Information for New Graduate Students Spring 2013

We would like to welcome all our new graduate students to the Milano School of International Affairs, Management, and Urban Policy. Orientation Week begins on Tuesday January 22nd, and spring classes begin the following Monday, January 28th. As you begin your time here at Milano, we hope that you find the following information helpful.

Set up your MyNewSchool account

You will want to activate your MyNewSchool account as soon as you have reserved your place in the Spring class. Your MyNewSchool account is where you may register, see financial and billing information, look for class schedules and meeting locations, and any registration or transcript holds. Here is how you activate your account.

Log in to MyNewSchool with your NetID user name.

NetID username: A typical student user name is in the format GonzR123 (first 4 letters of last name + first initial + three numbers; not case sensitive). Your Net ID username is the beginning of your New School email address, for example:

email address: GonzR123@newschool.edu

username: GonzR123

NetID password: When you first log in to MyNewSchool, your default password is your 6-digit date of birth (mm/dd/yy). You will be prompted to change this to a more secure password. You will need your username and password for all future MyNewSchool log-ins, including for Web registration.

Quick Links

Visit the Milano School page for Accepted Students

Visit the University website for New On-Campus
Students

Make sure to check Registration Information

Download the Milano Spring 2013 Course Schedule

Login to MyNewSchool

Pre-Registration Advising

You will receive information from your program on advising opportunities. If you have questions about planning your schedule, please see the Program Contacts section. A Registration PIN is assigned to students for access to the registration system. Registration PIN numbers are distributed by academic advisors and are assigned each semester.

Register

All students register online using their MyNewSchool accounts. Full-time students in our graduate programs typically register for 3-4 courses per semester and part-time students register for 2 courses per semester. Our MS and Certificate program can be completed full- or part-time, as courses are offered in the late afternoon or evening. You can switch between full-time and part-time status during the program.

Graduate students taking 9 or more credit hours per semester are considered to be full-time, those taking 6 credits per semester are considered to be part-time.

Please note that some types of financial aid and the repayment status of student loans can be affected by whether you are enrolled part-time or full-time, and it is your responsibility to be aware of this when you consider how many courses to take.

For a course schedule for this coming term, you can download the *Milano Spring 2013 Course Schedule* here. You can refer to your program page on the Milano School website for information on your degree requirements.

Registration Step-by-Step

Step 1 - Log In

Log in to MyNewSchool. Use N-number (on your student ID if you have it already) to look up Net ID. Your initial password is your 6-digit password DOB (i.e. March 25, 1990 = 032590). After logging in for the first time, you will set your own personal password.

Step 2 - Advising

Your program office will provide you with your Registration (ALT or alternate) PIN. The PIN is required for online registration. Determine your class schedule and get your CRNs (Course Reference Number) found on the Milano Course Guide.

Step 3 - Register

Register online. View the Web Registration Tutorial for instructions on how to register online.

Step 4 - Determine what you owe

An e-bill will be e-mailed to your New School e-mail account in January. To determine your charges in advance, look at Tuition

& Fees Schedule. View your financial aid awards in your MyNewSchool account. Go to the Student tab, and look for the Student Financial Services section. Click on the first item: Access Your Financial Aid information.

Step 5 - Payment

Payment is due by the first day of the semester, Monday, January 28th. Online payments can be made using credit card (VISA, Master Card, and American Express) or directly through your checking or savings account. Checks can be mailed to: The New School, Attn: Cashiering, 72 Fifth Ave., New York, NY 10011; all forms of payment, including cash, can also be made in person at this location.

Registration Information

The Registrar's Office maintains registration and academic record information and establishes policies and procedures regarding these matters. As a student, it is your responsibility to know and understand this information. For additional information, please contact the Registrar's Office at 212.229.5620 or visit the office at 72 Fifth Avenue, lower level.

