May 2018

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 2018 courses.

We encourage you to register early so that you will have the widest variety of course selection options. Registration begins on Wednesday, June 6 for new Transfer students and Thursday, June 7 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 7, 2018. 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 26. 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 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 School 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 6 at 12:00 noon (new Transfers) and June 7 (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. The Advisor Approval hold will be automatically removed prior to your registration time.

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 in your Major section of this handbook.

You will access the Albert registration system through your NYUHome account. To do this, you first need to activate your NetID by following the training instructions at https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/albert-help/training/students.html. Once you activate it, you will be able to view your appointment time in your Student Center page, search for courses, and prepare for registration.

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 26 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 2018

New Student Registration  begins June 6 (Transfers), June 7 (Freshman)

Tuition Payment Due Date  August 7

New Student Orientation  August 26 - 31

Labor Day (holiday)  September 3

FIRST DAY OF CLASSES  September 4

Fall Recess/Columbus Day (holiday)  October 8

Parents Day  October 27

Thanksgiving Recess (holidays)  November 22-23

Last Day of Classes  December 14

Reading Days  December 15-16

Final Examinations  December 17-21

Winter Recess (holidays)  December 22 - January 6

WINTER SESSION 2019

Winter Session Classes  January 7 - January 25

Martin Luther King Jr. Day (holiday)  January 15

SPRING 2019

FIRST DAY OF CLASSES  January 28

President’s Day (holiday)  February 18

Spring Recess (holidays)  March 18-24

Last Day of Class  May 13

Reading Day  May 14

Final Examinations  May 15-21

Commencement  May 22 (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 for Strategic Initiatives
     721 Broadway, 9th floor (212) 998-1717

     Robert Cameron, Senior Associate Dean for 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

     Fred Carl, Co-Associate Dean of Faculty, Faculty Services
     721 Broadway, 12th floor (212) 998-1805

     Karen Shimakawa, Co-Associate Dean of Faculty, Academic Affairs
     721 Broadway, 12th floor (212) 998-1805

     Michael Burke, Associate Dean, Kanbar Institute of Film and Television
     721 Broadway, 10th Floor (212) 998-1627

     Dan O’Sullivan, Associate Dean, Emerging Media
     721 Broadway, 4th floor (212) 998-1880

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

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

     Andrew Uriarte, Assistant Dean for External Affairs
     721 Broadway, 12th floor (212) 998-1808
# Tisch Undergraduate Departments

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<tr>
<th>Department</th>
<th>Chair</th>
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<tbody>
<tr>
<td>Art and Public Policy</td>
<td>Kathy Engel, Chair</td>
<td>665 Broadway, 6th floor</td>
<td>(212) 998-1805</td>
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<tr>
<td>Cinema Studies</td>
<td>Anna McCarthy, Chair</td>
<td>721 Broadway, 6th floor</td>
<td>(212) 998-1600</td>
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<tr>
<td>Clive Davis Institute of Recorded Music</td>
<td>Jeffrey Rabhan, Chair</td>
<td>194 Mercer Street, 5th floor</td>
<td>(212) 992-8400</td>
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<tr>
<td>Dance</td>
<td>Seán Curran, Chair</td>
<td>111 Second Avenue, 3rd floor</td>
<td>(212) 998-1980</td>
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<tr>
<td>Drama, Undergraduate</td>
<td>Rubén Polendo, Chair</td>
<td>721 Broadway, 3rd floor</td>
<td>(212) 998-1850</td>
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<tr>
<td>Dramatic Writing</td>
<td>Terry Curtis Fox, Chair</td>
<td>721 Broadway, 7th floor</td>
<td>(212) 998-1940</td>
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<tr>
<td>Game Design</td>
<td>Frank Lantz, Chair</td>
<td>2 Metrotech Center, Brooklyn, NY, 8th floor</td>
<td>(646) 997-0707</td>
</tr>
<tr>
<td>Interactive Media Arts</td>
<td>Dan O’Sullivan, Chair</td>
<td>721 Broadway, 4th floor</td>
<td>(212) 998-1880</td>
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<tr>
<td>Kanbar Institute of Film and Television</td>
<td>Ezra Sacks, Chair</td>
<td>721 Broadway, 11th floor</td>
<td>(212) 998-1700</td>
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<tr>
<td>Performance Studies</td>
<td>Barbara Browning, Chair</td>
<td>721 Broadway, 6th floor</td>
<td>(212) 998-1620</td>
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<tr>
<td>Photography and Imaging</td>
<td>Deborah Willis, Chair</td>
<td>721 Broadway, 8th floor</td>
<td>(212) 998-1930</td>
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</tbody>
</table>
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
UNDERGRADUATE DIVISION, KANBAR INSTITUTE OF FILM AND TELEVISION

