 1

WINTER SESSION

Winter Session Classes January 2 - January 19
Martin Luther King Jr. Day (holiday) January 15

SPRING 2018

FIRST DAY OF CLASSES January 22
President’s Day (holiday) February 19
Spring Recess (holidays) March 12-18
Last Day of Class May 7
Reading Day May 8
Final Examinations May 9-15
Commencement May 16 (tentative date)

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, Strategic Initiatives
721 Broadway, 9th floor  (212) 998-1717

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

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

Michael Burke, Associate Dean, Kanbar Institute of Film and Television
721 Broadway, 9th Floor  (212) 998-1627

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

Fred Carl, Faculty Affairs
721 Broadway, 12th floor  (212) 998-1805

Karen Shimakawa, Faculty Affairs
721 Broadway, 12th floor  (212) 998-1805

Kaiko Hayes, Assistant Dean, 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 – Anna McCarthy, 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 - Seán Curran, Chair
111 Second Avenue, 3rd floor (212) 998-1980

Drama, Undergraduate – Rubén 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
Ezra Sachs, Chair
721 Broadway, 11th floor (212) 998-1700

Performance Studies – Andre Lepecki, 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
   Anita Gupta, Director of Academic Services
   Jean Chen-Villalba, Assistant Director of Academic Services

University Offices

Admissions, Undergraduate
383 Lafayette Street  (212) 998-4500
   www.nyu.edu/admissions/undergraduate-admissions.html
NYU Jeffrey S. Gould Welcome Center
50 West 4th Street  (212) 998-4550

StudentLink Center
   Manhattan: 383 Lafayette Street
   Brooklyn: 5 MetroTech Center, Suite 201
   www.nyu.edu/studentlink
   www.nyu.edu/financial.aid
   http://tisch.nyu.edu/admissions/financial-aid
   www.nyu.edu/registrar
   www.nyu.edu/bursar

Financial Aid  (212) 998-4444
Registrar  (212) 998-4290
Bursar  (212) 998-2800

Housing and Residence Life
726 Broadway, 7th floor  (212) 998-4600
   www.nyu.edu/life/living-at-nyu.html

The 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
DEPARTMENT OF PHOTOGRAPHY AND IMAGING

Deborah Willis, PhD, Chair
721 Broadway, 8th Floor
http://www.tisch.nyu.edu/photo

HELP LINE: 212.998.1930
Monday - Friday 9 AM - 5 PM
e-mail: tischphoto@nyu.edu

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 170 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.

Transfer students have 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 course work. 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. 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 students 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. Some transfer students may be advised to take summer courses or plan to stay for 5 semesters upon admission to the program. Therefore, transfer students are encouraged to reach out to the administrative advisor prior to the departmental orientation on Wednesday, August 30th.

Please complete the new student questionnaire here: https://goo.gl/forms/k4ZCIyRTYirXRQ13

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) OR 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 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 a minimum of 3 units (one course) in Expository Writing, you must fulfill this requirement in the Fall 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.
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, Physics)

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 their initial fall semester. Students may be required to 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 V: Studio Courses

PHTI-UT 1
Photography & Imaging: Digital (Fall and Spring)
This is an introductory 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 out- putting 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 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.

**PHTI-UT 1018**

**Emerging Media Studio** (Fall and Spring)
The Emerging Media Studio courses explore methods to creatively think through and hybridize artistic photographic practice with emerging media technologies from medicine, the military, archaeology, urban planning, environmental science and other industries. Projects may take open-ended forms such as video, virtual reality environments, site-based performance, spatial imaging, 3D fabrication and photographic documentation. Critical readings and ideas drawn from artists as well as professionals in other fields are discussed. Our practice is learning how to adapt to and position ourselves as artists making unique contributions to the social dynamics of culture and a constantly shifting universe of media.

**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.*

The course will consist of a series of weekly lectures, discussions, readings and field trips to museums and galleries in the city. Lectures will present historic and contemporary art and photography and it's ideation as a basis for understanding the work the students are viewing on their weekly field trips. Students will visit selected exhibitions chosen for their quality and relevance and arranged by geographic area of the city (One week the Whitney, the next Chelsea, etc). Students will be required to monitor the daily press and periodicals for reviews of work they've seen and to highlight exhibitions the class should see. Additional readings of historic material will be assigned and short papers will be required.

