

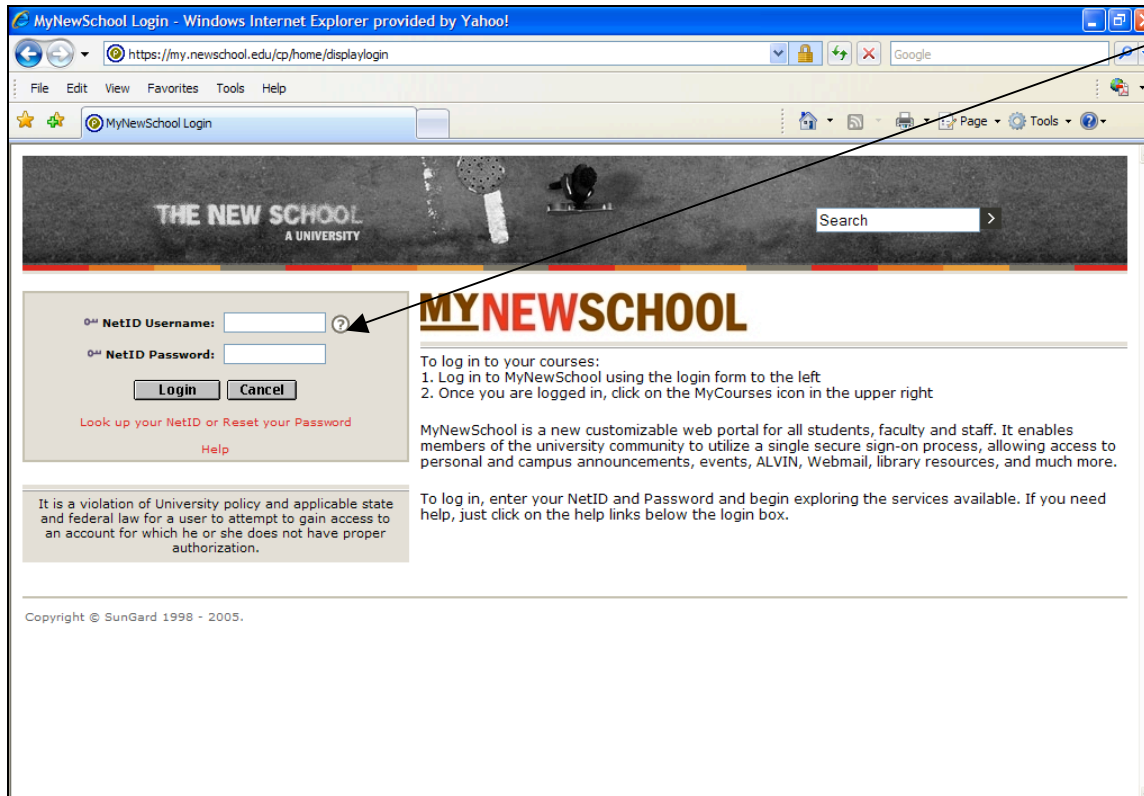
# Web Registration Tutorial

## Requirements for web registration

- o Approved Course List
- o Net ID & Password
- o Registration (Alternate) ALT Pin (obtained from your advisor)

## Help Info:

- o Call 212.229.5620 ext 1478
- o E-mail [alvinhelp@newschool.edu](mailto:alvinhelp@newschool.edu)