Michael Burke, Associate Dean
Ezra Sacks, Chair
721 Broadway, 11th Floor
http://filmtv.tisch.nyu.edu/page/undergraduate

Film & TV Office of Academic Support Services
Contact: 212.998.1703/4 or 212.998.1814
Hours: Monday – Friday, 10 AM - 3 PM
Email: ugftv.academic.support@nyu.edu

The Program

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

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

Degree Requirements

AREA I: FILM AND TELEVISION ARTS – 54 POINTS

Minimum Distribution Requirements

Group A: History & Criticism (3 courses for no less than 9 points)
Group B: Production (4 core production courses for no less than 20 points)
Group C: Scriptwriting (3 courses for no less than 12 points)
Group D: Craft (1 required Safety course for 1 point; additional supplemental Craft courses recommended)

AREA II: GENERAL EDUCATION – 44 POINTS

All students are required to take at least 44 points in courses to be distributed among the following categories in General Education, of which at least two full courses are taken in each area of Humanities and Science and at least one full course is credited to Expository Writing*.

*a “full course” is defined as a minimum of 3 points.

1. Expository Writing (3-4 points minimum)

One semester of Expository Writing is required of transfer students. Expository Writing is
offered through the Department of Art & Public Policy. If you do not transfer in a minimum of 3 points (one course) in Expository Writing, you will need to fulfill this requirement in the fall semester by enrolling in Art in the World/Writing the Essay, EXPOS-UA 5. Transfer students can also petition for a waiver of this course by submitting writing samples. See the Film & TV Office of Academic Support (Room 1107/6 for details). Please see the back of this handbook for further information and course listings. Incoming transfer students for whom English is a second language should consult the Expository Writing section at the back of this booklet for detailed information on requirements. If you have any questions regarding fulfillment of this requirement, please contact either Anita Gupta (212) 998-1901 or Jean Chen-Villalba (212) 998-1920.

2. Humanities (8 points minimum or 2 courses)
Some examples of Humanities coursework include: Literature (as well as Dramatic Literature), Classics (Ancient History and Literature), History, Theatre History, Art History, Philosophy, and Religious Studies. A foreign language is not required, but can be taken on the intermediate/advanced level for automatic Humanities credit. Additionally, a 6-point intensive language course will count as Elementary Language I and II within the Humanities category.

If a language is taken on the elementary level (e.g., ITAL-UA I), the first semester allocates to Electives until the successful completion of Elementary Level II (e.g., ITAL-UA II). The semesters do not have to be taken in sequence. If a student studies abroad and takes an elementary-level language course in the country where it is natively spoken (e.g., Italian in Florence) the course will automatically count as Humanities.

3. Sciences (8 points minimum or 2 courses)
Sciences include hard sciences, natural sciences and social sciences. Some examples of departments that offer courses in this category include: Mathematics, Anthropology, Chemistry, Economics, Physics, Sociology, Psychology, and Politics.

4. Additional/Supplemental Gen. Ed. (required to fulfill 44-point minimum)
Besides the courses outlined above, additional courses must be taken in Humanities or Science. For more information on General Education coursework and the definition of what constitutes a General Education course, please refer to the Film & Television Wiki page at https://wikis.nyu.edu/display/tsoaftv/Gen+Eds (requires NYU Home login).

