# Important Contacts

## Admission

**General Admission Information**
admission@newschool.edu  
212.229.5150 or 800.292.3040

**Parsons Undergraduate**
thinkparsons@newschool.edu

**Parsons Graduate**
thinkparsonsgrad@newschool.edu

**Parsons AAS**
thinkparsonsaas@newschool.edu

**Lang**
lang@newschool.edu

**College of Performing Arts**
performingarts@newschool.edu

**The New School for Social Research**
socialresearchadmit@newschool.edu

**Schools of Public Engagement**
nsadmissions@newschool.edu

**Bachelor’s Program for Adults and Transfer Students**
nspeundergrad@newschool.edu

## Advising Offices

**Parsons First-Year**
advisingfirstyear@newschool.edu

**Parsons Majors**
advisingparsons@newschool.edu

**Lang**
langadvising@newschool.edu

**College of Performing Arts**
capaadvising@newschool.edu

**The New School for Social Research**
nssradvising@newschool.edu

**Milano**
Lauretha Slaughter  
slaughtL@newschool.edu

**International Affairs**
Phil Akre  
akrep@newschool.edu

**Media Studies**
mediastudiesadvising@newschool.edu

**Creative Writing**
Lori Lynn Turner  
lorilynnturner@newschool.edu

**TESOL**
Lesley Painter-Farrell  
painterl@newschool.edu

**Bachelor’s Program for Adults and Transfer Students**
sus@newschool.edu
KEEP THIS LIST AND COMPLETE ALL THE STEPS THAT APPLY TO YOU

☐ Check New School email and MyNewSchool announcements
☐ File FAFSA for need-based aid consideration
☐ Review financial aid award in MyNewSchool
☐ Submit photo for New School ID card (newcard)
☐ Apply for your I-20 or DS-2019 (international students only)
☐ Update emergency contact information in MyNewSchool
☐ Submit immunization form
☐ Apply for disability accommodations (if applicable)
☐ Apply for university housing
☐ Register for classes (see “Advising and Registration” for details)
☐ Submit final transcripts and/or proof of completion of secondary school (registration will be blocked if this is not received)
☐ RSVP for New Student Orientation
☐ Review Student Health Insurance Plan and waiver option
☐ Complete tuition payment or arrange payment plan

Find detailed instructions at newschool.edu/new-students.
Questions? Email studentsuccess@newschool.edu.
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<td>Campus Card Services</td>
<td><a href="mailto:newcard@newschool.edu">newcard@newschool.edu</a></td>
<td>212.229.5323</td>
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<tr>
<td>General Information</td>
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<td>212.229.5600</td>
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<tr>
<td>Housing and Residential Education</td>
<td><a href="mailto:universityhousing@newschool.edu">universityhousing@newschool.edu</a></td>
<td>212.229.5459</td>
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<tr>
<td>Information Technology</td>
<td><a href="mailto:itcentral@newschool.edu">itcentral@newschool.edu</a></td>
<td>212.229.5300 x4357</td>
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<tr>
<td>International Student and Scholar Services</td>
<td><a href="mailto:iss@newschool.edu">iss@newschool.edu</a></td>
<td>212.229.5592</td>
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<tr>
<td>Registrar</td>
<td><a href="mailto:reghelp@newschool.edu">reghelp@newschool.edu</a></td>
<td>212.229.5620</td>
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<td>Security Director’s Office</td>
<td></td>
<td>212.229.5101</td>
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<tr>
<td>Student Accounts</td>
<td><a href="mailto:myaccount@newschool.edu">myaccount@newschool.edu</a></td>
<td>212.229.8930</td>
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<tr>
<td>Student Disability Services</td>
<td><a href="mailto:studentdisability@newschool.edu">studentdisability@newschool.edu</a></td>
<td>212.229.5626</td>
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<tr>
<td>Student Financial Services</td>
<td><a href="mailto:sfs@newschool.edu">sfs@newschool.edu</a></td>
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<td>Student Health Services</td>
<td><a href="mailto:shs@newschool.edu">shs@newschool.edu</a></td>
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<tr>
<td>Student Leadership and Involvement</td>
<td><a href="mailto:sli@newschool.edu">sli@newschool.edu</a></td>
<td>212.229.5687</td>
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<tr>
<td>24-Hour Emergency Number</td>
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<td>212.229.7001</td>
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WELCOME TO THE NEW SCHOOL

You are now a member of a community of imaginative, critical, and passionate scholars and creators who address the issues of our time—urbanization, technological change, economic empowerment, sustainability, migration, globalization—and develop innovative ways to do so, bringing together design, social research, and other disciplines. No matter which New School program you call home, it will be your starting point for a challenging and rewarding journey. During your time here, you will acquire a solid intellectual foundation and apply your creativity and problem-solving skills in ways that will prepare you to succeed in a competitive global market. You’ll leave as an informed and empowered citizen on a path of continuous personal and professional growth.

Now that you’ve been admitted, you probably have a lot of questions. What happens next? Where am I going to live? What classes should I take? What materials do I need? You may feel overwhelmed at first, but we are here to support you. In this guide, you will find information and resources to prepare you for life as a New Schooler. Topics covered include financial aid, required forms, registration, housing, campus activities, and New Student Orientation. Be sure to look for checklists and reminders designed to make coming to The New School as easy as possible.