**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, Lartigue, 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.
1. Below is a registration worksheet to help you plan your schedule and prepare for registration. Gather your registration materials including your student Albert login information; Net ID and password; course schedule and class number for enrollment.
2. Please consult with Patricia McKelvin in the Photography and Imaging department at 212.998.1926 if you are unsure of your transfer course allocations.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Days/Times</th>
<th>Units</th>
<th>Class #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHTI-UT 1, Digital Section 001 or 002</td>
<td>Photography &amp; Imaging: Digital</td>
<td>W 2-5:45 PM</td>
<td>4 units</td>
<td>Dept. will register student</td>
</tr>
<tr>
<td>-OR-</td>
<td>-OR-</td>
<td>-OR-</td>
<td>-OR-</td>
<td>-OR-</td>
</tr>
<tr>
<td>PHTI-UT 2, Analog Section 001 or 002</td>
<td>Photography &amp; Imaging: Analog</td>
<td>W 2-5:45 PM</td>
<td>4 units</td>
<td>Dept. will register student</td>
</tr>
<tr>
<td>PHTI-UT 1010</td>
<td>Visual Thinking</td>
<td>T 9:30AM-1:15PM</td>
<td>4 units</td>
<td>Dept. will register student</td>
</tr>
<tr>
<td>-OR-</td>
<td>-OR-</td>
<td>-OR-</td>
<td>-OR-</td>
<td>-OR-</td>
</tr>
<tr>
<td>Liberal Arts course of your choice</td>
<td>Liberal Arts course of your choice</td>
<td>Liberal Arts course of your choice</td>
<td>Liberal Arts course of your choice</td>
<td>Liberal Arts course of your choice</td>
</tr>
<tr>
<td>PHTI-UT 1003 CHIPS-Critical Studies</td>
<td>Culture, History, Imaging, and Photography Studies (CHIPS)</td>
<td>R 9:15AM-12:15PM (Lec) and F 10AM-1 PM (Rct)</td>
<td>4 units</td>
<td>13806</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13807</td>
</tr>
<tr>
<td>EXPOS-UA 5 Core Curriculum – Expository Writing</td>
<td>Art in the World/Writing the Essay (unless an equivalent transferred course satisfies this requirement)</td>
<td></td>
<td>4 units</td>
<td>EXPOS-UA 5 -or- Liberal Arts course of your choice</td>
</tr>
<tr>
<td>-or-</td>
<td>Liberal Arts course</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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/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 in a course equivalent to 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.

Core Curriculum Course Schedule

**Register for one Art in the World Plenary Lecture (Class # 6668, 6690, 6702 or 6713) 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 #6668 (section 001)

Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday night. Dates are September 11, October (TBD), and November (TBD). Students must register for one corresponding Writing the Essay EXPOS-UA 5 from sections 002-022 (Class numbers 6669 through 17575).

<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>6669</td>
</tr>
<tr>
<td></td>
<td>003</td>
<td>MW 8:00-9:15am</td>
<td>6670</td>
</tr>
<tr>
<td></td>
<td>004</td>
<td>MW 9:30-10:45am</td>
<td>6671</td>
</tr>
<tr>
<td></td>
<td>005</td>
<td>MW 9:30-10:45am</td>
<td>6672</td>
</tr>
<tr>
<td></td>
<td>006</td>
<td>MW 11:00-12:15pm</td>
<td>6673</td>
</tr>
</tbody>
</table>
Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class #6690 (section 023)
Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday night. Dates are September 11, October (TBD), and November (TBD). Students must register for one corresponding Writing the Essay EXPOS-UA 5 (Class numbers 6691 through 17543).

