

# REGISTRATION GUIDE

*This information will help you register for the upcoming semester. Please note that this information applies to all degree seeking students. All students should contact their advising office for specific policy and procedure information.*

## Things to Do Before Registering

### ☐ What is MyNewSchool?

[MyNewSchool](http://my.newschoo.edu) - <http://my.newschoo.edu> is the online access point to student academic and financial information at The New School. Access web registration, grades, academic transcripts, class schedule and meeting locations, account summary, online credit card payment, financial aid, registration and transcript holds; update address and phone information; and submit student health insurance waivers all at [MyNewSchool](http://my.newschoo.edu).

### ☐ Log In

Log in to [MyNewSchool](http://my.newschoo.edu) (if you have not previously done so), in order to activate your account.

**-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 the beginning of your Groupwise e-mail address, For example:  
e-mail address-GonzR123@newschoo.edu  
username-GonzR123

**-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. You will need your username and password for all future MyNewSchool log-ins, including web registration.

### ☐ Check for Holds

While in [MyNewSchool](http://my.newschoo.edu), check for holds that may prevent you from registering. You must resolve any registration holds with the office that initiated them prior to registering. Before registering, all financial obligations must be cleared with Student Financial Services Office, or a hold will be placed on your account, preventing registration and the release of transcripts.

### ☐ Academic Advising

Please view the [advising information for the school that you are attending, located at the end of this Registration Guide](#). It is important to know your advising schedule and registration dates. Also, it is your responsibility to familiarize yourself with The New School's academic policies and procedures. You can contact your advising department for more information about advising, registration and university policies and procedures.

### ☐ Save the date

View the [Academic Calendar](#) for details about registration dates, semester dates and university holidays.

### Spring 2010 Academic Calendar

Web Registration for New & Continuing Students*	January 4 – February 12
Late Registration** or Late Payment Fee	January 11
Spring 2010 Semester Begins	January 25
Last day to add a class	February 5
Last day to drop a class	February 12
Health Insurance Waiver Deadline	February 22
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Last day to withdraw from a class with a grade of W	
Undergraduate Students	March 12
Parsons Graduate Students	March 12
All other Graduate Students	May 17
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Holidays (no classes)	
M.L. King Day	January 18
Presidents' Day	February 15
Spring Break	March 15 - 21
Classes and Semester End	May 17
Graduation	May 21

\*Please view your school information for specific web registration dates.

\*\*Late Registration Fee: Continuing degree students, except those on leave or mobility in the previous term, are required to register and complete payment arrangements by **January 10. Failure to do so will result in a late fee of \$150.**

# Registration Information

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The [Registrar's Office](#) maintains registration and academic record information, as well as policies and procedures regarding these matters. As a member of the university student community, it is your responsibility to familiarize yourself with this information. For additional information, please contact the Registrar's Office at 212.229.5620 | 72 Fifth Avenue, Lower Level  
Registrar's Office website: <http://www.newschool.edu/registrar>

## WEB REGISTRATION TUTORIAL

For step by step instructions on how to register online please visit the online [Web Registration Tutorial](#).

## REGISTRATION INFORMATION

### [Add, Drops and Withdrawals](#)

Adding and dropping courses can be completed online through [MyNewSchool](#) during registration periods. Contact your advisor to obtain your Alternate Pin number in order to add and drop courses online.

To withdraw from a course you must obtain a signed withdrawal form from your advisor and bring the form to the Registrar's Office in person. No course change is effective until you have completed this process.

### [University Refund Schedule](#)

Students are responsible for familiarizing themselves with university policies regarding adding or dropping courses and refund of tuition and fees. Refunds are granted only after the official withdrawal procedure has been completed.

**There is a financial penalty for dropping classes after the semester begins. Please view the University Refund Schedule.**

When course is dropped	Percentage of tuition refunded
Before semester begins	100%
Through the first week of semester	90%
Through the second week of semester	80%
Through the third week of semester	70%
Through the fourth week of semester	60%
After the fourth week of semester	No refund

**Refund calculations are not based on number of class sessions held or attended.**

## Add/Drop/Withdraw Schedule

Last day to add a class	Friday, February 5
Last day to drop a class	Friday, February 12
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Last day to withdraw from a class with a grade of W	
Undergraduate Students	Friday, March 12
Parsons Graduate Students	Friday, March 12
All other Graduate Students	Monday, May 17

**There is a financial penalty for dropping classes after the semester begins.  
Please view the University Refund Schedule.**

### [Tuition and Fee Schedule](#)

View the tuition and fees information for the academic year. You can view your tuition and fees charges in [MyNewSchool](#) under the Student tab.