We look forward to meeting you on campus!

Michelle Relyea
Senior Vice President for Student Success
GETTING STARTED
my.newschool.edu
New School Email
Newcard: The Official New School ID Card

FINANCIAL AID AND TUITION
Applying for Financial Aid
FAFSA
Loans
Tuition Information and Payment Options

HEALTH AND SAFETY
Immunization Requirements
Student Health Insurance Plan

DISABILITY SERVICES AND ACCESSIBILITY

ADVISING AND REGISTRATION
Parsons School of Design
Eugene Lang College of Liberal Arts
College of Performing Arts (Mannes, Drama, Jazz)
The New School for Social Research
Milano School of Policy, Management, and Environment
Julien J. Studley Graduate Programs in International Affairs
School of Media Studies
Creative Writing Program (MFA)
Bachelor’s Program for Adults and Transfer Students
Master’s Program in TESOL
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The New School is a community of scholars, designers, writers, and artists who imagine new worlds and dare to bring them into existence. You won’t sit back and watch the world change; you’ll make it change as you boldly set off on your own path. We’ll help, through innovative programs that combine disciplines ranging from the liberal arts and social sciences to art and design to management and policy and the performing arts. No matter what you’ve come to study at The New School, you’ll question convention, collaborate, take risks, and discover problem-solving methods that will change you forever.
GETTING STARTED
GETTING STARTED

IN THIS SECTION

☐ Set up your my.newschool.edu and email accounts
☐ Submit your emergency contact info
☐ Submit a photo for your newcard

MY.NEW SCHOOL.EDU

MyNewSchool is The New School’s online portal for taking care of university business—such as registering for classes, reviewing your financial aid package, paying tuition, and accessing important forms—and receiving important announcements from your program.

To set up your MyNewSchool account:

☐ Go to account.newschool.edu and select the Look Up Your NetID link.

☐ Enter your New School ID number (N number, which you can find on your admission letter) and last name.

☐ Once you know your NetID, reset your password by clicking the Reset Your Password link and verifying some personal information. Please note: When submitting your date of birth (in the format “MM/DD/YYYY”), make sure you include the slashes.

Now you can log in to MyNewSchool (my.newschool.edu) with your NetID and password.

EMERGENCY CONTACT

All new students must provide emergency contact information. Log in to MyNewSchool (my.newschool.edu) and select the Me tab at the top of the page. Under Student Information, you will find a link to Update Emergency Contact Information. The university may use the contact information you provide in case of an emergency. If this information changes, be sure to return to MyNewSchool to update it.
NEW SCHOOL EMAIL

As a new student, you’ll be assigned a New School email account after your tuition deposit is processed. Access your New School email by logging in to my.newschool.edu, where you will find the email portlet on the Me tab. Email can also be accessed via the Apps Locker, which is available through the three-line icon on the top right of the page. Check your email often for important updates about financial aid, housing, registration, and New Student Orientation. Remember that all official university email communications will be sent only to this email address.

NEWCARD: THE OFFICIAL NEW SCHOOL ID CARD

The newcard, The New School’s official identification card, is required for access to university buildings and services, including meal plans, Newcard Cash, academic technology, and library privileges. As an incoming student, you’ll need to submit your photo before arriving on campus; the photo will be used to create your pre-printed newcard, which you can pick up during New Student Orientation. If you will be living on campus, your newcard will also serve as your room key. Submit your photo early to ensure that the card is ready for pickup before move-in.

Visit newschool.edu/card for more information and instructions for submitting your favorite passport-style photo. Learn more about Newcard Cash at newschool.edu/card/newcard-cash. You can also use your newcard to receive student discounts at many local businesses and venues.
Applying for Financial Aid

The New School funds a variety of institutional scholarships, fellowships, grants, and stipends as part of its comprehensive financial aid program. We also participate in government grant, loan, and work-study programs as well as programs for veterans of the U.S. armed services.

If you are admitted to a degree program, you will automatically be considered for merit aid on the basis of your academic and, if applicable, artistic ability. Admission counselors can answer questions about merit eligibility.

**FAFSA**
*(FREE APPLICATION FOR FEDERAL STUDENT AID)*

U.S. citizens and eligible non-citizens who wish to receive need-based aid must complete the FAFSA. The FAFSA determines students’ eligibility for federal and state grants, federal loans, and work study. Students must submit the FAFSA each year in order to receive and renew aid.

File online at [fafsa.ed.gov](http://fafsa.ed.gov) or in the myStudentAid app (available in the Apple App Store and in the Google Play Store). The school code for The New School is 002780.
**FAFSA APPLICATION DEADLINES**

New students entering **fall semester**: File the FAFSA by the priority deadline of February 1.

New students entering **spring semester**: File the FAFSA by the priority deadline of November 1.

If you miss the priority deadline, you may still receive financial assistance, but some types of aid may no longer be available.