**AREA I: FILM & TELEVISION ARTS = + 54 points**
**AREA II: GENERAL EDUCATION = + 44 points**
**ELECTIVES* = + Variable points**
**TOTAL: 128 points**

*Additional coursework to bring the total of Areas I and II to 128 points. Elective coursework can be taken within Area I, II or other departments and areas of the university that do not fall into either category (e.g., piano lessons) An “Elective” can be any course, in any subject, in any division of New York University except the School of Continuing & Professional Studies.

If there is a course offered anywhere at the university (excepting the School of Continuing & Professional Studies) that you believe meets General Education criteria, first check with the Office of Academic Support Services (Room 1107 or ugftv.academic.support@nyu.edu). If they feel it meets
the General Education criteria they will contact Tisch Student Affairs, who will make the final determination. Official confirmation by Tisch Student Affairs should be made in advance of enrolling in such courses.

First Semester Curriculum: Typical Transfer Schedule

1. **(1) Sight & Sound Course: 6 points**
   - Sight & Sound Studio (FMTV-UT 51)
   - Sight & Sound Documentary (FMTV-UT 80)
   - Sight & Sound Filmmaking (FMTV-UT 43)

2. **(1) Fundamentals of Dramatic & Visual Writing*: 4 points**
   *If you took this course over the summer, you may enroll in an upper-level writing course in the fall.

3. **(1) General Education Course: 4 points**

4. **(1) History & Criticism OR Craft Course: 3-4 points**

5. **(1) Production Safety OR Pre-Production Colloquium Course: 1 point**

Course Information

Below you will find a selection of courses that new transfer students can choose. There are many other courses offered in the department. On our UGFTV WIKI, we maintain an up to date list of detailed course descriptions for all courses offered in Undergraduate Film & Television: https://wikis.nyu.edu/display/tsoaftv/Course+Descriptions

Please feel free to look at the WIKI to see what courses you might want to take in the future. All transfer students are required to begin their studies in the summer by enrolling in either ONE Sight & Sound or TWO Scriptwriting courses.

Core Production

As a transfer student, you have several options in your choice of core production courses. Transfer students can usually elect to enroll in either Sight & Sound: Filmmaking, Sight & Sound: Studio or Sight & Sound: Documentary. (Be aware in constructing your schedule that these courses require two full days of the week.) Students are generally required to take two of these three Core Production classes before proceeding to intermediate-level production courses. Students who would like to focus on Animation production may take 1-2 Sight & Sound courses, Intro to Animation, and at least 2-3 other animation production classes to total at least 20 credits of production.

**SIGHT & SOUND: FILMMAKING (FMTV-UT 43)**

6 points.

Note: Students should not schedule other courses on Sight & Sound days.

Every student will conceive, produce, direct and edit five short projects (3 silent and 2 with sound) using digital filmmaking technology. Working in crews of four, students will produce a variety of specific assignments in visual storytelling that feature a broad spectrum of technical, aesthetic, craft and logistical problems to be solved. Collaborating with other students through rotating crew positions will be a central focus of all production work. Lectures, labs, critiques, technical seminars, screenings and written production books will be an important component of this class. All student work is screened and discussed in class.
SIGHT & SOUND: STUDIO (FMTV-UT 51)
6 points.
NOTE: STUDENTS SHOULD NOT SCHEDULE OTHER COURSES ON SIGHT & SOUND DAYS.
The course provides an in-depth exploration of the creative capabilities (technical, logistical, aesthetic) of producing narrative-based studio production work in a multiple camera television studio environment. Students will be trained in working with actors and learning how to connect script and performance to the production of three short studio based projects (each of increasing complexity). Students will have the opportunity to develop a single idea into a full-scale production that will be produced “live” in the studio at the end of the semester. Some post-production is possible for the final project.

Supplementing Sight & Sound: Studio will be the internal companion component, Rehearsal Techniques, where students will learn the theory and practice of directing actors for the screen. In addition, a series of in-depth lectures, demonstrations and studio exercises will further expose students to the ideas, principles and practices of producing compelling studio-based production work.