### Step 1

Go to

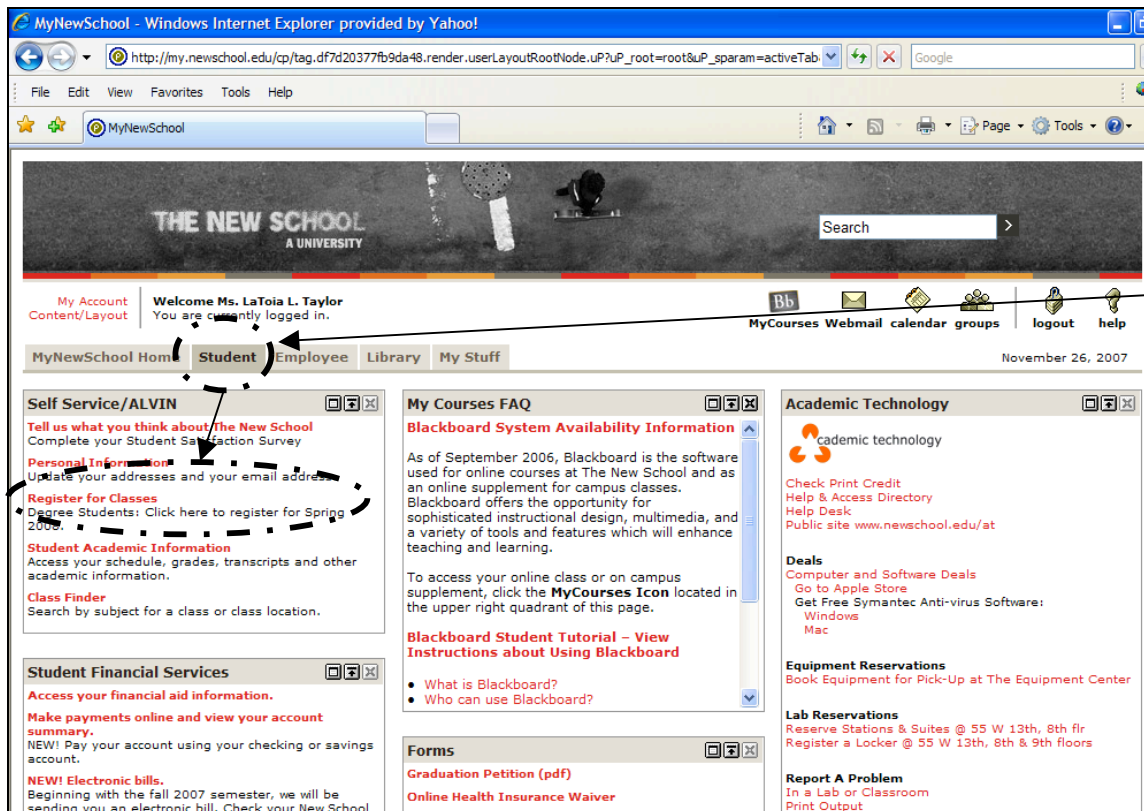
<https://my.newschoo.edu>

Obtain your Net ID username and password. You can find this information by clicking on the **Look up your NetID or Reset your Password** link.

NetID username- A typical student username is in the format: GonzR123

(first 4 letters of last name + first initial + three numbers) and is not case sensitive. Your Net ID username is also your Groupwise e-mail address, ie: **GonzR123@newschoo.edu**

NetID password-If this is your first time logging in to MyNewSchool, your default password is your 6-digit date of birth. You will be prompted to change this to a more secure password.



### Step 2

After you have successfully logged in; click the **Student** Tab and then click the **Register for Classes** link.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL  
A UNIVERSITY

back to Student Tab

MyCourses Webmail calendar groups logout help

Personal Information **Student Services & Financial Aid** Employee Services

Search  Go

RETURN TO MENU SITE MAP HELP

## Select Term

LaToia L. Taylor  
Nov 20, 2007 04:33 pm

- Click the dropdown box below to select the appropriate term.

Select a Term:

Submit

RELEASE: 7.2

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### Step 3

Select the term of registration.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dsctssb

File Edit View Favorites Tools Help

tm Official Ticketmaster site. Big... MyNewSchool

THE NEW SCHOOL  
A UNIVERSITY

back to Student Tab

MyCourses Webmail calendar groups logout help

Personal Information **Student Services & Financial Aid** Employee Services

Search  Go

RETURN TO MENU SITE MAP HELP

## Alternate PIN Verification

LaToia L. Taylor  
Spring 2008  
Nov 16, 2007 11:55 am

Please enter your Alternate Personal Identification Number (PIN) for verification, then click Submit PIN.