**LOANS**

**ACCEPTING OR DECLINING LOANS**

The New School encourages students to review all other funding options before accepting any loan offer. Detailed information about the Federal Direct Loan Program is provided by the Department of Education at [studentaid.ed.gov](http://studentaid.ed.gov). Always be aware of the terms and conditions of your loans, including the interest rate, repayment terms, and origination fees.
ENTRANCE AND EXIT COUNSELING

New School students who borrow under any federal loan program are required to complete entrance counseling as a condition of borrowing and exit counseling when they leave school or drop below half-time status (fewer than 6 credits). Visit studentloans.gov to receive online counseling.

If you are a first-time borrower at The New School, you must sign a Master Promissory Note and complete entrance counseling at studentloans.gov, even if you have taken out Federal Direct Student Loans at another institution.

For more information or to schedule an appointment with a financial aid counselor, email sfs@newschool.edu.

STUDENT LOANS FOR INTERNATIONAL STUDENTS

Lenders are often willing to make private student loans to international students, but in most cases they require a credit-eligible U.S. citizen or permanent resident to co-sign the loan with the student. You can research possible lenders online.
TUITION INFORMATION AND PAYMENT OPTIONS

Paying tuition is the final step in registering for classes. The university will send a summary of your bill to your New School email in early July for the fall semester and in December for the spring semester. You can review your bill, pay tuition, or sign up for a payment plan via the Student Accounts portlet in MyNewSchool. Please make sure that your aid (if applicable) is reflected correctly in your account before making a payment. Log in to my.newschool.edu using your NetID and password.

Q: When are tuition and fee payments due?
A: Tuition and fee payments are due by August 10 for the fall semester and January 10 for the spring semester. You must either pay in full or begin a payment plan by the due date for the semester to finalize your class registration and be eligible to move into on-campus housing.

Q: What will my tuition and fees be?
A: You can view updated tuition and fees at newschool.edu/tuition-fees-billing/current-tuition.

Q: What if I have a university scholarship or receive financial aid?
A: If you have a university scholarship or receive financial aid, the award will be deducted automatically from your account; the balance will reflect any fees not covered. Review your bill and aid in the Student Accounts portlet in MyNewSchool to ensure that your awards are reflected correctly. If you have questions about your financial aid package, please contact Student Financial Services at sfs@newschool.edu.
Q: How can I pay?
A: You can pay through the Student Accounts portlet in MyNewSchool (with a credit card and/or eCheck). If you are unable to use the online system, you can pay with a wire transfer or mail a check. You can also make payments at the Student Financial Services Cashiering Office, on the second floor of 72 Fifth Avenue.

Q: Can I set up a monthly payment plan?
A: Payment plans are available for the fall and spring semesters for two, four, or five interest-free monthly installments, payable with credit cards or eChecks. There is a small enrollment fee, and you must enroll each semester. Sign up for a payment plan through the Student Accounts portlet in MyNewSchool.

Q: How can I arrange for my parent or guardian to have access to my billing information and make a payment?
A: In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user in MyNewSchool allows us to provide financial account information to the person you authorize and enables him or her to view your financial account information online and make payments on your behalf. Add an authorized user through the Student Accounts portlet in MyNewSchool.

A Note About Paying Online
If you choose to use a credit card—MasterCard, Visa, Discover, or American Express—to make your payment online, you will be charged a nonrefundable 2.85 percent convenience fee.

EChecks are an alternative to credit card payments. You can use an electronic checking or savings account (at a U.S. bank) to make your payments at no additional cost.
PAYMENT BY CHECK
Checks for tuition, fees, housing, and meal plans charged to your student account should be mailed to:

The New School
Attn: Cashiering Office
72 Fifth Avenue, 2nd floor
New York, NY 10011

Please make checks payable to The New School and include your name and New School ID number on the face of the check to ensure accurate posting.

WIRE TRANSFERS
Wire transfer payments sent to the school can be used to pay only for tuition, fees, health insurance, on-campus housing (if applicable), and meal plan (if applicable).

For information on how to wire-transfer funds to The New School, visit the Student Accounts portlet in MyNewSchool.

Q: Where can I find plan enrollment deadlines?
A: Visit newschool.edu/tuition-fees-billing/payment.

RETURNED CHECK POLICY
Our returned check policy is detailed at newschool.edu/tuition-fees-billing/payment.
HEALTH
IMMUNIZATION REQUIREMENTS

MEASLES, MUMPS, AND RUBELLA VACCINE DOCUMENTATION

New York State Public Health Law 2165 requires that all degree-seeking students enrolled at a college or university for 6 credits or more and born on or after January 1, 1957, provide documentation of their immunizations against measles, mumps, and rubella.