The fundamental skills learned in this class (script, performance, lighting, camera, art direction, coverage) will serve as a foundation for all narrative, experimental, and documentary-based production work and will be applicable in all intermediate and advanced-level production classes. Note: some casting and rehearsals will need to be undertaken outside of class.

SIGHT & SOUND: DOCUMENTARY (FMTV-UT 80)
6 points.
NOTE: STUDENTS SHOULD NOT SCHEDULE OTHER COURSES ON SIGHT & SOUND DAYS.
This course teaches students to look at their world and to develop the ability to create compelling and dramatic stories in which real people are the characters and real life is the plot. Through close study and analysis of feature length and short documentaries, and hands-on directing, shooting, sound-recording, editing and re-editing, students will rigorously explore the possibilities and the power of non-fiction story telling for video. The course is a dynamic combination of individual and group production work, in which each student will be expected to complete five projects.
INTRODUCTION TO ANIMATION: (FMTV-UT 41)
4 points.
A beginning production course in which students learn the basic principles of animation, develop visual language, storytelling, observation, and communication skills. A freshman core production selection, but open to students at all levels. It is the prerequisite for several of the other animation and visual effects courses. Prior drawing experience is not necessary.
The first half of the semester consists of weekly exercises in which students explore various styles and methods of animation including optical toys, stop motion, traditional drawn, and 2D digital animation. Students will be introduced to programs including Dragon Stop Motion, After Effects, Avid, Flash, and Photoshop. Various technical topics covered include aspect ratio, frame rates, storyboarding, editing animatics, scanning, working with image sequences, alpha channels, vector vs. raster art, compositing, rendering, using a Cintiq, and shooting stills with DSLR camera. During the second half of the semester students will complete a 15-30 second animated film with sound.

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Scriptwriting

All students are required to take a minimum of three courses in the Scriptwriting Area to fulfill this area of the distribution requirements within the department. Fundamentals of Dramatic & Visual Writing is the prerequisite for most subsequent writing courses. Please note: If you took the scriptwriting sequence over the summer you may enroll in an upper level writing course. Please see the schedule on the Wiki for a list of scriptwriting courses.

FUNDAMENTALS OF DRAMATIC AND VISUAL WRITING (FMTV-UT 33)
4 points.
Through lecture and recitation, this class is an intensive examination of the short film and the fundamental grammar of dramatic and visual writing. In the recitation, each student will write and re-write two original screenplays. The first will be 6-8 pages and the second 12-15 pages. These scripts may be used in the future for upper-level (intermediate and advanced) core production classes. In these workshop sessions students will be asked to read each other’s work and give constructive feedback/notes to the writer(s). The lecture will serve as a forum for a comprehensive examination of the “writer’s toolbox.” Through the screening of short films and clips from features as well as the reading of short scripts and sections of feature screenplays, we will explore how preeminent screenwriters use the interplay of visual language, structure, and character to create original, compelling, and emotional stories.

(Class sections continue on the next page)
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<td>Lecture</td>
<td>6:20PM – 7:20PM</td>
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</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>019</td>
<td>R</td>
<td>Lecture</td>
<td>9:00AM – 10:00AM</td>
<td>15349</td>
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<tr>
<td></td>
<td>R</td>
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<td>12:30PM – 2:00PM</td>
<td></td>
</tr>
<tr>
<td>020</td>
<td>R</td>
<td>Lecture</td>
<td>9:00AM – 10:00AM</td>
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<td></td>
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<tr>
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</tr>
<tr>
<td>024</td>
<td>R</td>
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<td>Lecture</td>
<td>9:30AM – 10:30AM</td>
<td>15355</td>
</tr>
</tbody>
</table>
History and Criticism

All students are required to take a minimum of three History and Criticism courses for no fewer than 9 points in order to fulfill this area of the distribution requirements within the department. You may choose to take a course in the fall semester of your first academic year here at the Kanbar Institute of Film and Television. Courses are offered through the Film & TV Department (FMTV-UT courses) as well as the Department of Cinema Studies (CINE-UT courses). We have only included a limited number of course here, but you can explore the full range of History & Criticism courses on the Wiki: https://wikis.nyu.edu/pages/viewpage.action?pageId=18587159

Students who have not taken previous coursework in film/cinema studies are highly encouraged to enroll in The Language of Film.

