

# Registration Information

You can register online at [ceregistration.newschool.edu/register](http://ceregistration.newschool.edu/register), or register by fax, up to three days before the start date of class. Mail registration must be postmarked two weeks before your class begins.

Fax or mail your completed registration form to:

The New School  
Registrar's Office  
79 Fifth Avenue, 5th floor  
New York, NY 10003  
Fax: 212.229.5648

## Noncredit Fax or Mail Registration

### Instructions

1. Use the form for noncredit registration.
2. Provide complete payment information.  
If you wish to charge your fees to MasterCard, Visa, Discover, or American Express, enter the credit card number and expiration date on the registration form. If you are mailing your registration, you may also pay by personal check or money order payable to The New School. Do not send cash. Add the \$7 Noncredit Registration Fee.
3. Enclose full payment. Students whose tuition will be paid by a company or government agency should follow the instructions in the section on tuition payment on page 27.
4. Fax or mail the completed form to the above number/address.
5. Receipts will be processed and mailed to students.
6. Carefully read the policies for adding and dropping courses and the refund of tuition and fees detailed on pages 29 and 30.

## Certificate Fax or Mail Registration

### Instructions

1. Use the form for certificate registration.
2. Include the code "CT" in the box marked "Grade Option." This notation ensures that the instructor will evaluate your participation in the class. If you are registering for a course that is not part of your certificate program, put "NC" in the "Grade Option" box.
3. Important: Select the correct Major Code from the list below and record it in the box labeled "Major."  
**Certificate Major Codes**  
FASH Fashion Design  
FSHB Fashion Business  
FINE Fine Arts  
GRDS Graphic and Digital Design  
INTD Interior Design  
ACAD Pre-College Academy
4. Provide complete payment information.  
If you wish to charge your fees to MasterCard, Visa, Discover, or American Express, enter the credit card number and expiration date on the registration form. If you are mailing your registration, you may also pay by personal check or money order payable to The New School. Do not send cash. Add the \$80 University Services Fee for certificate registration.
5. Enclose full payment. Students whose tuition will be paid by a company or government agency should follow the instructions in the section on tuition payment on page 27.
6. Fax or mail the completed form to the above number/address.
7. Receipts will be processed and mailed to students.
8. Carefully read the policies for adding and dropping courses and the refund of tuition and fees detailed on pages 29 and 30.

## General Credit Fax or Mail Registration

### Instructions

1. Use the form for general credit registration.
2. Enter the credit value for each course in the "Credits" column. (The number of credits for each course is indicated by the digit at the end of the course description.) You may include noncredit courses on the general credit registration form by entering "0" in this column. General credit registration for nine (9) or more credits requires approval of a Parsons SPACE advisor and must be completed in person.
3. General credit tuition is \$1,275 per credit. Tuition stated in the course description applies to noncredit registration only.
4. Provide complete payment information.  
If you wish to charge your fees to MasterCard, Visa, Discover, or American Express, enter the credit card number and expiration date on the registration form. If you are mailing your registration, you may also pay by personal check or money order payable to The New School. Do not send cash. Add the \$80 University Services Fee.
5. Enclose full payment. Students whose tuition will be paid by a company or government agency should follow the instructions in the section on tuition payment, page 27.
6. Fax or mail the completed form to the above number/address.
7. Receipts will be processed and mailed to students.
8. Carefully read the policies for adding and dropping courses and the refund of tuition and fees detailed on pages 29 and 30.

You will receive your registration confirmation, receipt, statement, and schedule by mail, but not necessarily before your first class begins.

### Fax or Mail Now!

Registrations will be processed in the order in which they are received.