<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>024</td>
<td>MW 9:30-10:45pm</td>
<td>6691</td>
</tr>
<tr>
<td></td>
<td>025</td>
<td>MW 11:00-12:15pm</td>
<td>6692</td>
</tr>
<tr>
<td></td>
<td>026</td>
<td>MW 11:00-12:15pm</td>
<td>6693</td>
</tr>
<tr>
<td></td>
<td>027</td>
<td>MW 2:00-3:15pm</td>
<td>6694</td>
</tr>
<tr>
<td></td>
<td>028</td>
<td>MW 12:30-1:45am</td>
<td>8343</td>
</tr>
<tr>
<td></td>
<td>029</td>
<td>MW 8:00-9:15pm</td>
<td>6695</td>
</tr>
<tr>
<td></td>
<td>030</td>
<td>MW 3:30-4:45pm</td>
<td>6696</td>
</tr>
<tr>
<td></td>
<td>031</td>
<td>MW 12:30-1:45pm</td>
<td>6697</td>
</tr>
<tr>
<td></td>
<td>032</td>
<td>TR 11:00-12:15pm</td>
<td>6698</td>
</tr>
<tr>
<td></td>
<td>033</td>
<td>MW 4:55-6:10pm</td>
<td>6699</td>
</tr>
<tr>
<td></td>
<td>034</td>
<td>TR 9:30-10:45am</td>
<td>6700</td>
</tr>
<tr>
<td></td>
<td>035</td>
<td>MW 4:55-6:10pm</td>
<td>17543</td>
</tr>
</tbody>
</table>

Section 035 is restricted to international ESL students. Please email Denice Martone at dm1@nyu.edu to register for this class.

Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class #6702 (section 036)
Lecture meets two Monday nights, from 7:00-9:00 p.m. and one Friday night. Dates are September 11, October (TBD), and November (TBD). Students must register for one corresponding Writing the Essay EXPOS-UA 5 (Class numbers 6703 through 6712).
Section 042 is restricted to international ESL students. Please email Denice Martone at dm1@nyu.edu to register for this class.

Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class #6713 (section 047)
Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday night. Dates are September 11, October (TBD), and November (TBD). Students must register for one corresponding Writing the Essay-EXPOS-UA5 (Class numbers 6714 through 9206).

Additional Notes

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 Joanna Mendoza in the Expository Writing Program at joanna.mendoza@nyu.edu. More information on petitioning to waive the expository writing requirement can be found online at
Transfers should be aware that waivers are granted rarely and only after a rigorous review by the NYU Expository Writing Program.

The NYU Writing Center is a place where any NYU student can get help with his or her writing. The Writing Center is a part of NYU's Expository Writing Program in the College of Arts and Science. It is a place where one-on-one teaching and learning occur, as students work closely with EWP faculty and experienced peer tutors at every stage of the writing process and on any piece of writing except for exams. For more detailed information about the program resources, please visit [http://ewp.cas.nyu.edu/object/writing.center](http://ewp.cas.nyu.edu/object/writing.center). Please call the Center at (212) 998-8860 or email ewp@nyu.edu to schedule an appointment. The Center is located at 411 Lafayette, 4th floor.
Tisch School of the Arts Policies on Advanced Standing for Freshman

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

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

Credit for Coursework

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

Credit by Examination

The Advanced Placement Program (AP) (College Entrance Examination Board) and the International Baccalaureate Program (IB) enable undergraduate students to receive credit toward the undergraduate degree on the basis of performance in college-level examinations or proficiency examinations related to the school’s degree requirements, subject to the approval of the school.

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

For the International Baccalaureate (IB) examination, The Tisch School of the Arts recognizes higher level examinations passed with grades of 6 or 7. No credit is granted for standard level examinations. Official reports must be submitted to the Office of Undergraduate Admissions for review.