### [Late Registration and Late Payment Fee Policy](#)

The following policy applies to all continuing degree students except students returning from leaves of absence or mobility. It does not apply to newly admitted students starting their first semester.

### [Class Meeting Locations](#)

Classroom assignments are subject to change. Use the [Class Finder](#) to confirm class locations on or near the class start date.

### **Pass/Fail Grade (Graduate Students)**

In order to petition to take a course for the Pass/Fail grade option, you must fill out and submit the Petition for Graduate Pass/Fail Grade form. These forms are available in your advising office. Petitions must be signed by the course instructor. Petitions must then be submitted to the Registrar's Office by the university add deadline to finalize the request; they will not be accepted after the university add deadline.

### **Auditing Courses (Graduate Students)**

In order to audit a course, you must obtain the appropriate advisor signatures using an add/drop form and register for the course in-person at the Registrar's Office. **You cannot register for audit courses via MyNewSchool.** Audit fees are listed in the Tuition and Fee Schedule. You may not attend a course without being registered in that course. If you are a graduate degree student taking no coursework, you must also register to maintain status.

### **Maintenance of Status (Graduate Students)**

Graduate students who are working on their thesis/dissertation are typically registered for Maintenance of status and/or equivalency credits. Students must receive departmental permission to maintain status, and have their registration forms signed by their student advisor.

Some schools require continuous registration of degree students. Students not registered to take courses for credit, nor on a leave of absence, must register to maintain status. Students registering to maintain status pay a fee to maintain status, as well as the University Services and Divisional Fees. Health insurance and services fees will be automatically charged as well; these fees may be waived by the published deadline (see [Health Fee Policy](#) section).

Most students registering to maintain status will register for equivalency credits.

### **Equivalency Credit (Graduate Students)**

Registration for equivalency credits takes place during the normal registration period. Equivalency credits identify the work being undertaken while maintaining status (e.g., thesis, fieldwork, language exam, exchange program). There are no equivalency credits to complete outstanding coursework.

Students registering for equivalency courses must also register either for additional degree courses for credit or to maintain status. Equivalency courses themselves carry no fees. Equivalency credit is granted for approved activities that are required for progress toward the degree. The purpose of equivalency credits is to establish appropriate enrollment status in order to defer student loans, to qualify for TAP or other financial aid, or to comply with visa requirements.

For graduate students full-time status is defined as enrollment in 9 degree credits per semester and half-time status is defined as enrollment in 6 degree credits per semester. Students who are working on their doctoral dissertation and are applying for TAP awards must register for 12 equivalency credits per academic semester.

Students who are not taking a full-time course load and who are actively working on their non-course degree requirements should register for equivalency credits. Note: equivalency credit is not assigned for work towards finishing outstanding Incompletes.

**For more information, please contact your advising office.**

## **Student Financial Services Information**

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Student Financial Services (SFS) provides you and your family with the necessary information and assistance in financing your education at The New School. Student Financial Services works with students and families of all income levels explore their funding options. Please use this website to apply for financial aid and learn about scholarships, loans, campus employment, and other resources available to you.

For additional information, please contact Student Financial Services at:

212.229.8930 | 72 Fifth Avenue, Lower Level | [SFS@newschool.edu](mailto:SFS@newschool.edu)

SFS website: <http://www.newschool.edu/student-services/financialaid/Default.aspx>

### **[Financial Aid](#)**

You may view your financial aid awards, award history, payment schedule, and document requirements under the Student tab in the Student Financial Services online within MyNewSchool.

Students who are receiving tuition scholarships, or who are deferring payment of tuition based on anticipated loans or other expected financial aid do not need to contact Financial Aid staff, unless there are questions or concerns regarding financial aid packaging.