You must submit proof that you have received two measles vaccines, one mumps vaccine, and one rubella vaccine, administered after your first birthday. You can have your doctor complete step 2 of the New School Immunization Form or submit official documentation of immunity to measles, mumps, and rubella. You can also have a Blood Antibody Titer drawn. (This lab test measures the levels of measles, mumps, and rubella antibodies in your blood.) If you choose this option, please attach a copy of the lab results along with the Immunization Form. The results must indicate that you are immune to measles, mumps, and rubella. All degree-seeking students registered for 6 credits or more, as well as ESL + certificate students, must meet these requirements.
MENINGOCOCCAL VACCINE DOCUMENTATION

New York State Public Health Law 2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to students. All degree-seeking students (including those studying part-time and online only) and ESL + certificate students must complete step 1 of the New School Immunization Form. You must get the meningitis vaccination within 30 days of the date next to your signature on the university Immunization Form, provide the date you last received it (which must be within the last five years to be valid), and attach your vaccination record, or decline receipt of the vaccination after receiving information about the meningococcal disease risks.

Please note
If you will be living in university housing, you are required to show proof of immunization against meningitis ACWY before you can move into the residence hall. Students living in university housing are not eligible to decline the meningitis ACWY vaccination unless they have a valid medical or religious exemption on file with Student Health Services.

IMMUNIZATION FORM
newschool.edu/student-health-services/immunization-form.pdf

Please scan and email, fax, or mail the signed and completed Immunization Form, together with a copy of all supporting documentation (if applicable), to Student Health Services.
Be advised
You have not completed registration and are not considered cleared until you have submitted documentation of immunizations. If you intend to file for an exemption, please contact Student Health Services for additional information.

STUDENT HEALTH INSURANCE PLAN

The Student Health Insurance Plan (SHIP) is an integral part of the university’s efforts to promote health and wellness. Coverage under the New School Student Health Insurance Plan is administered by UnitedHealthcare and enables students to access a full range of medical care.

All degree, diploma, online-only, visiting, mobility (study abroad), maintenance of status, Lang and Parsons consortium, graduate certificate program, ESL + certificate program, and graduate and undergraduate degree program nonmatriculating students are automatically enrolled.
SHIP WAIVERS

Students under the age of 26 may be eligible for coverage under the group health plan provided by a parent’s employer or under a parent’s individual health insurance policy. Some students covered by a parent’s plan may apply for a waiver. The plan must cover medical and mental healthcare and prescriptions in New York City. We advise all students to compare costs, coverage, and deductibles.

Domestic students entering in the fall who wish to apply for a waiver may do so by September 9, 2019; students entering in the spring may do so by February 3, 2020. Waiver appeals will be reviewed as quickly as possible.

International students cannot waive the Student Health Insurance Plan, but those who can demonstrate proof of comparable U.S.-based health insurance coverage in New York City may request a review.

Visit gallagherstudent.com/thenewschool for detailed information about the plan and the waiver request process.
IN THIS SECTION

- Complete disability self-identification form (if applicable)

STUDENT DISABILITY SERVICES

The New School fosters an environment that encourages all students to achieve their full potential. Student Disability Services (SDS) is here to help students with disabilities, including any physical or mental impairment that limits major life activities, gain access to academic and programmatic services at the university. SDS provides a variety of accommodations and services in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

If you have questions or need additional information, please contact SDS at studentdisability@newschool.edu or 212.229.5626.

HOW TO APPLY FOR ACCOMMODATIONS

Use the Disability Self-Identification Form to notify SDS of your disability-related needs: newschool.edu/student-disability-services/self-identification-form. The form includes instructions for scheduling an intake meeting to further discuss the process of arranging accommodations.

Once you have submitted this form, you will receive a request for specific documentation of your disability status and related accommodations.
SUBMITTING DOCUMENTATION

In order to consider academic and programmatic adjustments, The New School requires that you meet with the SDS director and provide documentation from a qualified clinician. If you seek adjustments, we strongly encourage you to obtain updated documentation; the university reserves the right to ask for updated documentation before evaluation and provision of accommodations.

All documentation should follow the guidelines found at newschool.edu/student-disability-services/submitting-documentation.

PHYSICAL ACCESSIBILITY

Most of the university’s residence halls are wheelchair accessible and have wheelchair-accessible bathrooms. Examples of housing accommodations include height-adjustable furniture and shelves, placement in a wheelchair-accessible residence, and installation of strobe lights. The university does not provide transportation for any of our students, but we have information available about public transportation options, including accessible bus and train service and Access-a-Ride services. If you have hearing- or vision-based disabilities, you can contact Student Disability Services with specific accommodation concerns.
ADVISING
Throughout your time at The New School, advisors will strive to build collaborative relationships with you that will empower you to develop skills, acquire tools, and articulate academic and career goals consistent with your personal values, helping you become a successful, independent, and socially responsible global citizen.

Academic advisors are available to support you throughout your time at The New School, guiding your academic experience and helping you flourish creatively as you prepare to transition to the world after graduation. They’re here to help you:

- Articulate your values and priorities
- Select courses
- Understand academic policies
- Develop tools needed to secure internships
- Think about career options
- Consider study abroad and work abroad opportunities
- Connect substantively with faculty in areas of interest to you
- Find first-generation-student support services, veteran services, support for academic needs, disability accommodations, health and wellness support, and more
- Graduate on time
PARSONS SCHOOL OF DESIGN

Advising and registration vary according to degree program and major. You will receive an email introducing you to your academic advisor and providing you with registration details. Be sure to check your New School email for this information.

Registration for all students begins June 3, 2019.