**This is NOT the same PIN you use to access ALVIN.** You can only get the Alternate PIN from your advisor.

Alternate PIN:

Submit

RELEASE: 6.2

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### Step 4

Enter your Alternate (ALT) Pin number. This ALT pin should be obtained from your advisor.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fp%2flogin%3fsys%3dsctssb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL

back to Student Tab

Personal Information Student Services & Financial Aid Employee Services

Search [ ] [go]

RETURN TO ST HELP

Register for Classes:

LaToia L Taylor  
Spring 2008  
Nov 26, 2007 04:36 pm

Having Problems? Click the Help Link above.

- To register/add classes, enter the Course Reference Numbers (CRN) in the Add Classes table.
- To drop a class, select Web Drop from the dropdown box.
- Submit Changes when all selections are made. This page will refresh with your new schedule.
- When complete, click the Next Step link at the bottom of the page.

Current Schedule

Status	Action	CRN	Subj	Crs	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 05, 2007	None	1659	MMGT	5025	A	Graduate 3.000	Standard Letter A/F	Managerial Economics	
**Web Registered** on Nov 05, 2007	None	1621	MMGT	16532	A	Graduate 3.000	Standard Letter A/F	Manage Consultant/Client Rltr	

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 25.000  
Date: Nov 26, 2007 04:36 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[ Click Here after Submitting Changes ]

RELEASE:6.2

### Step 5

Enter the CRN(s) of the course(s) that you want to register for. Click **Submit Changes**.

Course Reference Number identifies a particular section (day/time/instructor) of the course that is being offered in a given term. You should use the CRN to register for the exact section you want.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fp%2flogin%3fsys%3dsctssb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL

back to Student Tab

MyCourses Webmail calendar groups logout

Register for Classes:

LaToia L Taylor  
Spring 2008  
Mar 14, 2008 02:41 pm

Having Problems? Click the Help Link above.

- To register/add classes, enter the Course Reference Numbers (CRN) in the Add Classes table.
- To drop a class, select Web Drop from the dropdown box.
- Submit Changes when all selections are made. This page will refresh with your new schedule.
- When complete, click the Next Step link at the bottom of the page.

Current Schedule

Status	Action	CRN	Subj	Crs	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 05, 2007	None	1659	MMGT	5025	A	Graduate 3.000	Standard Letter A/F	Managerial Economics	
**Web Registered** on Jan 29, 2008	None	4840	MMGT	6136	A	Graduate 3.000	Standard Letter A/F	Training & Development in Org	

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 25.000  
Date: Mar 14, 2008 02:41 pm

Add Classes Worksheet

CRNs

4176

Submit Changes Class Search Reset

### Add/Drops:

-If you want to **add** an additional class, type the CRN in one of the blank boxes under Add Class.

-Click on **Submit Changes** and your updated schedule will be displayed.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fp%2flogin%3fsys%3dsctsb

File Edit View Favorites Tools Help

MyNewSchool

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Back to Student Tab

MyCourses Webmail calendar groups logout

Personal Information Student Services & Financial Aid Employee Services

Search [ ] Go

RETURN TO STUDENT SERVICES MENU SITE MAP HELP

### Register for Classes:

LaToia L. Taylor  
Spring 2008  
Mar 14, 2008 02:40 pm

Having Problems? Click the Help Link above.

- To register/add classes, enter the Course Reference Numbers (CRN) in the Add Classes table.
- To drop a class, select Web Drop from the dropdown box.
- Submit Changes when all selections are made. This page will refresh with your new schedule.
- When complete, click the Next Step link at the bottom of the page.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 05, 2007	None	1659	MMGT	5025	A	Graduate 3.000	Standard Letter A/F	Managerial Economics	
**Web Registered** on Jan 29, 2008	None	4840	MMGT	6136	A	Graduate 3.000	Standard Letter A/F	Training & Development in Org	
**Web Registered** on Mar 14, 2008	Web Drop	4176	MMGT	6905	B	Graduate 3.000	Standard Letter A/F	Independent Study	

Total Credit Hours: 9.000  
Billing Hours: 9.000  
Maximum Hours: 25.000  
Date: Mar 14, 2008 02:40 pm

#### Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes Class Search Reset

[ Click Here after Submitting Changes ]

RELEASE: 7.3.3

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#### Add/Drops:

-If you made a mistake or want to drop a class, click on the **Action** drop-down box next to the CRN and choose **Web Drop**.