Please note that enrollment status changes can affect eligibility for both Federal and University aid. Students should inform the Office of Student Financial Services or meet with a financial aid counselor if their anticipated enrollment status changes.

**[Billing and Payment Information](#)**

Students are encouraged to make payment online as a secure method and an efficient process. Online payment can be made using VISA, MasterCard, American Express and Discover credit cards or as an ACH transaction using your checking or savings account. Cash payments can only be made in person at the Cashiering office located at 72 Fifth Avenue, Lower Level. Check and credit card payments can also be made in person.

Students may also designate an authorized user (parent, employer, sponsor, etc.) to make payment on their behalf and view their account information and invoices. Authorized users can login to a special site using their own user ID and password that you set-up. Electronic services can be found on MyNewSchool under the Student tab and Student Financial Services channel. Wire transfer instructions are also included, which may be helpful for international students. Please follow the links within the Student Financial Services channel under the Student tab in MyNewSchool to take advantage of these features.

<b>Fall/Spring Registration</b>	<b>Summer Registration</b>
<p><u><a href="#">Continuing Students</a></u> Check <a href="#">MyNewSchool</a> in July for Fall Registration and in December for Spring Registration to view your charges and financial aid awards. An electronic invoice will be sent to you via your New School e-mail address.</p> <p>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.</p>	<p><u><a href="#">Continuing Students</a></u> In the Student Financial Services channel in <a href="#">MyNewSchool</a> click the "Make Payments Online" link to make a payment or approved payment arrangement at the time of registration.</p>
<p><u><a href="#">New Students</a></u> Must make payment or approved payment arrangements by the first day of classes.</p> <p>In the Student Financial Services channel in <a href="#">MyNewSchool</a> click the "Make Payments Online" link to make a payment or approved payment arrangement.</p>	<p><u><a href="#">New Students</a></u> In the Student Financial Services channel in <a href="#">MyNewSchool</a> click the "Make Payments Online" link to make a payment or approved payment arrangement at the time of registration.</p>

**[Monthly Payment Plan and Employer Reimbursement](#)**

The University offers monthly payment plans. The plans enable students or their families to pay interest-free monthly installments on their account toward their tuition, fees, and housing. Many students and families find monthly installments more manageable than one lump payment each semester. Through this plan, tuition, fees, and housing for fall and spring semesters may be paid in four or five monthly installments, installments per semester (the payment plan is not available for summer charges). The payment plan is not a loan. Therefore, there are no credit checks. Matriculated students taking six or more credits per semester and The New School for Social Research students maintaining matriculation are eligible. Sign-up is through MyNewSchool. You must re-enroll in a new plan each semester. There is small participation fee. Enrollment begins early July for Fall and early December for Spring.

## Student Services Information

As an enrolled student, you have access to many programs and services at The New School. Below are just a few services that many students need to know about. Please familiarize yourself with these services. For a larger listing of student services offices at The New School, please visit the student services website at <http://www.newschool.edu/studentervices>

**International Student Services (ISS)**

To ensure your success at The New School, International Student Services (ISS) provides immigration advice and cultural support in a welcoming and friendly environment. ISS provides expertise and support throughout the US visa application process and offering advisement on the maintenance of US legal status, employment, reinstatement,

change of status, program changes and other immigration related matters. For additional information, please contact International Student Services at 212.229.5592 | 79 Fifth Avenue, 5<sup>th</sup> Floor | [ISS@newschool.edu](mailto:ISS@newschool.edu)

ISS website: [International Student Services](#)

Website address: <http://www.newschool.edu/student-services/international>

### **Student Health Services (SHS)**

The primary goal of Student Health Services is to promote lifelong, optimal health for our diverse student community. Through consistently delivering excellent medical care, psychological services, and preventive education we enable you to become responsible agents of your own health.

Students are automatically charged Student Health Insurance and [Student Health Services fees](#) - <http://www.newschool.edu/student-services/health/subpage.aspx?id=31765>.

If you do not wish to have the Student Health Insurance, you must submit a completed [Online Waiver](#).