THE LANGUAGE OF FILM (FMTV-UT 4) - 4 points.

Language of Film is an introduction to the craft, history and theory of film-making and film-watching. The main challenge facing all filmmakers is to show the story: in other words, to visualize the drama. Over the past century, narrative, experimental and documentary filmmakers have developed a variety of creative strategies and techniques designed to give their audiences compelling, multi-sensorial experiences. The goal of this class is to explore how filmmakers in different historical and cultural settings have contributed to the evolution of film as a powerful, complex and captivating art form.

If enrolling in this course, students must choose two components: both the Section 001 Lecture and (1) corresponding Recitation:

<table>
<thead>
<tr>
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<th>Time</th>
<th>Class #</th>
<th>Component</th>
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<tbody>
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<td>15730</td>
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INTERNATIONAL CINEMA: ORIGINS TO 1960 (FMTV-UT 321) - 4 points.

This course provides a broad overview of world cinema from its origins until the emergence of modern cinema in the 1960’s. It addresses numerous national cinemas (French, German, Italian, Japanese, Scandinavian, Soviet, British, Indian) and examines both how representative films from each country emerges out of its national culture and also negotiates with the dominant aesthetic of Hollywood film. The approach will be stylistic, including the development of narrative, various cinematic modernisms, and technological advances such as the introduction of sound; industrial, including the formation of the studio system and the creation of national film cultures in response; and social, including propaganda and political (leftist) films and documentaries. Whenever possible,
this course emphasizes the cross-pollination of film styles across national cultures such as the mutual influence of 1920’s avant-garde movements, the concentration of political filmmaking in the 1930’s, or the influence of neorealism on post-war cinema. Some films to be screened: Strike, L’age d’or, M, Housing Problems, Umberto D, Tokyo Story, and Pather Panchali.

If enrolling in this course, students must choose (1) Lecture and (1) corresponding Recitation:

<table>
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<th>Time</th>
<th>Class #</th>
<th>Component</th>
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<td>15405</td>
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</tr>
<tr>
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<td>W</td>
<td>2:00PM – 3:15PM</td>
<td>15406</td>
<td>Recitation Option #3</td>
</tr>
</tbody>
</table>

HOLLYWOOD CINEMA: ORIGINS TO 1960 (FMTV-UT 323) - 4 points.

This course offers a broad survey of American cinema from its beginnings (and even its pre-history) up to 1960. While the emphasis will be on the dominant, narrative fiction film, there will be attention to other modes of American cinema such as experimental film, animation, shorts, and non-fiction film. The course will look closely at films themselves -- how do their styles and narrative structures change over time? But also at contexts: how do films reflect their times? how does the film industry develop? what are the key institutions that had impact on American film over its history? We will also attend to the role of key figures in film’s history: from creative personnel (for example, the director or the screenwriter) to industrialists and administrators, to censors to critics and to audiences themselves. The goal will be to provide an overall understanding of one of the most consequential of modern popular art forms and of its particular contributions to the art and culture of our modernity.

If enrolling in this course, students must choose (1) Lecture and (1) corresponding Recitation:

<table>
<thead>
<tr>
<th>Section</th>
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<th>Time</th>
<th>Class #</th>
<th>Component</th>
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<tbody>
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<td>15409</td>
<td>Recitation Option #2</td>
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<tr>
<td>005</td>
<td>R</td>
<td>2:00PM – 3:15PM</td>
<td>15410</td>
<td>Recitation Option #3</td>
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</table>

OTHER (SELECTED) HISTORY & CRITICISM COURSES AVAILABLE FOR THE FALL 2018 TERM:

- DOCUMENTARY TRADITIONS (FMTV-UT 1032) = 3 points
- FILM ANALYSIS (FMTV-UT 1204) = 3 points
- DOCUMENTARY FICTIONS (FMTV-UT 1207) = 3 points

A 3-point History and Criticism course fits into your 18-point schedule. Choosing a 4-point History & Criticism course would put you over the full-time limit at 19 points, for which special permission is required from the Director of Administration.