-Click on **Submit Changes** and your updated schedule will be displayed.

Note: You cannot drop your last class or all of your classes online.

-If you are adding and dropping, add the proper class(es) first, then drop the wrong class(es) that you do not want to be registered for.

-If you are taking a [Leave of Absence](#) or [Withdrawing from your degree program](#), you must meet with your advisor and complete an Exit Form.

Register for Classes - Windows Internet Explorer

http://149.31.58.151:8340/dev/bwvcoms.P\_Regs

File Edit View Favorites Tools Help

Register for Classes

Spring 2009  
Jan 13, 2009 05:41 pm

Having Problems? Click the Help Link above.

- To register/add classes, enter the Course Reference Numbers (CRN) in the Add Classes table.
- To drop a class, select Web Drop from the dropdown box. (Classes that are web-dropped within the semester cannot be re-added online. See your advisor for a paper add form.)
- Submit Changes when all selections are made. This page will refresh with your new schedule.
- When complete, click the Next Step link at the bottom of the page.

#### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Nov 03, 2008	None	1596	MMGT	6532	A	Graduate 3.000	Standard Letter A/F	Manage Consultant/Client Rltn	
**Web Registered** on Nov 03, 2008	None	2024	MMTE	5070	B	Graduate 3.000	Standard Letter A/F	Quantitative Methods	
Web Drop - within Semester on Jan 13, 2009	None	4002	MMGT	6136	A	Graduate 0.000	Standard Letter A/F	Training & Development in Org	

Total Credit Hours: 6.000  
Billing Hours: 9.000  
Maximum Hours: 25.000  
Date: Jan 13, 2009 05:41 pm

#### Add Classes Worksheet

CRNs

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Submit Changes Class Search Reset

#### Add/Drops:

-If you want to **Re-Add** a course that was previously dropped click on the **Action** drop-down box next to the CRN and choose **Re-Add**. (If you are already registered for a course, there is no need to select the Re-Add option).

-Click on **Submit Changes** and your updated schedule will be displayed.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fp%2flogin%3fsys%3dsctsb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL

Look-Up Classes to Add:

Mar 14, 2008 02:43 pm

**You are only required to enter a Subject Code to search the course list. You do not have to use the other search criteria available.**

**Subject Code Key:**

You must choose a subject when searching for classes. Use the key below to find the classes for your college. The first letter in the subject code indicates the college. Highlight the subject you want to search on then hit the Class Search button.

B=Joffrey	C=Mannes College	G=Graduate Faculty	J=Jazz
L=Lang	M=Milano	N=New School	P=Parsons
R=Mannes Prep	S=Guitar Studies	T=Actors Studio	X=Mannes Extension

Subject:

Course Number:

Title:

Credit Range:  hours to

Campus:

Part of Term:

Non-date based classes only

Instructor:

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days: ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

### Class Search:

- To search for courses being offered, click on the **Class Search** button.
- You must select at least one subject.
- After selecting the sections that you want to search, click the **Class Search** button. You can select multiple sections at the same time by holding down the **Ctrl** button and clicking on each section.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2fp%2flogin%3fsys%3dsctsb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL

Look-Up Classes to Add:

LaToia L Taylor  
Spring 2008  
Mar 14, 2008 02:46 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