For additional information, please contact Student Health Services/Immunization at 212.229.1671, option 1 | 135 East 12<sup>th</sup> Street, 2<sup>nd</sup> floor | fax 212.614.7484

SHS website: [Student Health Services](#)

Website address: <http://www.newschool.edu/student-services/health/>

### Immunization Requirement

Due to past outbreaks of mumps, rubella and especially, measles on college campuses, New York State Public Health Law 2165 requires that all degree-seeking students enrolled for **six (6) credits or more and born ON OR AFTER JANUARY 1, 1957**, at a college or university are required to provide documentation of their immunizations against measles, mumps, and rubella.

**Students who do NOT provide documentation, in English, of immunity for these diseases will be PREVENTED FROM REGISTERING.**

Complete the [Immunization Form](#) and submit to Student Health Services.

### Health Fee Policy

The annual fee for the accident and sickness plan is \$1,714 billed in two (2) installments fall: \$691, spring: \$1,023. The Student Health Services Fee is \$250 per semester. Please visit the [Student Health Services](#) website for more information about these fees or to waive out of the health insurance plan.

### Health Insurance Waiver Information

Students who have comparable medical and mental health coverage under another insurance plan may waive participation in Plan 2 only by completing an [Online Waiver Form](#). In order to have the Student Health Insurance fee for Plan 2 removed from your billing statement, your completed Online **Waiver Form must be submitted by February 22, 2010 for the spring semester.**

### **The NewCard - Photo ID**

The NewCard is the official identification card of The New School. With the NewCard, the university community can conveniently use one card to eat On-Campus (i.e. declining balance) as well as gain entry access and services at selected campus facilities including Academic Technology labs, Libraries, and events. Completing the registration process will prevent you from having any problems in receiving a valid NewCard student ID.

The NewCard must be carried at all times.

For additional information, please contact the NewCard ID office at 212.229.5323 ext 4472 | 66 W 12<sup>th</sup> Street, 4<sup>th</sup> Floor | [newcard@newschool.edu](mailto:newcard@newschool.edu)

Click here for [Photo ID Cards](#)

Website address: <http://www.newschool.edu/card>

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## Student Academic Information

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The [Registrar's Office](#) maintains registration and academic record information, as well as policies and procedures regarding these matters. As a member of the university student community, it is your responsibility to familiarize yourself with this information. For additional information, please contact the Registrar's Office at 212.229.5620 | 72 Fifth Avenue, Lower Level

Click here for the [Registrar's Office](#)

Registrar's Office website: <http://www.newschool.edu/registrar>

### **STUDENT ACADEMIC INFORMATION**

### [Leave of Absence / University Withdrawal](#)

Students who take a want to take a Leave of Absence or Withdraw from the University completely from the University must contact their Advising Office to complete the appropriate paperwork.

### [Graduation](#)

Degrees are conferred in January and May. If you are planning to graduate you must petition the Registrar's Office. Petitions must be completed and returned to the Registrar's Office no later than October 1 for January graduation and February 15 for May graduation. **Late fees will be assessed if the petition is filed after the deadline.**

### [Grades](#)

Grades are recorded for all students registered in a course for credit or non-credit certificate. Students may access their grades for the current term and your entire Academic Transcript via [MyNewSchool](#).

### [Transcripts](#)

Go to [MyNewSchool](#) for all of your transcript needs. You can view and print your unofficial academic transcript, and request copies of your official transcript.

### [Enrollment Verification](#)

Currently registered students can obtain an official Enrollment Verification Certificate at any time through [MyNewSchool](#). This certificate can be presented to health insurance agencies, housing authorities, banks, etc., when asked to provide official evidence of enrollment at The New School.

### [Family Educational Rights and Privacy Act](#)

The Family Educational Rights and Privacy Act of 1974 as amended in 1995 and 1996, with which the New School complies, was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements. Students may request that The New School withhold release of their directory information by notifying the Office of the Registrar in writing. This notification must be renewed annually at the start of each fall term.

View the FERPA statement at: <http://www.newschool.edu/studentervices/registrar/ferpa.aspx?s=7>

### **The Student Right-to-Know Act**

The New School discloses information about the persistence of undergraduate students pursuing degrees at this institution. This data is made available to all students and prospective students as required by the Student Right to Know Act. During the 2009-2010 academic year, the university reports the "persistence rate" for the year 2007 (i.e., the percentage of all freshmen studying full time in fall 2007 who were still studying full time in the same degree programs in fall 2008). This information can be found under the common data set information. Visit the Office of Institutional Research at <http://www.newschool.edu/admin/oir/> for more information.