If you have transferred in 44 points of General Education and have thus chosen to forgo a Gen. Ed. in the fall term, a 4-point History and Criticism course may fit in your schedule. Keep in mind that any courses offered by Tisch’s Department of Cinema Studies will allocate as History and Criticism;
they begin with the CINE-UT prefix and are worth 4 points. You can find them on ALBERT under “Cinema Studies” under the Tisch School of the Arts heading.

Production Craft

The department offers a wide range of courses for you to select in various specialized areas known as “Craft.” Some of these areas include: Acting/Directing, Animation, Cinematography, Internet Design, Art Direction, Producing, Colloquia, Post Production, and Sound. Independent Study and Media Internship also qualify as Craft courses. Transfers are encouraged to enroll in Craft courses to supplement your experience as a Film & TV student.

In this handbook we have only included the two Craft courses that serve as substitutes for freshman-level courses below: Performance Strategies for Transfer Students serves as a replacement prerequisite for Performance Strategies, and is suggested for students interested in upper level Acting craft courses. Introduction to Sound Techniques for Transfer Students serves as a replacement prerequisite for Sound Image, and is suggested for students interested in upper-level Sound craft courses.

Transfer students should be aware that other Craft courses may have prerequisites, so you should plan your future schedules accordingly. You can explore all Craft courses (including prerequisites) on the WIKI: https://wikis.nyu.edu/display/tsoaftv/Craft

PERFORMANCE STRATEGIES FOR TRANSFER STUDENTS (FMTV-UT 146) - 3 points.

This course is designed to provide students with an introduction to the language and culture of acting and to the nature of the relationship between director and performance. By the end of the semester, students should understand something of the history and culture of schools of acting, comprehend a basic vocabulary of the actor and feel confident with the casting and rehearsal process (including ‘organic blocking’ leading to ‘coverage’). They should have attained a basic working knowledge of all areas of creative intent, script interpretation, performance, visual and aural environments. They should be equipped to talk to actors using accepted language and be able to stimulate the creation of vital, memorable performances on the screen.

<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Class #</th>
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<td>15561</td>
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<tr>
<td>002</td>
<td>M</td>
<td>3:30PM – 9:15PM</td>
<td>15562</td>
</tr>
<tr>
<td>003</td>
<td>R</td>
<td>9:30AM – 3:15PM</td>
<td>15563</td>
</tr>
</tbody>
</table>

INTRODUCTION TO SOUND TECHNIQUES FOR TRANSFER STUDENTS (FMTV-UT 1274) – 3 pts.

This course provides an intensive one-semester introduction to sound for Film and Video. The students will have a hands-on opportunity to work on the audio side of the filmmaking process and experience the effect a good sound design can make on the overall quality of the audience experience. There will be lectures and exercises starting with the most basic elements of recording location dialogue and ambience as well as an introduction to the operation of both the ADR and Foley studios. Most of the exercises will directly contribute to the completion of a final project that will encompass practical use of all the basic elements of sound design. This class is meant to provide a basic foundation for the student’s future work in the department, both for those who plan to go
more deeply into sound with advanced classes here as well as for students wanting to better understand the value of this medium to film and television.