**Sections Found**

MEFI Economics/Finance

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	164C	MEFI	506CA	GV	3.000	Economic Analysis	T	02:00 pm-03:50 pm	35	19	16	David Howell (P)	01/22-05/13	F 205	Design & Social Sciences Rubric and Management Rubric	
<input type="checkbox"/>	1647	MEFI	506CB	GV	3.000	Economic Analysis	W	06:00 pm-07:50 pm	35	30	5	Edwin Melendez (P)	01/23-05/07	F 306	Design & Social Sciences Rubric and Management Rubric	
<input type="checkbox"/>	6325	MEFI	5064A	GV	3.000	Compensation Management	M	06:00 pm-07:50 pm	25	19	6	Gregory W. Broome (P)	01/28-05/12	F 203		
<input type="checkbox"/>	1627	MEFI	607CA	GV	3.000	Financial Mgmt in NPOs	M	06:00 pm-07:50 pm	20	5		Paul Quintero (P)	01/28-05/12	F 314	Design & Social Sciences Rubric	
<input type="checkbox"/>	6435	MEFI	607CB	GV	3.000	Financial Mgmt in NPOs	W	06:00 pm-07:50 pm	25	23	2	Carol A. Mcmillan (P)	01/22-05/07	F 309	Design & Social Sciences Rubric	
<input type="checkbox"/>	6736	MEFI	607CC	GV	3.000	Financial Mgmt in NPOs	M	04:00 pm-05:50 pm	25	9	16	Kenneth J. Rogers (P)	01/28-05/12	F 301	Design & Social Sciences Rubric	
<input type="checkbox"/>	6323	MEFI	6071A	GV	1.500	Community Dev. Finance Lab	R	06:00 pm-07:50 pm	30	16	14	Lisa J. Servon (P)	01/24-05/08	F 203		
<input type="checkbox"/>	3275	MEFI	6076B	GV	3.000	Financial Impacts of HRM Stra	T	06:00 pm-07:50 pm	25	22	3	Rajendra Persaud (P)	01/22-05/13	F 218	Design & Social Sciences Rubric	
<input type="checkbox"/>	6433	MEFI	6502A	GV	3.000	Elements of Finance	W	04:00 pm-05:50 pm	20	16	4	Charles Allison (P)	01/23-05/07	F 305		

RELEASE: 7.3.3

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### Class Search:

- To register for a course, check the box located in the lefthand column labeled **Select**.
- After you have selected an available section that you want to register for, click **Register** at the bottom to add the course into your schedule.



MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2f%2flogin%3fsys%3dsctsb

File Edit View Favorites Tools Help

MyNewSchool

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Back to Student Tab

MyCourses Wgnmail calendar groups logout

## Change Class Options

LaToia L. Taylor  
Spring 2008  
Mar 14, 2008 02:39 pm

- If you have selected a class with variable credits, enter the correct number of credits in the Credit Hours box below.
- Graduate Students: Make sure you adjust the credits on equivalency courses.
- NSQS Undergrads: You can adjust the credits on your classes, but not the grade mode. If your grade mode has defaulted to Non-credit for a course, it will be changed to Standard Letter overnight. Check in ALVIN the following day to confirm.

**Managerial Economics**

Course: 1659 MGMT 5025 A  
Credit Hours: 3.000  
Grade Mode: Standard Letter A/F  
Course Level: Graduate

**Training & Development in Org**

Course: 4840 MGMT 6136 A  
Credit Hours: 3.000  
Grade Mode: Standard Letter A/F  
Course Level: Graduate

**Independent Study**

Course: 4176 MGMT 6905 B  
Credit Hours (1.000 to 3.000): 1.000  
Grade Mode: Standard Letter A/F  
Course Level: Graduate

Submit Changes Reset

Return to Previous

RELEASE: 7.1.0.1

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### Step 6

Check the accuracy of your Total Credit Hours. If you are taking a course with variable credits, like an independent study, equivalency credits or a music lesson course, you may need to change the course credit amount.

Enter the correct number of credits in the Credit Hour box and click **Submit Changes** button.

When you are done Click the [Click Here after Submitting Changes](#) link.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2f%2flogin%3fsys%3dsctsb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL

Back to Student Tab

MyCourses Wgnmail calendar groups logout

Student Services & Financial Aid Employee Services

Search [es]

RETURN TO MENU SITE MAP HELP

## Student Detail Schedule:

LaToia L. Taylor  
Spring 2008  
Nov 28, 2007 04:48 pm

Total Credit Hours: 6.000

**Managerial Economics - MGMT 5025 - A**

Associated Term: Spring 2008  
CRN: 1659  
Status: \*\*Web Registered\*\* on Nov 05, 2007  
Assigned Instructor: Aviva V. Ancona  
Grade Mode: Standard Letter A/F  
Credits: 3.000  
Level: Graduate  
Campus: New York City