## Advising Information

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Please view the advising information for the school that you are attending. It is important to know your advising schedule and registration dates. Also, it is your responsibility to familiarize yourself with The New School's academic policies and procedures. You can contact your advising department for more information about advising, registration and university policies and procedures.

### ***The New School for Drama***

#### Advising Information and Schedule

Drama	Advising	Web Registration-Add/Drop	
All Students	Jan 19-Feb 12	9:00 a.m. Jan 19 – 11:59 p.m. Feb 12	Add Period
		9:00 a.m. Jan 19 – 11:59 p.m. Feb 12	Drop Period

### **Advising Information**

The Associate Director will set appointments during the Registration period: November 9-16. Availability will be posted outside Room 203, which is Drama's main office. At your appointment, you will meet with the Associate Director to receive your spring semester courses, review your registration form, resolve any Holds, and register for classes.

The single purpose of these office hours is to pick up forms for placement in courses and register online via [MyNewSchool](#); appointments will not take long if everyone comes as scheduled. Unfortunately, the Associate Director

cannot discuss matters other than class placement at these appointments; please request a separate appointment outside of the registration period to discuss any other academic concerns.

If a hold prevents you from registering during your appointment with the Associate Director, Web registration assistance and terminals are available in the Registrar's Office, 72 Fifth Avenue, Lower Level. For help by telephone, please call 212.229.5620 x1478.

**Advising Contact Information**

**Director of Admission and Academic Affairs** | 151 Bank Street | 212.229.5859  
Matthew Kelty

Use these links to access registration, course, policy & procedure and resources information:

[Drama Current Student Information](#)

[University Policies and Procedures](#)

Please familiarize yourself with the Policies and Procedures. Information about registration, refunding, late fees, grades, academic standing, graduation, student responsibility, degree requirements and much more can be found in the Policies and Procedures.

***The New School for Jazz & Contemporary Music***

Advising Information and Schedule

Jazz	Advising	Web Registration-Add/Drop	
All Students	Jan 19-Feb 12	9:00 a.m. Jan 19 – 11:59 p.m. Feb 5	Add Period
		9:00 a.m. Jan 19 – 11:59 p.m. Feb 12	Drop Period

**Advising Contact Information**

**Director of Academic Affairs** | 55 W. 13<sup>th</sup> Street, Room 517 | 212.229.5896 x4577  
Dan Greenblatt

**Assistant Director of Academic Affairs** | 55 W. 13<sup>th</sup> Street, Room 516 | 212.229.5896 x4590  
Brenda Barlow

Use these links to access registration, course, policy & procedure and resources information:

[Jazz Academic Advising & Registration Resources](#)

[University Policies and Procedures](#)

Please familiarize yourself with the Policies and Procedures. Information about registration, refunding, late fees, grades, academic standing, graduation, student responsibility, degree requirements and much more can be found in the Policies and Procedures.

***Eugene Lang The New School for Liberal Arts***

Advising Information and Schedule

Lang	Advising	Web Registration-Add/Drop	
All Students	Jan 21-Feb 12	11:00 a.m. Jan 21 – 11:59 p.m. Feb 5	Add Period
		11:00 a.m. Jan 21 – 11:59 p.m. Feb 12	Drop Period

**Advising Contact Information**

**Assistant Dean of Students & BA/BFA Programs Advisor** | 64 West 11<sup>th</sup> Street, 1<sup>st</sup> Floor | 212.229.5100 x2282  
Jonathon White

**Associate Director, First Year & Sophomore Advisor** | 64 West 11<sup>th</sup> Street, 1<sup>st</sup> Floor | 212.229.5100 x2279  
Leah Weich

**Assistant Director, Special & Visiting Students** | 64 West 11<sup>th</sup> Street, 1<sup>st</sup> Floor | 212.229.5100 x2280  
Angela Sanko

**Senior Advisor & Internships** | 64 West 11<sup>th</sup> Street, 1<sup>st</sup> Floor | 212.229.5100 x3345  
Jemima Gedeon