<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Class #</th>
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</thead>
<tbody>
<tr>
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**SAMPLE REGISTRATION WORKSHEET**

*M = Monday  T = Tuesday  W = Wednesday  R= Thursday  F = Friday*

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>TITLE</th>
<th>DAYS/TIMES</th>
<th>PTS.</th>
<th>CLASS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE PRODUCTION (FMTV-UT 43, 80 or 51)</td>
<td>Sight &amp; Sound: Filmmaking, Studio, Doc.</td>
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<tr>
<td>SCRIPTWRITING (FMTV-UT 33 or upper-level scriptwriting)</td>
<td>Fundamentals of D&amp;V Writing</td>
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<tr>
<td>HISTORY &amp; CRIT OR CRAFT</td>
<td>[TITLE OF DESIRED COURSE HERE]</td>
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<tr>
<td>FMTV-UT 101 (or FMTV-UT 59)</td>
<td>Production Safety &amp; Set Protocol</td>
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<tr>
<td>GEN. ED. (or Expository Writing, EXPOS-UA 5)</td>
<td>[TITLE OF DESIRED COURSE HERE]</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you do not have transfer credit in Expository Writing, you must register for EXPOS-UA 5. See Art & Public Policy section at the back of this booklet for more information. If in doubt, contact the Film & TV Office of Academic Support Services.
Department of Art and Public Policy

Core Curriculum – Expository Writing

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 three times during the semester, and a writing class that meets twice a week. The courses mix different artistic media so 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 # 7985) 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 # 7985** (section 001)

Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday evening. Dates are September 17, October 19, and November 12. Students must register for one corresponding *Writing the Essay EXPOS-UA 5* from sections 002-022 (Class numbers 7986 through 10244).
19

006  MW 11:00-12:15pm  7990
007  MW 4:55-6:10pm  7991
008  MW 12:30-1:45pm  7992
009  MW 12:30-1:45pm  7993
010  MW 2:00-3:15pm  7994
011  MW 2:00-3:15pm  7995
012  MW 4:55-6:10pm  7996
013  MW 3:30-4:45pm  7997
014  MW 3:30-4:45pm  7998
015  MW 4:55-6:10pm  7999
016  MW 9:30-10:45pm  8000
017  TR 12:30-1:45pm  8001
018  TR 2:00-3:15pm  8002
019  TR 4:55-6:10pm  8003
020  MW 11:00-12:15pm  8004
021  MW 3:30-4:45pm  8005
022  MW 9:30-10:45am  10244

Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class # 8006 (section 023)
Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday evening. Dates are September 17, October 19, and November 12. Students must register for one corresponding Writing the Essay EXPOS-UA 5 from sections 024-035 (Class numbers 8007 through 10259).

<table>
<thead>
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<th>Section</th>
<th>Day/Time</th>
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<td></td>
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<td>MW 11:00-12:15pm</td>
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<td>028</td>
<td>MW 12:30-1:45pm</td>
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<td>10259</td>
</tr>
</tbody>
</table>

Section 035 is restricted to international ESL students. Please email Denice Martone at dm1@nyu.edu for department consent.
Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class # 8017 (section 036)
Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday evening. Dates are September 17, October 19, and November 12. Students must register for one corresponding Writing the Essay EXPOS-UA 5 from sections 037-046 (Class numbers 8018 through 8026).

<table>
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<td>8019</td>
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<tr>
<td>039</td>
<td>MW 8:00-9:15am</td>
<td>8020</td>
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<tr>
<td>040</td>
<td>MW 3:30-4:45pm</td>
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<td>041</td>
<td>MW 9:30-10:45am</td>
<td>8022</td>
</tr>
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<td>042</td>
<td>MW 4:55-6:10pm</td>
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</table>

Section 042 is restricted to international ESL students. Please email Denice Martone at dm1@nyu.edu for department consent.

<table>
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<td>8025</td>
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<td>046</td>
<td>MW 2:00-3:15pm</td>
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Plenary Lecture: Art in the World (Expository Writing)
EXPOS-UA5 Class # 8027 (section 047)
Lecture meets two Monday nights from 7:00-9:00 p.m. and one Friday evening. Dates are September 17, October 19, and November 12. Students must register for one corresponding Writing the Essay EXPOS-UA5 sections 048-064 (Class numbers 8028 through 9982).