If you are a new Parsons student and English is not your first language, you must take the English Course Placement Test regardless of fluency, previous English coursework, degrees or diplomas from U.S. institutions, TOEFL score, or SAT score. For more information, visit newschool.edu/english-test.

REQUIREMENTS FOR BFA, BBA, AND BS STUDENTS

Incoming BFA, BBA, and BS students will need a laptop that meets our minimum technical specifications. Visit newschool.edu/parsons/laptop.pdf for details.

You will receive subscriptions to Adobe Creative Cloud and Microsoft Office, which the university provides at no cost. Please do not sign up for membership in advance. You will receive more information about laptop and software requirements, as well as the First-Year Core Materials List, by email to your New School email account.
EUGENE LANG COLLEGE OF LIBERAL ARTS

Registration for new students begins June 3, 2019.

All Lang students are assigned a team of advisors, including a faculty advisor and an academic advisor. Your faculty advisor is a full-time professor who provides academic mentorship and guidance during your undergraduate education. Academic advisors provide information to help you navigate university systems and campus support services. You will receive an email introducing you to your academic and career advisor and providing you with registration details. Be sure to check your New School email for this information.

BA/BFA (BAFA)
Registration for new BA/BFA (BAFA) students begins June 3, 2019. You will be assigned a team of advisors, including a Lang faculty advisor and a BAFA Student Success advisor. Your faculty advisor is a full-time professor at Lang who provides academic mentorship and guidance during your undergraduate education. Your BAFA Student Success advisor helps you navigate university systems, campus support services, and curriculum requirements. You will receive an email with your BAFA Student Success advisor’s contact information, along with registration details. Be sure to check your New School email for this information.
COLLEGE OF PERFORMING ARTS

Advising and registration for College of Performing Arts students begins June 3 and continues through June 28, 2019. If you live in the New York City area, you can meet in person with your advisor to register; if you do not, you can meet by phone or over Skype. Advising sessions last from 15 to 30 minutes. Your advisor will help you register for required classes during your advising appointment. An email with advising and registration information will be sent to you. Be sure to check your New School email for this information, as well as New Student Orientation details later in the summer.

MANNES SCHOOL OF MUSIC AND SCHOOL OF JAZZ AND CONTEMPORARY MUSIC STUDENTS

Please check your New School email for updates regarding placement testing sessions.

THE NEW SCHOOL FOR SOCIAL RESEARCH

Registration for NSSR programs begins June 3, 2019. You will receive an email from the Office of Academic Affairs to your New School email. This email introduces you to your academic advisors and provides instructions for registering and scheduling an advising appointment. All new students have a hold on their accounts preventing registration until they have discussed course registration plans with their academic advisor. Only academic advisors can remove holds on accounts.
MILANO SCHOOL OF POLICY, MANAGEMENT, AND ENVIRONMENT

Registration for Milano School programs begins June 3, 2019. Fall 2019 advising and registration information will be emailed to MA, MS, PhD, and post-master’s certificate students who have reserved their place. Be sure to check your New School email for this information.

For more program information and degree requirements, visit newschool.edu/public-engagement/milano-school.

JULIEN J. STUDLEY GRADUATE PROGRAMS IN INTERNATIONAL AFFAIRS

Registration for the International Affairs programs begins June 3, 2019. Fall 2019 advising and registration information will be emailed to MA and MS students who have reserved their place. Be sure to check your New School email for this information.

For more program information and degree requirements, visit newschool.edu/public-engagement/ma-ms-international-affairs.

SCHOOL OF MEDIA STUDIES

Registration for Media Studies begins June 3, 2019. Once your deposit has been processed, you will receive an email that includes registration information, a list of required courses, and instructions for contacting your advisor.

For program information and degree requirements, visit newschool.edu/public-engagement/school-of-media-studies.
CREATIVE WRITING PROGRAM (MFA)

Registration for MFA Creative Writing students begins June 10, 2019. All new MFA students receive fall 2019 course choices from the Creative Writing Program at the beginning of May.

For program information and degree requirements, visit newschool.edu/writing.

BACHELOR’S PROGRAM FOR ADULTS AND TRANSFER STUDENTS

Advising and registration for new students begins June 3, 2019, and continues through the summer. You will need to speak with an advisor before registering for classes. If you can travel to campus, you will meet with an advisor in person for 30 to 45 minutes. If you cannot travel to New York City for advising, you will meet by telephone or over Skype. Contact the program office at 212.229.5119 or sus@newschool.edu to set up an advising appointment as soon as possible.

MASTER’S PROGRAM IN TESOL

Registration starts June 3, 2019. You will receive an email from the director of the master’s program in TESOL containing information about registration. Be sure to check your New School email account for this information. You will then meet the director for advisement.

For program information and degree requirements, visit newschool.edu/matesol.
INTERNATIONAL
A Note about coming to the United States

The New School is authorized under federal law to enroll non-immigrant international students. If you are not a U.S. citizen or permanent U.S. resident (a green card holder), you need to obtain an I-20 or DS-2019 form from The New School before you can apply for a visa to study in the United States. Begin the visa application process as soon as you receive the letter of acceptance from The New School’s Office of Admission, as the process can take 90 days or longer. See “Your 5 Steps to U.S. Study” at educationusa.state.gov for a suggested timeline.