**Junior Advisor & Study Abroad Coordinator** | 64 West 11<sup>th</sup> Street, 1<sup>st</sup> Floor | 212.229.5100 x2260  
Kimberly Foote  
Use these links to access registration, course, policy & procedure and resources information:

- [Lang Registration Information](#)
- [Lang Course Schedules & Descriptions](#)
- [Lang Academic Programs](#)
- [Lang Academic Policies](#)

For general advising questions: [langadvising@newschool.edu](mailto:langadvising@newschool.edu)

[University Policies and Procedures](#)

Please familiarize yourself with the Policies and Procedures. Information about registration, refunding, late fees, grades, academic standing, graduation, student responsibility, degree requirements and much more can be found in the Policies and Procedures.

### **Milano The New School for Management & Urban Policy**

Advising Information and Schedule

Milano	Advising	Web Registration-Add/Drop	
All Students	Jan 19-Feb 12	9:00 a.m. Jan 19 – 11:59 p.m. Feb 5	Add Period
		9:00 a.m. Jan 19 – 11:59 p.m. Feb 12	Drop Period

**Advising Contact Information**

**Human Resource Mgmt, Nonprofit Mgmt, and Organizational Change Mgmt** | 72 5<sup>th</sup> Avenue, 7<sup>th</sup> Floor  
Suzanne Bostwick

**Urban Policy Analysis & Mgmt and Health Services Mgmt & Policy** | 72 5<sup>th</sup> Avenue, 5<sup>th</sup> Floor  
Lauretha Slaughter

**General Advising** | 72 5<sup>th</sup> Avenue, 4<sup>th</sup> Floor | 212.229.5400 x1100 or x1102  
Vanessa Reich

Use these links to access registration, course, policy & procedure and resources information:

[Milano Courses & Registration Information](#)

[University Policies and Procedures](#)

Please familiarize yourself with the Policies and Procedures. Information about registration, refunding, late fees, grades, academic standing, graduation, student responsibility, degree requirements and much more can be found in the Policies and Procedures.

### **The New School for General Studies**

Advising Information and Schedule

NSGS	Advising	Web Registration-Add/Drop	
Undergraduates			
All Students	By appointment only	9:00 a.m. Jan 4 – 11:59 p.m. Feb 5	Add Period
		9:00 a.m. Jan 4 – 11:59 p.m. Feb 12	Drop Period
Graduates			
All Students	Contact the department	9:00 a.m. Jan 11 – 11:59 p.m. Feb 5	Add Period
		9:00 a.m. Jan 11 – 11:59 p.m. Feb 12	Drop Period

**Media Studies students are encouraged to make an appointment with their advisors via Ureserve**  
<http://dino.newschool.edu/ureserve/tnsba/ureserve.pl> to discuss their course choices in the weeks prior

**to registration. Registration instructions will be emailed approximately one week prior to the start of web registration.**

### **Advising Contact Information**

#### ***Bachelor's Program***

**Liberal Arts** | 66 W 12<sup>th</sup> Street, 9<sup>th</sup> Floor | 212. 229.5119  
Bea Banu/Michelle Materre/Marlene Petlick

#### ***Graduate Programs***

**International Affairs** | 66 W 12<sup>th</sup> Street, 6<sup>th</sup> Floor | 212.206.3524  
Phil Akre

**Media Studies** | 2 W 13<sup>th</sup> Street, 12<sup>th</sup> Floor | 212.229.8903  
JJ Grob

**Creative Writing** | 66 W 12<sup>th</sup> Street, 5<sup>th</sup> Floor | 212.229.5611  
Jackson Taylor

**Teaching English to Speakers of Other Languages (MATESOL)** | 68 5th Avenue, Mezzanine Level | 212.229.5372  
Lesley Painter-Farrell

Use these links to access registration, course, policy & procedure and resources information:

[Bachelor's Program](#)

[Creative Writing](#)

[Media Studies](#)

[International Affairs](#)

[MATESOL](#)

[University Policies and Procedures](#)

Please familiarize yourself with the Policies and Procedures. Information about registration, refunding, late fees, grades, academic standing, graduation, student responsibility, degree requirements and much more can be found in the Policies and Procedures.