Except in the Department of Dance, the maximum number of units transferable by the combination of examination and college-level coursework completed in high school shall not exceed a total of 32 units. The maximum number of AP and/or IB units to be applied to the general education requirements of the undergraduate degree shall not exceed a total of 8 units. The remainder of units granted by examination, up to the maximum, will be applied to electives. Students receiving units toward the degree may not take the corresponding college-level course in the College of Arts and Science for credit. If they do, they will lose the Advanced Placement credit.
<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Grade</th>
<th>Units</th>
<th>NYU Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>4, 5</td>
<td>4</td>
<td>ARTH-UA 1 or ARTH-UA 2¹</td>
</tr>
<tr>
<td>Biology</td>
<td>4, 5</td>
<td>8</td>
<td>BIOL-UA 11,12/BIOL-UA 13,14</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4, 5</td>
<td>4</td>
<td>MATH-UA 121</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4</td>
<td>4</td>
<td>MATH-UA 121²</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>5</td>
<td>8</td>
<td>MATH-UA 121, 122</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4, 5</td>
<td>8</td>
<td>CHEM-UA 101,102 or CHEM-UA 109,110</td>
</tr>
<tr>
<td>Chinese Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Culture</td>
<td>4, 5</td>
<td>4</td>
<td>EAST-UA 204³</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4, 5</td>
<td>4</td>
<td>CSCI-UA 101</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>4, 5</td>
<td>8</td>
<td>CSCI-UA 101, 102</td>
</tr>
<tr>
<td>English Literature</td>
<td>4, 5</td>
<td>4</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Environmental Science</td>
<td></td>
<td></td>
<td>No course equivalent</td>
</tr>
<tr>
<td>European History</td>
<td>4, 5</td>
<td>4</td>
<td>HIST-UA 1 or HIST-UA 2</td>
</tr>
<tr>
<td>French Language</td>
<td>4, 5</td>
<td>4</td>
<td>FREN-UA 101</td>
</tr>
<tr>
<td>French Literature</td>
<td>4, 5</td>
<td>4</td>
<td>FREN-UA 115</td>
</tr>
<tr>
<td>German Language</td>
<td>4, 5</td>
<td>4</td>
<td>GERM-UA 4⁵</td>
</tr>
<tr>
<td>Human Geography</td>
<td></td>
<td></td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Italian Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Culture</td>
<td>4, 5</td>
<td>4</td>
<td>ITAL-UA 12</td>
</tr>
<tr>
<td>Japanese Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>and Culture</td>
<td>4, 5</td>
<td>4</td>
<td>EAST-UA 250³</td>
</tr>
<tr>
<td>Latin Literature</td>
<td>4, 5</td>
<td>4</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>4, 5</td>
<td>4</td>
<td>CLASS-UA 6⁶</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>4, 5</td>
<td>4</td>
<td>ECON-UA 1⁷</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>4, 5</td>
<td>4</td>
<td>ECON-UA 2⁷</td>
</tr>
<tr>
<td>Music Theory</td>
<td></td>
<td></td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>10</td>
<td>PHYS-UA 11,12</td>
</tr>
<tr>
<td>Physics B</td>
<td>4</td>
<td>5</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Physics C—Mech</td>
<td>4, 5</td>
<td>5 or 3</td>
<td>PHYS-UA 11, 81, or 91</td>
</tr>
<tr>
<td>Course</td>
<td>Required Credits</td>
<td>AP Score</td>
<td>Equivalent Course(s)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------</td>
<td>----------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Physics C—E&amp;M</td>
<td>4, 5</td>
<td>5 or 3</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>4</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Politics (Comp. Gov’t and Politics)</td>
<td>4, 5</td>
<td>4</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Psychology</td>
<td>4, 5</td>
<td>4</td>
<td>PSYCH-UA 1</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>4, 5</td>
<td>4</td>
<td>SPAN-UA 100</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>4</td>
<td>4</td>
<td>SPAN-UA 100</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>5</td>
<td>4</td>
<td>SPAN-UA 100 or SPAN-UA 200</td>
</tr>
<tr>
<td>Statistics</td>
<td>4, 5</td>
<td>4</td>
<td>PSYCH-UA 10</td>
</tr>
<tr>
<td>Studio Art</td>
<td>-</td>
<td>-</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>U.S. History</td>
<td>4, 5</td>
<td>4</td>
<td>HIST-UA 9 or HIS-UA 10</td>
</tr>
<tr>
<td>World History</td>
<td>4, 5</td>
<td>4</td>
<td>No course equivalent¹¹</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 [www.nyu.edu/registrar](http://www.nyu.edu/registrar) and see course search in College of Arts and Science, Mathematics (MATH-UA 122/123).

