

Instructions for Registration

For BA/BFA candidates, a separate instruction guide has been prepared, though please refer to the appropriate information included here for your class level.

Registration Guide and the Course Bulletin

This guide includes instructions for online registration through MyNewSchool, information about registration policies and procedures, academic calendars and deadlines, important announcements and reminders, and information on financial services and student records. Information on class schedules and course descriptions are published online at <http://www.newschool.edu/lang/courses>.

Registration Appointments with your Faculty Advisor

To arrange an appointment with your faculty advisor, please sign up for a convenient time during the registration period. The dates/times for registration appointments are arranged by each faculty advisor. Often, appointment schedules are posted outside the office door of your faculty advisor (otherwise, your faculty advisor will communicate an alternate method for arranging appointments). Please do not schedule a time if you cannot attend. If you miss the appointment, your faculty advisor may not have time available later to reschedule it. If you are uncertain of your faculty advisor assignment, please visit the Academic Advising Office or contact and advisor.

Registration Holds & Address Information

You must clear any holds on your account with the department that requested it. Until the hold has been removed, you cannot register. MyNewSchool should indicate both the nature of the problem and appropriate contact information to resolve the registration hold. Holds are most often imposed for incomplete immunization records, unpaid account balances, and/or missing transcripts, for example. For information about holds, please access your account through <http://my.newschool.edu>.

You should also confirm your address information is accurate, and submit corrections if needed. If you have technical problems, please contact the University Registrar at (212) 229-5620, extn 1478.

Class Schedules

The degree program entails 120 total credits for graduation, and most students register for approximately 15-16 credits per semester. You should nonetheless schedule classes according to the number of credits remaining for graduation. For example, a student with 64 total credits to complete for graduation in 4 semesters should register in 16 credits on average each semester. The full-time tuition charge allows for registration in 12-19 credits without any additional cost, however. At Lang, most seminars are worth 4 credits each, although courses in other programs could be worth other amounts.

After you have reviewed the registration materials, you should decide on a few prospective classes for the fall semester. And please remember to read the course descriptions! Since courses might close during the registration period, we recommend you designate several alternate choices. For your reference, recommended schedules are included below for each class level.

Recommended Sophomore Schedule

2000-Level and/or 3000-Level Courses at Lang	12 -16 credits
<u>University Liberal Studies and/or Foreign Language (optional)</u>	<u>3 - 6 credits</u>
<i>TOTAL</i>	<i>14-18 credits</i>

Recommended Junior Schedule

2000-Level, 3000-Level, and/or 4000-Level Courses at Lang	8 -16 credits
<u>Additional Courses from Other Divisions/Programs (optional)</u>	<u>3 - 6 credits</u>
<i>TOTAL</i>	<i>14-18 credits</i>

Recommended Senior Schedule

3000-Level and/or 4000-Level Courses at Lang	8 -16 credits
<u>Additional Courses from Other Divisions/Programs (optional)</u>	<u>3 - 6 credits</u>
<i>TOTAL</i>	<i>14-18 credits</i>

For students admitted as freshmen, you must complete two lecture courses (6 credits) through the University Lectures, which are denoted with the prefix ULEC in the subject code. You have no deadline for fulfillment of this particular requirement though, except for graduation. If prospective ULEC courses represent a schedule conflict for you this semester, you could postpone the requirement until another term. You are also eligible for foreign language courses taught through General Studies, and approved courses crosslisted with Lang (all of which are applicable toward the minimum residency requirement at Lang College of 88 credits).

For juniors and seniors, information on the requirements for your declared area of study is available in the undergraduate catalogue. Requirements are also available online at <http://www.newschool.edu/lang> (click on Academics). In addition, remember to confirm prerequisites for all classes to avoid problems during registration, including minimum grade requirements for advanced writing courses. Prerequisites are indicated in the online catalogue for Lang College after each description. If you satisfied a prerequisite through transfer credit from another institution, please contact the chairperson of the appropriate department to receive an override. If you have not satisfied a prerequisite, the instructor reserves the right to withdraw you from the course.

Faculty Advisor Appointment

After you have decided on approximately 16-20 prospective courses for the semester, complete the registration worksheet attached to this booklet. And please remember to indicate the appropriate CRN number for each course. With all the relevant information, arrive on time for the scheduled appointment with your faculty advisor.

During the appointment, the faculty advisor will discuss your class selections, and perhaps recommend other courses based on your academic goals. After you have mutual agreement on your prospective classes, the faculty advisor provides you with an alternate PIN, which is assigned each semester to a student by the registrar for online registration access.

A faculty advisor might request you log into MyNewSchool during the appointment to register for your approved courses. Otherwise, you should register online at another computer during the designated dates for your class level. Please retain all of your registration materials (including your alternate PIN number) for add/drop schedule changes later, if necessary. If you have questions or comments on the registration process, please forward it to the Academic Advising Office.

Online Registration

With the list of prospective courses approved by your faculty advisor, you have clearance to register online. Please refer to the following link with the assigned registration dates for your class level: <http://www.newschool.edu/lang/academics.aspx?id=464> .

If you have technical problems with attempting to log into MyNewSchool, please contact the University Registrar's Office at 212.229.5620

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).

Add/Drop Schedule Changes

If dissatisfied with your schedule, you can register online for another course through the end of the registration period. And for any course not previously approved by an advisor, please remember to consult with your faculty advisor.

Academic Advising Office
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