

CROSS-DIVISIONAL REGISTRATION PERMISSION FORM

WHEN STUDENT IS UNABLE TO REGISTER THROUGH MyNewSchool

To register into a course outside of the student's home division when a student is unable to register for the course through MyNewSchool because there is restricted access to the course, the student must obtain permission in writing on this Permission Form (found on the Student Tab of MyNewSchool.edu) from the appropriate person (please see "Guide to Registering in Courses Outside Your Home Division" to determine the correct person for the course. You can find this guide at <http://www.newschool.edu/reginfo/>). To complete this 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.

Course's Home Division	Student Seeks Permission From (Office Location)
New School for Drama	Associate Director (151 Bank St., Rm. 203-A)
New School for General Studies	Course's Departmental Office
Jazz & Contemporary Music	Dan Greeblatt (55 West 13 th St., 5 th floor)
Eugene Lang College	Instructor (Exception: for Literary Studies, see Director of Undergraduate Studies)
Mannes College of Music	Instructor
Mannes Extension	Richard Russell or Sofia Dimitrova (150 West 85 th St., Rm. 110)
Milano	Program Managers
New School for Social Research	Instructor and Department Student Advisor
Parsons	Program Advisor
University Lecture	Student's Home Division Advising Office

The student indicated below has permission to register into the following course.

(Please print clearly.)

Student Name: _____ Student ID: N

Course Title: _____

Course Number & Course CRN: _____

Instructor Name: _____

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

_____ Date: _____

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

Student's Home Division	Office (Office Location)
New School for Drama	Associate Director (151 Bank St., Rm. 203-A)
New School for General Studies	Undergraduate Students: The Bachelor's Program Office (66 West 12 th St., 9 th floor) Graduate Students: Departmental Office
Jazz & Contemporary Music	Academic Affairs Office (55 West 13 th St., 5 th floor)
Eugene Lang College	Academic Advising Office (64 West 11 th St., ground floor)
Mannes College of Music	Academic Advisor (150 West 85 th St.)
Mannes Extension	Richard Russell or Sofia Dimitrova (150 West 85 th St., Rm. 110)
Milano	Program Managers
New School for Social Research	Academic Affairs Office (6 East 16 th St., 10 th floor)
Parsons New School for Design	Program Advisor

Please remember that after permission is entered into the university system, the student must formally register for the course and the student's home division must inform the appropriate person at the course's home division that the registration has occurred.