3. In order to receive credit for a score of 4 or 5 on Chinese Language and Culture and/or Japanese Language and Culture, students must successfully place above Intermediate II on language placement exams administered by the East Asian Studies department. This satisfies the foreign language proficiency requirement. Units awarded in this manner count as elective credit and cannot apply toward 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.
Frequently Asked Questions

Will I have an advisor?
You will be assigned a faculty advisor during the fall semester. Your adviser will approve your course registration for future semesters. Please note you will initially register this June using the instructions in this handbook.

Do I have to take the Department of Art and Public Policy Core Curriculum?
All transfer students need to complete one semester (4 units) of Expository Writing, if you do not transfer in a minimum of 3 units (one course) in Expository Writing. Those who do not transfer a course will need to fulfill this requirement in the fall semester by enrolling in Art in the World/Writing the Essay, EXPOS-UA 5. 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 questions regarding fulfillment of this requirement please contact either Anita Gupta or Jean Chen-Villalba in the Student Affairs office at (212) 998-1900. Transfers can also petition for a waiver of this course by submitting writing samples to the Expository Writing Program.

What if I believe that some of my transfer units listed under Electives on my Final Statement of Transfer Credit are really General Education classes?
Please note that the department will review all transfer credits during the Summer and re-allocate any classes if necessary. If after this final evaluation you believe some of your credits are still not correct please see Patricia McKelvin in the PHTI department.

How do I make changes to my course schedule?
During the first two weeks in the fall semester, you will be able to drop and add courses using ALBERT through NYUHome (https://home.nyu.edu), the University’s online registration and information system. There is a strict drop/add schedule that is outlined in the school’s policies and procedures handbook, which you will receive during orientation. It can also be accessed online at www.nyu.edu/registrar/calendars. You should always confirm with your advisor that any changes made to your schedule would not adversely affect your progress toward graduation. You should not change your schedule from the assignment you are given, but you may find that you would like to change your choice of General Education course.

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

When can I declare a double major or minor?
Students generally wait until their sophomore or junior year to declare a minor or double major. Once you decide on the area you wish to pursue, you should check with that department regarding its requirements for a minor or double major. Your advisor and/or department administrator can advise you further about the procedure for declaring a minor or double major.
Can I place out of The Department of Art and Public Policy Core Curriculum?
No. Neither AP units nor high SAT scores can replace the Core Curriculum. See the Department of Art and Public Policy section at the back of this handbook for further information.

How do I make changes to my course schedule?
You will be able to drop and add courses using Albert, the University’s web-based registration/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. You can also access the drop/add schedule online at www.nyu.edu/registrar/calendars. You should know that 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 8, 2017. Any student who has not paid his/ her tuition bill by this date will be dropped, or de-enrolled, from all courses. You may contact the Bursar’s Office at (212) 998-2800 (website: www.nyu.edu/bursar) if you have any questions regarding your tuition bill, or need assistance. The Bursar’s Office does have a number of Deferred Payment options. If there is a problem relating to the proper crediting of your financial aid to your bill, contact the Financial Aid Office (212) 998-4444 or Dory Smith-Wilson in the Tisch Office of Student Affairs (212) 998-1900. Students who have been dropped from their courses have no guarantee that they will be able to re-enroll in the same courses. You should contact the Cinema Studies Department immediately if you become de-enrolled.

Please note: All courses taken at the Steinhardt School of Education, Stern School of Business, Gallatin School of Individualized Study, School of Social Work, and Wagner School of Public Service will only credit toward electives and will NOT credit toward General Education. In addition, courses taken at NYU School of Professional Studies do not count toward your degree - units and grades are not part of a student’s earned credits or grade point average.
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](http://www.nyu.edu/financial.aid/progress.html).

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

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

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

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

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

**Degree Progress Report:** The degree progress report in Albert tracks student’s progress towards the completion of degree requirements and displays courses that can be selected from to complete specific requirements, and how the courses taken, including transfer and test credit, applies toward degree requirements. Students are encouraged to review this report frequently.

**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](http://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 14 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.

**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 each semester 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 prior to registering to ensure that 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.

**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. You may find the PDF version at [http://tisch.nyu.edu/student-affairs/advisement-academic-services](http://tisch.nyu.edu/student-affairs/advisement-academic-services).