## ***The New School for Social Research***

Advising Information and Schedule

NSSR	Advising	Web Registration-Add/Drop	
All Students	Jan 19-Feb 12	9:00 a.m. Jan 19 – 11:59 p.m. Feb 5	Add Period
		9:00 a.m. Jan 19 – 11:59 p.m. Feb 12	Drop Period

### **Advising Contact Information**

**Anthropology** | 6 East 16th St., 9th Floor | 212.229.5757 x 3016  
Tyler Boersen

**Economics** | 6 East 16th St., 11<sup>th</sup> Floor | (212) 229-5717x3049  
John Winkel

**Global Finance** | 6 East 16th Street, 10<sup>th</sup> Floor | 212.229.5712 x3004  
Catherine Ruetschlin

**Historical Studies** | 80 5<sup>th</sup> Avenue, 5<sup>th</sup> Floor | 212.229.5376 x4926  
Evan Daniel

**Liberal Studies** | 6 East 16th St, 7<sup>th</sup> Floor | 212.229.2747 x3029  
Dena Ratner

**Philosophy** | 6 East 16th St, 10<sup>th</sup> Floor | 212.229.2747 x3080  
Aaron Jaffe

**Political Science** | 6 East 16th St, 7<sup>th</sup> Floor | 212.229.5747 x3086

Ben Nienass

**Psychology** | 80 5th Ave, 7<sup>th</sup> Floor | 212.229.5727

Elinor Bock x3108, Matthew Steinfeld x3107, Kelcey Stratton x3109

**Sociology** | 6 East 16th St, 9<sup>th</sup> Floor | 212.229.5737 x3129

Marisol Menendez

Use these links to access registration, course, policy & procedure and resources information:

[NSSR Registration Information](#)

[NSSR Academic Petitions & Policies](#)

[University Policies and Procedures](#)

Please familiarize yourself with the Policies and Procedures. Information about registration, refunding, late fees, grades, academic standing, graduation, student responsibility, degree requirements and much more can be found in the Policies and Procedures.

## ***Parsons The New School for Design***

Advising Information and Schedule

Parsons	Web Registration-Add/Drop	Advising
<b>Graduate</b>		
All Students	9:00 a.m. Jan 12 – 11:59 p.m. Feb 5 9:00 a.m. Jan 12 – 11:59 p.m. Feb 12	Add Period Drop Period
Departmental advising hours can be found on <a href="http://students.parsons.edu">http://students.parsons.edu</a> .		
If you need advising, please be sure to schedule an appointment with your advisor and to bring in a copy of your Schedule of classes.		
Note: Attempting to register prior to your scheduled start time will result in your account being locked and can only be reset by calling the University Registrar's Office at 212-229-5620, X1478 between 9:00AM and 4:30PM, Monday-Friday. You can also email <a href="mailto:alvinhelp@newschool.edu">alvinhelp@newschool.edu</a> for assistance.		
<b>Undergraduate</b>		
All Students	9:00 a.m. Jan 12 – 11:59 p.m. Feb 5 9:00 a.m. Jan 12 – 11:59 p.m. Feb 12	Add Period Drop Period

### **Advising Contact Information**

#### **School of Art and Design History and Theory**

History of Decorative Arts: MA	2 E. 91st St. @ 5th Ave.	212.849.8346
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#### **School of Art, Media, and Technology**

*Advising for Communication Design, Design and Technology, Fine Arts, Graphic Design, Illustration & Photography*

Communication Design: BFA	2 W. 13th St., 10th Fl., Rm. 1012A/ 8th Fl., Rm. 810-B	212.229.5855 x 4078 or x 4096	<a href="mailto:AdvisingCDT@newschool.edu">AdvisingCDT@newschool.edu</a>
Design and Technology: BFA	2 W. 13th St., 10th Fl., Rm. 1012A/ 8th Fl., Rm. 810-B	212.229.5855 x 4078 or x 4096	<a href="mailto:AdvisingCDT@newschool.edu">AdvisingCDT@newschool.edu</a>
Design and Technology: MFA	2 W. 13th St., 8th Fl., Rm., 808	212.229.5855 x4481	<a href="mailto:AdvisingCDT@newschool.edu">AdvisingCDT@newschool.edu</a>
Fine Arts: BFA	2 W. 13th St., 8th Fl., Rm., 807A	212.229.5855 x4128	<a href="mailto:AdvisingFineArts@newschool.edu">AdvisingFineArts@newschool.edu</a>