<table>
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<td>MW 4:55-6:10pm</td>
<td>9198</td>
</tr>
<tr>
<td>058</td>
<td>MW 8:00-9:15am</td>
<td>9207</td>
</tr>
<tr>
<td>059</td>
<td>MW 12:30-1:45pm</td>
<td>9308</td>
</tr>
<tr>
<td>060</td>
<td>MW 11:00-12:15am</td>
<td>9309</td>
</tr>
<tr>
<td>061</td>
<td>MW 8:00-9:15am</td>
<td>9499</td>
</tr>
<tr>
<td>062</td>
<td>TR 12:30 am-1:45pm</td>
<td>9623</td>
</tr>
<tr>
<td>063</td>
<td>MW 9:30 - 10:45am</td>
<td>9973</td>
</tr>
<tr>
<td>064</td>
<td>MW 9:30 - 10:45am</td>
<td>9982</td>
</tr>
</tbody>
</table>
Additional Notes

Transfer students 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, contact the Expository Writing Program at ewp@nyu.edu. Transfer students should be aware that waivers are granted rarely and only after a rigorous review by the NYU Expository Writing Program. More information about the program is on their website at http://ewp.cas.nyu.edu/object/ewp.faq#transfer.
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.
## Advanced Placement Equivalencies

<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>English Language</td>
<td>-</td>
<td>-</td>
<td>No course equivalent</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>4, 5</td>
<td>4</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>Units</td>
<td>AP Credit</td>
<td>Equivalent Courses</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>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 equivalent</td>
</tr>
</tbody>
</table>

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

2. Students wishing to enroll in Calculus II (MATH-UA 122) or Calculus III (MATH-UA 123) must meet one or more of the prerequisites detailed in course description. Please visit [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

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.

What production courses will I take? Does it matter the order in which I take my production courses?
Students may take any four Core Production courses at a total of at least 20 points to fulfill the degree requirement. However, completion of two Sight & Sound courses is 1) the prerequisite in order to take any Intermediate-level production course; 2) is required to be eligible for a Media Internship; and 3) is a requirement to be eligible for a Tisch-based Study Abroad program. Thus, many students choose to complete two Sight & Sound courses as their first two production courses. The sequence in which you take Sight & Sound production courses does not matter (Sight & Sound: Filmmaking (FMTV-UT 43), Sight & Sound: Studio (FMTV-UT 51), or Sight & Sound: Documentary (FMTV-UT 80)), nor will the order in which you complete these courses hinder your degree progress.

Students interested in focusing on Animation production courses may choose to take Intro to Animation, which is the prerequisite to upper-level Animation production courses. However, students must keep in mind that the minimum Core Production requirements are (4) production courses and a minimum of 20 points, which may mean students that only take 1 Sight & Sound and then concentrate on Animation production courses would need to take more than 4 production courses in order to reach 20 points. Even with a concentration in Animation, it's common for students to complete at least two Sight & Sound courses.

Can I place out of certain courses?
If you believe that you have sufficient background or experience in a given field, you can request a waiver of a specific prerequisite. These requests should be sent via email to the appropriate Area Head for that specific course. The department does not waive prerequisites lightly. In addition to your written request, you may need to provide examples demonstrating your abilities and experience. A complete list of Area Heads is as follows:

- Acting & Directing: Paul Thompson
- Animation: John Canemaker
- Cinematography: Michael Carmine
- Craft/Sound: Marsha Moore McKeever
- Documentary: Sam Pollard
- History & Criticism: Darrell Wilson
- Post Production: Julie Sloane
- Producing: Christina DeHaven-Call
- Production: Christina DeHaven-Call
- Screenwriting: Ezra Sacks
- Television: Christopher Goutman

What if I believe that some of my transfer credits listed under Electives on my Transfer Credit Report are really General Education classes?
Please note that the department will review all transfer credits during the Summer and reallocate any classes if necessary. If you believe some of your credits are still not correct after the summer, please visit Greer McKeown, Coordinator of Academic Support Services in room 1106.
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 7, 2018. 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.

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

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

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

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

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

**Degree 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.
**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.