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 7:50 pm	W	Albert List Acad Center 65 5th 202	Lecture	Aviva V. Ancona (P)

**Manage Consultant/Client Rtn - MGMT 6532 - A**

Associated Term: Spring 2008  
CRN: 1621  
Status: \*\*Web Registered\*\* on Nov 05, 2007  
Assigned Instructor: Edward A. Powers  
Grade Mode: Standard Letter A/F  
Credits: 3.000  
Level: Graduate  
Campus: New York City

**Scheduled Meeting Times**

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	6:00 pm - 7:50 pm	T	Albert List Acad Center 65 5th 204	Lecture	Edward A. Powers (P)

Return to Previous

RELEASE: 7.3

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### Step 7

After you have checked your schedule for accuracy, click the **Back to Student Tab** link.

\*Registration is not complete until payment or approved payment arrangements have been made\*

#### Payment Information:

Payment or payment arrangements can be made via MyNewSchool (via checking/savings account, MasterCard, Visa, and Amex) or at the Cashiering Office (72 Fifth Avenue, lower level).

You can contact the Student Accounts Office at 72 Fifth Avenue, lower level or via telephone at 212-229-8930, option 8 for more information about making payments or approved payment arrangements.

#### **Step 8**

Once you are back at the main MyNewschool log in page, Click the **Student** tab.

#### Summer Registration

##### **Continuing & New Students:**

In the Student Financial Services channel click the **Make payments online** link to make a payment or approved payment arrangement at the time of registration.

#### Fall/Spring Registration

##### **Continuing Students:**

Check MyNewSchool in July for Fall Registration and in December for Spring Registration to view your fall /spring charges and financial aid awards. An electronic invoice will be sent to you via your New School e-mail address. *Make payment or approved payment arrangements by August 10 for Fall Registration and by January 10 for Spring Registration to avoid being charged a \$150 late payment fee.*

**New Students:** Must make payment or approved payment arrangements by the first day of classes.

MyNewSchool - Windows Internet Explorer provided by Yahoo!

http://my.newschool.edu/cp/render.UserLayoutRootNode.uP?uP\_tparam=utf&utf=%2fcp%2f%2flogin%3fsys%3dsctssb

File Edit View Favorites Tools Help

MyNewSchool

THE NEW SCHOOL

back to Student Tab

MyCourses Webmail calendar groups logout

Having Problems? Click the Help Link above.

- To register/add classes, enter the Course Reference Numbers (CRN) in the Add Classes table.
- To drop a class, select Web Drop from the dropdown box.
- Submit Changes when all selections are made. This page will refresh with your new schedule.
- When complete, click the Next Step link at the bottom of the page.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Nov 05, 2007	None	1659	MMGT	5025	A	Graduate 3.000	Standard Letter A/F			Managerial Economics
**Web Registered** on Jan 29, 2008	None	4840	MMGT	6136	A	Graduate 3.000	Standard Letter A/F			Training & Development in Org

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 25.000  
Date: Mar 14, 2008 02:42 pm

**Registration Add Errors**

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Permission Required	4176	MMGT	6905	B	Graduate 1.000	Standard Letter A/F			Independent Study

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

### Registration Errors:

- Check that you have entered the correct CRN and try entering it again.
- If you receive the error message again, see below for an explanation.
- Contact your advisor for alternatives or assistance, or select another course from your approved course list.

Registration Error Message	What does it mean?
CANCELLED	This class is cancelled. The Registrar's Office will drop any registered students.
CLASS RESTRICTION	This course is not open to your class level (freshman, sophomore, etc.)
CLOSED	This class is full.
COLLEGE RESTRICTION	This course is not open to students from your division
CO-REQ REQUIRED	You must also enter a CRN of ABCD 1000 when registering for this course.
DUPLICATE	You are already registered for another section of this course (CRN 2389).
INVALID LEVEL FOR COURSE	The course is not available to your level of student (undergraduate or graduate).
LEVEL RESTRICTION	This course is not available for your level of study (undergraduate or graduate).
PERMISSION REQUIRED	This class requires special permission in order to register. Contact your advisor.
PRE-REQ NEEDED	This course has a pre-requisite that has not been satisfied. See your advisor or the course description for details.
TIME CONFLICT	This class meets at the same time as CRN 3788.
RESERVATION CLOSED	This class has seats reserved for specific student populations, and seats are no longer open based on your status.
MAX HOURS EXCEEDED	You have tried to register beyond the credit limit for this semester.
You cannot drop your last class online.	You cannot drop your last class online. Add the replacement class first and then submit the drop. If you are leaving the university, contact your advisor.

