

# BA/BFA Students with Parsons The New School for Design

---

Eugene Lang College and Parsons have a similar registration calendar. As a BA/BFA student, you must review registration materials for both colleges and meet with your advisor from each division. If you have any questions, please do not hesitate to contact Jonathan White (WhiteJ@newschool.edu) at Eugene Lang College or Juli Parker (ParkerJ@newschool.edu) at Parsons.

---

## REGISTRATION DATES

<http://www.newschool.edu/lang/academics.aspx?id=464>

**Step 1 Review the Registration Information Guide & Course Schedules.** The Lang College guide contains useful information on the registration process, an academic calendar, registration worksheets, and other guidelines. If you are missing any materials, please visit the Academic Advising Office for additional copies, or visit [www.newschool.edu/lang](http://www.newschool.edu/lang). The Parsons guide contains information about advising schedules and departmental meetings. Course descriptions and related materials are also available online at [www.newschool.edu/parsons/courses](http://www.newschool.edu/parsons/courses)

**Step 2 Sign up for appointments with your faculty advisor from Lang and your departmental advisor from Parsons.** The advising and registration process is somewhat of a balancing act for students in the BA/BFA program. As such, it is important for you to schedule advising appointments in an order that suits your particular needs. Most importantly, you must be prepared for your advising session. In particular, know your priorities (for example, are all prerequisites and/or core requirements satisfied? Is an elective course taught only in the fall semester?) and inquire about your options (for example, are alternative sections of a course available? Could I postpone a course until a future semester?). In general though, we often recommended students first consult with their departmental advisor from Parsons to discuss a tentative studio schedule.

At Lang, the sign up sheets for registration appointments are usually posted outside the office for your faculty advisor. You should meet with your faculty advisor from Lang as soon as possible. Please do not schedule an appointment unless you have confirmed your availability! If you miss an appointment, the faculty advisor might not have time available later to reschedule it. At Parsons, the advising schedules vary according to the department; please communicate clearly with your studio department about your advisement process.

**Step 3 Log-in to MyNewSchool (my.newschool.edu) to check for any holds on your account.** The university system will not allow you to register if you have any holds on your account. Make sure that you take care of the hold with the office that imposed it, since the issue only be resolved through that particular office. If you have technical problems with attempting to log in, please contact the University Registrar at (212) 229-5620.

**Step 4 In MyNewSchool, update your contact information (address, telephone, and e-mail).** All university correspondence is mailed to your official address designated in MyNewSchool. It is your responsibility to maintain accurate address information at all times.

## Step 5 Prepare for your advising appointments

- Remember to print a copy of your academic transcript; this information assists your advisors in recommending prospective courses for the upcoming semester
- Review course descriptions and class schedules online at [www.newschool.edu/parsons/courses](http://www.newschool.edu/parsons/courses) (Parsons) and [www.newschool.edu/lang/courses](http://www.newschool.edu/lang/courses) (Lang)
- For Lang, decide on some prospective courses for the semester; and remember to choose some alternate courses for each of your selections
- Check in with your department at Parsons to discuss your studio schedule

**Step 6 Meet with your Lang and Parsons Advisors.** Discuss your academic plan, complete the registration worksheet, and obtain signatures from your faculty advisors. Either advisor could provide you with the alternate PIN number necessary for registration online. Please note you cannot register for classes at Lang College until you have met with your advisor from Lang, and you cannot register for studio courses at Parsons until you have met with your departmental advisor from Parsons.

**Step 7 Register online at <[my.newschool.edu](http://my.newschool.edu)> for the courses approved by your advisors at Parsons and Lang.** Instructions for web registration are located online. If needed, assistance is available at the University Registrar, 72 Fifth Avenue (Ground Floor), or contact 212.229.5620.

**Step 8 Make payment arrangements** Please check MyNewSchool for information about your tuition charges and financial aid awards. You should arrange for bill payment through MyNewSchool (credit card payments, web check service, and monthly installment plans) or at the Cashiering Office (72 Fifth Avenue, ground floor).

**Step 9 If required, adjust your schedule during the designated add/drop period.** If dissatisfied with your schedule, you can register for another course online through the end of the registration period. For any course not previously approved, please remember consult with your faculty advisor. Also, please remember to hold onto all of your registration materials, including your alternate PIN.

---

**PLEASE NOTE.** Students in the combined BA/BFA degree program may  
**NOT** register for more than 21 credits without permission  
**NOT** register in courses for which approval was not granted by an advisor  
**NOT** register for more than one section of the same course

**Eugene Lang College and Parsons School of Design reserve the right  
to drop students in violation of the above standards.**

---

Jon White, Associate Dean of Students  
Eugene Lang College  
64 West 11th Street  
(212) 229-5100 xtn 2282  
[whitej@newschool.edu](mailto:whitej@newschool.edu)

Juli Parker, Assistant Dean of Advising  
Parsons The New School for Design  
2 West 13th Street, 5th Floor  
(212) 229-5855  
[parkerj@newschool.edu](mailto:parkerj@newschool.edu)

---

# BA/BFA Students with Jazz & Contemporary Music

---

Eugene Lang College and Jazz & Contemporary Music follow the same registration calendar. As a BA/BFA student, you must review registration materials for both colleges and meet with your faculty advisor from both divisions. If you have any questions, please don't hesitate to contact Jonathan White (whitej@newschool.edu) at Eugene Lang College or Dan Greenblatt (greenbld@newschool.edu) at Jazz.