You can apply for the I-20 or DS-2019 using iGlobal. In your acceptance letter, you can find the link to the International Student and Scholar Services (ISSS) website and iGlobal. You can also find the link to iGlobal in the Accepted Students tab in my.newschool.edu. Please use the I-20/DS-2019 Application Instructions Guide sent to your email to complete and submit the I-20 or DS-2019 application.

To have your I-20 or DS-2019 mailed, complete a Document Shipping Request in iGlobal. Once you receive your I-20 or DS-2019, you must apply for and receive your F-1 or J-1 visa at the U.S. embassy or consulate in your home country before traveling to the United States. We look forward to meeting you!
APPLY FOR AN I-20 OR DS-2019

There are many benefits and restrictions associated with F-1 and J-1 status; the ISSS office will help you understand how the immigration regulations intersect with university policies. It is essential that you begin the I-20 or DS-2019 application process as soon as you receive the letter of acceptance from your program, as the process can take a significant amount of time to complete.

The I-20 is the document F-1 students need from The New School in order to apply for the F-1 student visa; the DS-2019 is the document J-1 students need in order to apply for the J-1 student visa. You also need to present your I-20 or DS-2019 at the U.S. border along with your F-1 or J-1 visa and other supporting documents in order to enter the United States as an F-1 or J-1 student.

Submit your application at least three or four months before your intended start date, to leave extra time in case of visa delays. If you do not apply at least three or four months before your intended start date, you may face difficulty in arriving for the first day of classes if you are outside of the United States.

Please note

Your school may have a separate orientation program for new and/or international students that you may be required to attend. Attending your school’s orientation program does not fulfill your immigration requirement; you must still attend the ISSS New International Student Orientation.
INTERNATIONAL STUDENT CHECK-IN (REQUIRED)

If you are a new international student, you must officially check in with International Student and Scholar Services (ISSS) within ten days of arriving in the United States. All new international students must complete an online check-in with ISSS via iGlobal. Please check in immediately upon your arrival to the United States. You can check in only once you arrive in the United States. Check-in cannot be done in person.

Details of the check-in process will be sent to your New School email. Visit newschool.edu/isss for additional information.

NEW INTERNATIONAL STUDENT ORIENTATION (IN PERSON; REQUIRED)

Both the U.S. government and The New School require international students to attend the in-person New International Student Orientation. During this session, you will learn about your rights and responsibilities while in F-1 or J-1 status, learn more about the ISSS office, and meet other international students. Information about the date and location of New International Student Orientation is available at newschool.edu/new-students/orientation. Orientation information is also included in the welcome letter that was mailed to you along with your I-20 or DS-2019.
MAINTAINING STATUS AND FULL-TIME ENROLLMENT (REQUIRED)

ISSS assists international students in fulfilling their responsibility to know and abide by U.S. federal regulations. You can learn about these regulations at Orientation, during drop-in hours and advisor appointments, or by visiting newschool.edu/isss. Above all, please be sure to read all emails sent from ISSS.

As you register for classes for your first semester at The New School, be advised that all F-1 and J-1 students are required to enroll full-time each fall and spring semester.

- Full-time enrollment is equal to 12 credits per semester for undergraduates and 9 per semester for graduate students.
- Only one online course (maximum of 3 credits) can be applied toward full-time enrollment.
- Failing to maintain a full course load (full-time enrollment) is a violation of status and may jeopardize your ability to remain in the United States as a student or exchange visitor.
- Exceptions may be made in specific situations, but they must be approved and authorized in advance by ISSS and your academic advisor.
STUDENT LIFE
The priority application deadline for university housing for the full academic year is May 8, 2019.

Housing options and deadlines

On-Campus Housing

The New School offers four on-campus housing options—20th Street Residence, Kerrey Hall, Loeb Hall, and Stuyvesant Park Residence—as well as an auxiliary location at the 92Y, on 92nd Street and Lexington Avenue. Each campus residence hall is co-ed, with gender-inclusive options, and all have 24/7 security at the front desk; have live-in staff; are fully furnished, with air-conditioning and high-speed wireless Internet access; and have cable TV available. All residences include a lounge, an art studio, a mailroom, and washers and dryers, along with unique features that make each space distinctive. Most include music practice rooms, fitness centers, and kitchens.

Each of our residence halls offers leadership and involvement opportunities that provide chances to meet and build relationships with residents who share interests and goals. These opportunities include specialized communities, such as the academic wellness floors, and leadership positions, such as those offered by the Community Assistant program. Each residence hall also has a Hall Council that allows students to collaborate on building a community that best suits their needs. Elections for Hall Council take place during the first few weeks.
of the fall semester and on an ongoing basis as positions become available.

All first-time freshmen living in student housing have a mandatory dining plan for both semesters of their first year. First-year students are automatically enrolled in the Flex plan but may opt for the Fixed plan if they prefer. For pricing and additional information, visit newschool.edu/dining.