Fine Arts: MFA	2 W. 13th St., 8th Fl., Rm., 810B	212.229.8907 x2979	<a href="mailto:AdvisingFineArts@newschool.edu">AdvisingFineArts@newschool.edu</a>
	2 W. 13th St., 8th Fl., Rm., 810-B	212.229.5855 x2979	<a href="mailto:AdvisingGraphicDesign@newschool.edu">AdvisingGraphicDesign@newschool.edu</a>
Graphic Design: AAS			
Illustration: BFA	2 W. 13th St., 8th Fl., Rm., 807A	212.229.5855 x4128	<a href="mailto:AdvisingIllustration@newschool.edu">AdvisingIllustration@newschool.edu</a>
Photography: BFA, MFA	2 W. 13th St., 10th Fl., Rm. 1012A	212.229.5855 x2941 or x4096	<a href="mailto:AdvisingPhoto@newschool.edu">AdvisingPhoto@newschool.edu</a>
Printmaking Elective Advising	2 W. 13th St., 4th Fl., Printmaking Facility	Advising is by appointment.	

### School of Constructed Environments

*Advising for Architectural Design, Architecture, Interior Design, Lighting Design & Product Design.*

Architecture: BFA, MArch	25 E. 13th St., 3rd Fl., Rm.301B	212.229. 8955 x4146 & x4241	<a href="mailto:AdvisingSCE@newschool.edu">AdvisingSCE@newschool.edu</a>
Interior Design: AAS, BFA, MFA	25 E. 13th St., 3rd Fl., Rm.301B	212.229. 8955 x4146 & x4241	<a href="mailto:AdvisingSCE@newschool.edu">AdvisingSCE@newschool.edu</a>
Lighting Design: MFA	25 E. 13th St., 3rd Fl., Rm.301B	212.229.8955 x4146 & x4241	<a href="mailto:AdvisingSCE@newschool.edu">AdvisingSCE@newschool.edu</a>
Product Design: BFA	25 E. 13th St., 3rd Fl., Rm.301B	212.229.8955 x4146 & x4241	<a href="mailto:AdvisingSCE@newschool.edu">AdvisingSCE@newschool.edu</a>

### School of Design Strategies: cities, services, ecosystems

*Advising for Design and Management, Foundation, Integrated Design & Environmental Design.*

Design and Management: BBA	2 W. 13th St., 5th Fl., Rm., 507	212.229.5855	<a href="mailto:AdvisingDM@newschool.edu">AdvisingDM@newschool.edu</a>
Foundation/Core Program: BFA	2 W. 13th St., 5th Fl., Rm.,506	212.229.5855	<a href="mailto:AdvisingFoundation@newschool.edu">AdvisingFoundation@newschool.edu</a>
Environmental Studies: BA/BS	2 W. 13th St., 5th Fl., Rm.,506	212.229.5855 X4038	<a href="mailto:AdvisingEnviroStudies@newschool.edu">AdvisingEnviroStudies@newschool.edu</a>
Integrated Design Curriculum: BFA	2 W. 13th St., 5th Fl., Rm.,506	212.229.5855 x4038	<a href="mailto:AdvisingIDC@newschool.edu">AdvisingIDC@newschool.edu</a>

### School of Fashion

*Advising for Fashion Design, Fashion Marketing & Fashion Studies.*

Fashion Design: BFA	560 7th Ave. @ 40th St., 5th Fl., Rm. 508	212.229.5855 x3873 or x3893	<a href="mailto:AdvisingFashionBFA@newschool.edu">AdvisingFashionBFA@newschool.edu</a>
Fashion Marketing: AAS	2 W. 13th St., 7th Fl., Rm. 708A	212.229.5855 X2727	<a href="mailto:AdvisingFashionMarketing@newschool.edu">AdvisingFashionMarketing@newschool.edu</a>
Fashion Studies: AAS	2 W. 13th St., 7th Fl., Rm. 708A	212.229.5855 x4009	<a href="mailto:AdvisingFashionStudies@newschool.edu">AdvisingFashionStudies@newschool.edu</a>

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