

STUDENT OVERTALLY PERMISSION FORM for CROSS-DIVISIONAL REGISTRATION

To overtally into a course within the student's home division, the student should follow their home division's procedures.

To overtally into a course outside of the student's home division, the student must obtain permission in writing on this Overtally Permission Form (found on the Student Tab of MyNewSchool.edu) from the appropriate faculty or staff member. To complete the overtally process, the student should bring the form to the designated office/personnel in their home division (please see below for appropriate divisional offices), and then formally register for the course.

Please note that classroom space requirements may prevent students being overtalled into a course, even if permission has been obtained.

Course's Home Division	Student Seeks Permission From
New School for Drama	Academic Affairs Office (151 Bank St., Rm. 203)
New School for General Studies	Course's Departmental Office
Jazz & Contemporary Music	Instructor
Eugene Lang College	Instructor (Exception: for Literary Studies, see Department Chair)
Mannes College of Music	Instructor, 150 W. 85 th St.
Milano	Program Managers
New School for Social Research	Graduate Student: Instructor Undergraduate: Instructor and Grad Student Advisor
Parsons	Program Advisor
University Lecture	Student's Home Division Advising Office

The student indicated below has permission to Overtally into the following course in excess of the enrollment limit.
(Please print clearly.)

Student Name: _____ Student ID: N

Course Title: _____

Course Number (ex. ULEC 2500) _____ Course CRN: _____

Instructor Name: _____

Signature of person designated to give permission (instructor, chair, advisor – see above):

_____ Date: _____

Students must submit this Overtally Permission Form to one of the following, depending on their home division.

Student's Home Division	Office	Office Location
New School for Drama	Academic Affairs Office	151 Bank Street, Rm. 102
New School for General Studies	Undergraduate Students: The Bachelor's Program Office Graduate Students: Degree Program Office	Bachelors Office: 66 West 12 th Street, 9 th Floor
Jazz & Contemporary Music	Academic Affairs Office	55 West 13 th Street, 5 th Floor
Eugene Lang College	Academic Advising Office	64 West 11 th Street
Mannes College of Music	Academic Advisor	150 West 85 th Street
Milano	Janice Sellers-Dunmore	72 5 th Avenue, Rm. 423
New School for Social Research	Academic Affairs Office	79 5 th Avenue, 10 th Floor
Parsons New School for Design	Program Advisor	Program Office

Please remember that after permission is entered into BANNER, the student must formally register for the course.