Web Registration Tutorial

Add-Drop-Withdrawal Deadlines

Tuition and Fee Schedule

Verify Enrollment

University Refund Schedule

There is a financial penalty for dropping courses after the Drop deadline once an academic term has begun. However, if a student adds equivalent credits on the same day, the penalty is waived. Review the University Refund Schedule using the link above.

Step 6 - Congratulations! You have successfully registered.

DegreeWorks

DegreeWorks is an online tool that will show you which degree requirements you have completed, and which still need to be done. You can find the link to DegreeWorks in the Student tab of MyNewSchool.

Financial Services

To learn more about the following services, log in to MyNewSchool:

- Electronic Refunds directly to your bank account
- Payment Plan
- Web Check/ACH Payment
- Designate Authorized Users
- Electronic Invoices
- Financial Aid Status

In an effort to offer greater access to invoice and payment information, as well as reduce our impact on the environment, we issue electronic invoices. Initially you will receive a paper pre-bill at your official mailing address and thereafter you will receive notification to your New School (@newschool.edu) email account when an electronic invoice is ready to be viewed.

Quick Links

Academic Calendar

Student Financial Services

Student Health Services

International Student
Services

Student Disability Services

Student Right and Responsibilities

Safety and Preparedness

Student Housing

Dining Dollars

For more information, visit the <u>Student Financial Services</u> website, or contact Student Financial Services at 212.229.8930, or via email at <u>sfs@newschool.edu</u>.

Check the status of your financial aid award letter

All new students who have submitted a tuition deposit should already have completed the financial aid process. If you have not yet applied for aid, visit the <u>Student Financial Services</u> website for information and instructions.

If you are eligible for financial aid (or scholarships) and have a completed application on file, you can check your status online by logging in to MyNewSchool and accessing your financial aid information in the Student Financial Services section.

If you are an international graduate student, learn more about funding options by visiting the <u>Student</u> Financial Services website.

International Students

Return the required International Student Services forms as soon as possible.

International students who need the I-20 or DS-2019 form to obtain a visa will receive a link to the online International Student Application Packet in their acceptance letters or they may access the link via the

Accepted Student tab in MyNewSchool. This web page includes information about applying for the I-20 or DS-2019, guidelines for providing financial documents, instructions and procedures for F-1 transfer students, and other important forms and information. For more information, visit the <u>International Student Services</u> website.

Academic Calendar

The New School's academic calendar is available <u>here</u>. Be sure to familiarize yourself with important dates such as the start and end of classes, and university holidays.

Check your New School email account

All new students who have submitted a tuition deposit will be assigned a New School email account within five business days. You can access your New School email account by logging in to MyNewSchool and clicking on the Gmail icon located at the top right of the page. It is important that you check your New School email account regularly as all official university email communications will only be sent to this address. You will find email FAQs, including how to forward your New School email to a different account, here.

NewCard

The NewCard is the official New School ID and your key to campus facilities and student services. The NewCard must be presented for building access, library lending, and meal plan purchases.

Complete and return the immunization form

All degree-seeking students, including international students, are required to provide proof of immunization against measles, mumps, rubella, and meningococcal disease. Download the Immunization form on the Student Health Services website and carefully read the instructions. Submit the completed form and required documentation by fax, email, or mail, and verify that you have read the material distributed by The New School about meningococcal disease. For more information, visit the Student Health Services website.

Review the information about mandatory student health insurance and the waiver option

All students are automatically enrolled in Student Health Services and the student health insurance plan provided for The New School by University Health Plans. The insurance premium is charged at registration unless you are eligible to waive coverage. If you are covered by equivalent medical insurance, you can waive your New School coverage by submitting the online Student Health Waiver Form. For more information, visit the Student Health Services website.

Online Resources

Online classes, and many on-campus classes, use Blackboard course sites. You can find links to your Blackboard classes in two ways: When you have logged into MyNewSchool, you will see a "Blackboard" icon in the upper right portion of your screen (along with links for your New School email, MyFiles, and more). Clicking on the Blackboard icon will take you to your courses and any resources your professors have posted there.