**For problems with closed courses, time conflicts or other course related issues or registration error message please contact your advisor.**



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## Web Registration FAQ

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### Who do I call for Help?

- For questions about Web registration and PIN resets in [ALVIN](#), call the [University Registrar's Office](#) at 212-229-5620, X1478 between 9:00AM and 4:30PM, Monday-Friday. You can also email [alvinhelp@newschool.edu](mailto:alvinhelp@newschool.edu) for assistance.
- For questions about difficulty logging into [MyNewSchool](#), call the [University Help Desk](#) at 212-229-5300 x2828 between 8:30AM and 5:30PM, Monday-Friday. You can also email [helpdesk@newschool.edu](mailto:helpdesk@newschool.edu) for assistance.

### What if I have a Hold?

- Contact the office listed under Hold Type in order to resolve the hold. If the hold is removed within your web registration period, return to MyNewSchool to register. If not, contact your advisor for instructions.

### What if my Registration (Alternate) PIN is not working?

- Your Registration (Alternate) PIN is a special PIN assigned for web registration purposes only. It is not the same as the PIN you regularly use to access ALVIN. Make sure you are using the 6-digit number given to you by your advisor and try it again. If your Registration PIN still does not work, please contact your advisor.

### What if I receive the error, "Please contact the registration administrator for your time ticket?"

- You are attempting to web register outside of the web registration period assigned to you by your division or department. Please check with your advisor for the appropriate registration period.

### What is a CRN?

- The CRN (Course Reference Number) is the four-digit number you use to register for a course. Your advisor should have provided you with the CRNs for your approved courses.

### What if I have the wrong CRN?

- If the CRN you enter brings up a course title and/or section letter that is different from the course in which you intended to enroll, please confirm that you have entered the CRN correctly. If you mis-entered the CRN, see the previous page of this document for steps to correct a mistake in MyNewSchool. If you entered the CRN correctly, contact your advisor for the correct number.

### What if I want to register for courses other than those approved by my advisor?

- You are only permitted to register for courses that have been approved by your advisor. If you want to change the courses you have selected, you must meet with your advisor again and get approval.

### My total number of credits is incorrect. What should I do?

- Please see step 6 of these instructions to change the credits on a variable credit course.

### What should I do after I review my schedule?

- After confirming that you are registered for the correct courses at the approved number of credits, your class selection is finalized.

### To complete your fall/spring registration:

- Continuing Students
  - Fall Registration: Must make payment or approved payment arrangements via MyNewSchool by August 10 to avoid being charged a \$150 late payment fee. Check MyNewSchool in July to view your fall charges and financial aid awards.
  - Spring Registration: Must make payment or approved payment arrangements via MyNewSchool by January 10 to avoid being charged a \$150 late payment fee. Check MyNewSchool in December to view your spring charges and financial aid awards.
- New Students
  - Fall & Spring Registration: Must make payment or approved payment arrangements in MyNewSchool (via checking/savings account, MasterCard, Visa, and Amex) or in person at the Cashiering Office (72 Fifth Avenue, lower level) at the time of registration. For further assistance with making payment you can contact student financial services telephone at 212-229-8930, option 1 or via email at [sfs@newschool.edu](mailto:sfs@newschool.edu)

### To complete your summer registration:

- Continuing & New Students
  - Make payment in MyNewSchool (via checking/savings account, MasterCard, Visa, and Amex) or in person at the Cashiering Office (72 Fifth Avenue, lower level) at the time of registration. For further assistance with making payment you can contact student financial services telephone at 212-229-8930, option 1 or via email at [sfs@newschool.edu](mailto:sfs@newschool.edu)