---

## REGISTRATION DATES

<http://www.newschool.edu/lang/academics.aspx?id=464>

**Step 1 Review the Registration Information Guide & Course Schedules.** The Lang College guide contains useful information on the registration process, an academic calendar, registration worksheets, and other guidelines. If you are missing any materials, please visit the Academic Advising Office for additional copies, or visit [www.newschool.edu/lang](http://www.newschool.edu/lang). The guide for Jazz contains information about advising schedules and departmental meetings. All registration packets for Jazz are available from Dan Greenblatt, 55 West 13th Street, Room 516. Course descriptions and related materials are also available online at [www.newschool.edu/jazz/](http://www.newschool.edu/jazz/).

**Step 2 Sign up for appointments with your faculty advisor from Lang and your departmental advisor from Jazz.** The advising and registration process is somewhat of a balancing act for students in the BA/BFA program. As such, it is important for you to schedule advising appointments in an order that suits your particular needs. Most importantly, you must be prepared for your advising session. In particular, know your priorities (for example, are all prerequisites and/or core requirements satisfied? Is an elective course taught only in the fall semester?) and inquire about your options (for example, are alternative sections of a course available? Could I postpone a course until a future semester?). In general though, we often recommended students first consult with their departmental advisor from Jazz to discuss a tentative studio schedule.

At Jazz, please schedule an appointment with Dan Greenblatt to discuss your preliminary schedule. If you expect to register in predominantly music courses, you should meet first with Dan. At Lang, the sign up sheets for registration appointments will be posted outside the office for your faculty advisor. You should meet with your faculty advisor from Lang as soon as possible. Please do not schedule an appointment unless you have confirmed your availability! If you miss an appointment, the faculty advisor might not have time available later to reschedule it.

**Step 3 Log-in to MyNewSchool (my.newschool.edu) to check for any holds on your account.** The university system will not allow you to register if you have any holds on your account. Make sure that you take care of the hold with the office that imposed it, since the issue only be resolved through that particular office. If you have technical problems with attempting to log in, please contact the University Registrar at (212) 229-5620.

**Step 4 In MyNewSchool, update your contact information (address, telephone, and e-mail).** All university correspondence is mailed to your official address designated in MyNewSchool. It is your responsibility to maintain accurate address information at all times

## Step 5 Prepare for your advising appointments

- Remember to print a copy of your academic transcript; this information assists your advisors in recommending prospective courses for the upcoming semester
- Review course descriptions and class schedules online at [www.newschool.edu/jazz/](http://www.newschool.edu/jazz/) (Jazz) and [www.newschool.edu/lang/courses](http://www.newschool.edu/lang/courses) (Lang)

- For Lang, decide on some prospective courses for the semester; and remember to choose some alternate courses for each of your selections
- Check in with your advisor at Jazz to discuss your studio schedule

**Step 6 Meet with your Lang and Jazz Advisors.** Discuss your academic plan, complete the registration worksheet, and obtain signatures from your faculty advisors. Either advisor could provide you with the alternate PIN necessary for registration online. Also, please note you cannot register for classes at Lang College until you have met with your advisor from Lang, and you cannot register for studio courses at Jazz until you have met with your advisor from Jazz.

**Step 7 Register online at <my.newschool.edu> for the courses approved by your advisors at Jazz and Lang.** Instructions for web registration are located online. If needed, assistance is available at the University Registrar, 72 Fifth Avenue (Ground Floor), or contact 212.229.5620.

**Step 8 Make payment arrangements** Please check MyNewSchool for information about your tuition charges and financial aid awards. You should arrange for bill payment through MyNewSchool (credit card payments, web check service, and monthly installment plans) or at the Cashiering Office (72 Fifth Avenue, ground floor).

**Step 9 If required, adjust your schedule during the designated add/drop period.** If dissatisfied with your schedule, you can register for another course online through the end of the registration period. For any course not previously approved, please remember consult with your faculty advisor. Also, please remember to hold onto all of your registration materials, including your alternate PIN.

---

**PLEASE NOTE.** Students in the combined BA/BFA degree program may  
**NOT** register for more than 21 credits without permission  
**NOT** register in courses for which approval was not granted by an advisor  
**NOT** register for more than one section of the same course

**Eugene Lang College and Jazz & Contemporary Music reserve the right to drop students in violation of the above standards.**

---

Jon White, Associate Dean of Students  
Eugene Lang College  
64 West 11th Street  
(212) 979-6149  
[whitej@newschool.edu](mailto:whitej@newschool.edu)

Dan Greenblatt, Director of Academic Affairs  
Jazz & Contemporary Music  
55 West 13th Street, Rm. 516  
(212) 229-5896, extn. 306  
[greenbld@newschool.edu](mailto:greenbld@newschool.edu)