Please note
The housing application will become available in the Services tab in MyNewSchool no sooner than two business days after you submit your tuition deposit and Intent to Enroll form to the university.

PREPARING TO APPLY
Before you apply for student housing, you must:

- Be admitted as a full-time student by one of the schools of The New School
- Receive your New School ID number (N plus eight digits)
- Pay your tuition deposit (if you have not already done so)
- Receive instructions by email for logging in to MyNewSchool
HOW TO APPLY
Once you have completed all the steps described on page 40, you can begin your student housing application.

☐ Log in to MyNewSchool.
☐ Select the Services tab. Under Housing and Residential Education, you will find a link to Apply for Housing.
☐ Complete the online application.*
☐ Sign the Housing Contract electronically.
☐ If you require special housing, visit newschool.edu/housing/apply-new-students.
☐ Pay the nonrefundable housing deposit (part of submitting the application).
☐ Expect to receive your room and roommate assignment information at your New School email address by the end of June (early January for new spring applicants).

If you have any questions or concerns, email universityhousing@newschool.edu.

*Applications and housing contracts are for the full academic year.

Please note
If you will be living in university housing, you are required to show proof of immunization against meningitis ACWY before you will be permitted to move into the residence hall. Students living in university housing are not eligible to decline the meningitis ACWY vaccination unless they have a valid medical or religious exemption on file.
OFF-CAMPUS HOUSING

Housing and Residential Education has compiled a list of helpful off-campus resources to support students in finding an apartment off campus. On this page you will find support for finding an off-campus roommate, information on what to be aware of when renting in the city, links for finding apartments, and a list of apartments to lease, sublet, or share from individuals or entities that have contacted the office. Visit newschool.edu/housing/off-campus for information.
STUDENT HEALTH SERVICES

The primary goal of Student Health Services (SHS) is to provide high-quality care to promote individual and communal health and well-being. SHS offers confidential, culturally sensitive, and accessible care and serves as a primary source of information for the university community on health, disease, and prevention. For answers to general questions about SHS’s services, visit our website at newschool.edu/health or email shs@newschool.edu.

MEDICAL SERVICES
Medical Services provides students with limited episodic, preventive, and wellness care. All services are strictly confidential and do not become part of students’ academic record. All students are required to carry insurance, which can be used to cover the costs of diagnostic tests, X-rays, lab tests, and other outside services.

The New School is fortunate to be located in a community that offers superlative healthcare and can make referrals to specialists as needed. Medical service providers follow up with you and with specialists, hospitals, and agencies to ensure proper communication and continuity of care.

APPOINTMENTS
Visits to Medical Services are primarily by appointment, though limited walk-in hours are available. Same-day and next-day appointments are available for some urgent medical issues. Please call 212.229.1671, option 2, to schedule an appointment, or visit newschool.edu/health for walk-in hours.
If Medical Services is unable to accommodate you, you will be provided with an appropriate outside referral. For immediate assistance or an emergency outside of business hours, call 911 or go to the nearest emergency room.

Non-urgent medical appointments and some wellness appointments can be scheduled online via the Student Health Services portal at shsportal.newschool.edu.

AFTER-HOURS ADVICE LINE
After-hours advice is available when Student Health Services is closed. Experienced professionals provide students with medical guidance, health information, assistance in decision making, and referrals. If you call Student Health Services at 212.229.1671 after hours or on weekends, your call will be answered by a 24-hour advice line.

WELLNESS AND HEALTH PROMOTION
A variety of health-related workshops and training and outreach programs are offered throughout the year. These programs include individual counseling on sex and body positivity, nutrition, and time management; group activities like meditation; auricular acupuncture and acupressure; and alcohol and other drug harm reduction.
COUNSELING SERVICES
Counseling offers you the opportunity to talk to someone who will listen in a supportive and nonjudgmental way.

SHS offers the following services:

• Short-term individual treatment (maximum of 12 sessions per academic year)
• Crisis intervention (walk-in hours are Monday through Friday, 1:45–2:45 p.m.)
• Psychiatric services
• Dialectical behavioral therapy skills groups
• Support groups
• Creative arts therapy
• BASICS: Brief Alcohol and Other Drugs Information Sessions
• Low-fee psychological and educational testing
STUDENT CODE OF CONDUCT OVERVIEW

As an institution of higher learning, The New School affirms certain basic principles and values that are, in the fullest and best sense of the word, educational. The university is also a community and, as such, upholds certain basic principles and standards of behavior that align with its educational purpose. These include the recognition and preservation of basic human dignity; freedom of expression; equal opportunity; civil discourse; a sustained atmosphere of safety; and respect for policies, rules, regulations, and standards set forth by the university, its schools, and the federal, state, and city governments.

The Student Code of Conduct is designed to protect and promote these principles and standards of behavior, which are in keeping with our educational mission. The Student Code of Conduct supports an environment in which sensitivity, tolerance, and respect are sustained for members of the university community and its neighbors. All students at the university are expected to abide by the Student Code of Conduct. Student Conduct and Community Standards has primary responsibility for adjudication of Student Code of Conduct violations in conjunction with Residence Life.