On-Campus Classes

The Blackboard course sites for on-campus classes appear in Blackboard on the day your classes are scheduled to begin. If your class first meets on Tuesday, for example, you will see the Blackboard course site

for that class on Tuesday morning. Be sure to log into the Blackboard course site. Your professor may have posted the syllabus, readings, or other important information there. For information and tutorials for using Blackboard, please visit the eLearning tab in MyNewSchool.

Computer and Technology Discount

As a New School student, you have access to great deals on computer software and hardware. You will find a link to Academic Technology on the Student tab in MyNewSchool

Complete the mandatory online tutorials

All new students are required to complete the online tutorial on the University Policy on Sexual Harassment as well as the Student Rights and Responsibilities Online Orientation. Students who do not complete the tutorial or the orientation may be contacted by the Office of Student Rights and Responsibilities.

All new students receiving financial aid in the form of federal government-supported student loans must complete an online tutorial at studentloans.gov.

Complete the emergency contact form

All new students must provide emergency contact information. To update your emergency contact information, log in to MyNewSchool and select the Student tab where you will find a link to "Update Your Emergency Contact Information" in the Self Service/Alvin channel. The university may use the contact information you provide in case of an emergency. Please update this information if it changes.

Update your mailing address

Keep your mailing address up-to-date at MyNewSchool. All official university mailings will be sent to this address.

Milano School Community

We are pleased that you are going to join us at the Milano School. We want to help facilitate your transition to graduate school and hope this information guide addresses many of your questions.

Now that you've been admitted to the Milano School, there are a number of ways to connect with our community. Please follow the Student Communications Guide link on the right of this page to join our

listservs, find us on Facebook and follow us on Twitter. You can also get involved through our new

community website: Milano Central.

We will see you in January at the Milano School Orientation. Until then, please feel free to contact us. You will find Program Contacts on the following pages, as well as the schedule for Orientation Week.

See you soon.

Quick Links

Faculty Profiles

Visitor Information

Campus Map

Student Organizations

<u>Student Communications</u> <u>Guide</u>

Program Contacts

Environmental Policy and Sustainability Management Program

Master of Science in Environmental Policy and Sustainability Management Post-Master's Certificate in Sustainability Strategies

Program Office 72 Fifth Avenue, 5th Floor New York, NY 10011 EPSM@newschool.edu

John Clinton
Director of Environmental Policy and Sustainability Management
clintonj@newschool.edu

Suzanne Bostwick
Program Manager
bostwics@newschool.edu

International Affairs Program

Master of Arts in International Affairs Master of Science in International Affairs

Program Office: 66 W. 12th Street, 6th floor New York, NY 10011 intaffairs@newschool.edu

Michael Cohen Director of the Graduate Program in International Affairs Cohenm2@newschool.edu

Philip Akre
Assistant Director
akrep@newschool.edu

Andrea Kelsey Program Administrator Kelseya@newschool.edu

Milano Management Programs

Master of Science in Nonprofit Management Master of Science in Organizational Change Management Post-Master's Certificate in Leadership and Change Post-Master's Certificate in Organizational Development

Program Contacts

Program Office 72 Fifth Avenue, 7th Floor New York, NY 10011 MilanoManagement@newschool.edu

Mark Lipton, Chair of Milano Management Programs lipton@newschool.edu

Suzanne Bostwick, Program Manager bostwics@newschool.edu

Jacqueline Hadley, Senior Secretary jhadley@newschool.edu

Urban Policy Analysis and Management Program

Master of Science in Urban Policy Analysis and Management

Program Office 72 Fifth Avenue, 5th Floor New York, NY 10011

Alec Gershberg Chair, Urban Policy Analysis & Management gersh@newschool.edu

Lauretha Slaughter, Program Manager slaughtl@newschool.edu

Jacqueline Hadley, Senior Secretary jhadley@newschool.edu

Milano School Orientation Spring 2013

Tuesday, January 22

6:00 p.m.-8:00 p.m.

Welcome Reception for the Milano School of International Affairs, Management, and Urban Policy

Meet New School President David Van Zandt, NSPE Executive Dean David Scobey, Milano Dean Neil Grabois, faculty members, administrators, new and continuing students, and special guests.

RSVP milanostudentsvcs@newschool.edu

Theresa Lang Community and Student Center, 55 W. 13th Street, 2nd floor

Wednesday, January 23

11:00 a.m - 12:45 p.m

Milano School Student Forum: Surviving the First Semester

Bring your lunch and join some of our continuing graduate students for advice on academic expectations and answers to your questions.

Klein Conference Room, 66 W. 12th Street, Room 510

1:00 p.m - 3:00 p.m

Milano School Meet and Greet Lunch Groups

Sign up to go out for lunch with a continuing graduate student at a restaurant of the continuing student's choice. (Each student pays for his or her own meal.)
Lunch groups are kept small, so it's a great chance to get to know your grad school peers. Sign-up instructions will be forthcoming

Meet in the lobby of 66 W. 12th Street

6:30 p.m.-8:30 p.m.

Environmental Policy and Sustainability Management New Student Orientation

- Master of Science in Environmental Policy and Sustainability Management
- Post-Master's Certificate in Sustainability Strategies

Hirshon Suite, 55 W. 13th Street, 2nd floor (Room 205, through the glass doors)

Milano School Orientation Spring 2013

6:30 p.m.-8:30 p.m. International Affairs New Student Wollman Hall, 65 W. Orientation 11th Street, 5th floor Master of Arts in International Affairs (enter at 66 W. 12th Master of Science in International and cross through the Affairs courtyard) 6:30 p.m.-8:30 p.m. Milano Management New Student Orientation Room, 2 W. 13th Street, Room 101 Orientation Master of Science in Nonprofit Management Master of Science in Organizational Change Management Post-Master's Certificate in Leadership and Change Post-Master's Certificate in Organizational Development 6:30 p.m.-8:30 p.m. Urban Policy Analysis and Management 72, 5th Avenue, Henry

Master of Science in Urban

Policy Analysis & Management

New Student Orientation

Thursday January 24

10:00 a.m - Noon	It's Never Too Soon: Introduction to Milano School Career Services Meet Carol Anderson, the director of Career Development and Placement Services for the Milano School.	Klein Conference Room, 66 W. 12 th Street, Room 510
6:00 p.m - 8:00 p.m	Workshop: Building Milano School Community	Wollman Hall, 65 W. 11 th Street, 5 th Floor (enter at 66 W. 12 th
	The aim of this workshop is to provide	Street, cross through

opportunities for meaningful connections and immediate involvement in the Milano School community. All new grad students are encouraged to take part in this workshop.

the courtyard).

Cohen Conference

Room (321)

Milano School Orientation Spring 2013

Saturday January 26

9:00 a.m - 3:30 p.m

Introduction to Student Resources and Services

Representatives from Career Development and Placement, Student Services, the University Library, Computing Services, the Writing Center, Health Services, and many student organizations are on hand to provide information and answer questions.

All new NSPE students are invited to this orientation session. Do not miss this orientation event. Especially, if you were unable to attend sessions offered by the offices and departments represented,

RSVP to Jackie Hadley at jhadley@newschool.edu.

Theresa Lang Community and Student Center, 55 W. 13th Street, 2nd floor

Thursday February 7

6:00 p.m - 9:00 p.m.

Milano School of International Affairs, Management, and Urban Policy Cross-Cultural Potluck Supper

Continuing and new Milano graduate students prepare the food for this welcome party run by continuing students. The potluck event is one of the most enjoyable orientation events for Milano graduate students.

72 Fifth Avenue, 6th Floor

Schedule is subject to change