NON-DISCRIMINATION STATEMENT AND TITLE IX
The New School will not tolerate discrimination or harassment based on an individual’s race, creed, color, national origin, sex, gender, gender identity or expression, age, mental or physical disability, ethnicity, sexual orientation, genetic predisposition or carrier status, religion, pregnancy, veteran status, marital
or partnership status, caregiver status, or any other status protected by applicable local, state, or federal laws.

The university is committed to complying with Title IX by providing a safe learning and working environment for all students and employees regardless of sex or gender identity. The New School has adopted policies and procedures to prevent and respond to sex- or gender-based discrimination in the form of sexual harassment, sexual assault, or other types of sexual misconduct. These policies and procedures apply to all members of the university community, including students, staff, and faculty. The New School has a designated Title IX coordinator (titleixcoordinator@newschool.edu) to ensure The New School’s compliance with and response to inquiries concerning Title IX and to provide resources for victims and community members who have experienced sex- or gender-based discrimination or violence. A person can also file a complaint regarding an alleged violation of Title IX with the U.S. Department of Education’s Office for Civil Rights by visiting the Department of Education website or calling 1.800.421.3481.

SEXUAL MISCONDUCT AND VIOLENCE STATEMENT
The New School is committed to ensuring that students, faculty, and staff can study and work in an atmosphere that is open, healthy, safe, and unhampered by discrimination. Consistent with this commitment and in keeping with federal and state law requirements, it is the policy of the university that sexual misconduct and sexual violence will not be tolerated. Nonconsensual sexual misconduct and gender-based violence can be traumatizing and detrimental to a person’s learning experience and overall health and have no place in our community. The New School will take any and all actions
needed to prevent, correct, and impose penalties for behavior that violates this standard of conduct. Due diligence will be used to ensure that the disciplinary review and any appropriate action will be taken as expeditiously as possible. The university will make every effort to provide assistance and support to the victim of sexual misconduct in a thorough, consistent, and sensitive manner.

For more information about these policies, visit newschool.edu/student-conduct.

STUDENT LEADERSHIP AND INVOLVEMENT

Student Leadership and Involvement (SLI) provides students with rewarding campus engagement experiences and helps them create and grow as New School community members. SLI sponsors a variety of social, cultural, leadership, educational, and recreational programs designed to help you develop your leadership capacity, make connections, and effect positive change. Become an active member of the university community by joining or starting a student organization, attending leadership programs, or participating in recreational activities.

Student organizations offer a rewarding experience that helps you grow as a leader and establish enduring friendships. You can find or create a group that suits your interests, whether they involve academics, political action and advocacy, international study, visual or performing arts, social outreach, or religion. Examples of our 50 student organizations include the International Socialists, Theatre Collective, Chinese Students and Scholars Association, Jewish Culture Club, Black Student
Recreation offers you opportunities to become physically active while meeting other students from across the university. Whether you are interested in playing sports, taking fitness classes, or enjoying the great outdoors, New School Recreation has something for you. Through our club sports program, you can participate in soccer, tennis, cross-country, basketball, and dance.

As a student, you have free access to our intramural sports leagues through ZogSports NYC. ZogSports allows you to play in leagues across the city with your peers. You can also try out any of our 15 weekly group fitness classes on campus, such as high-intensity interval training (HIIT), Pilates, yoga, and Zumba.

Students looking to get outdoors can attend a variety of free or discounted off-campus activities such as hiking, skiing and snowboarding, rock climbing, camping, and kayaking.

For more information on the activities offered by Recreation, visit narwhalnation.newschool.edu/organization/recreation.

SLI’s leadership and civic engagement programs, such as the Poconos leadership retreat and the Emerging Leaders Program, prepare and empower you to be an effective and active leader in your communities. For more information about leadership opportunities and workshops, visit newschool.edu/student-leadership/programs.

SLI’s signature events include a block party, an activities fair, and Broadway trips.

For more information about student organizations and programming, visit narwhalnation.newschool.edu and log in using your NetID and password.
Information Technology

Information Technology (IT) encompasses everything related to computing technology, such as networking, hardware, software, the Internet, and the people who work with these technologies. IT is committed to providing you with services and support that meets the teaching, learning, and administrative needs of the university community.

Services and resources provided include:

- On-campus computer and technology labs
- Wireless access throughout academic buildings and residence halls
- IT Central support and convenient walk-up tech assistance
- Discounts on computer hardware and software
- Free software, including Adobe Creative Cloud, Microsoft Office, Symantec, and more
- The Equipment Center at Arnhold Hall, which provides faculty and all credit or degree-seeking students with photography, video, audio, and lighting equipment. Students and faculty can rent equipment by walk-in checkout without a reservation for up to 48 hours, or make a reservation online for up to four days via MyNewSchool.

Questions?
Contact IT Central:
72 Fifth Avenue,
lower level
it.newschool.edu
itcentral@newschool.edu
Move-in days take place August 16–17, 2019; you will receive an email with your move-in day assignment. There will be a special welcome session for incoming students and their family members each afternoon of move-in. This session will give new students and their parents an overview of the resources and services available at The New School, and a variety of special events will introduce them to New York City.

NEW STUDENT ORIENTATION WEEK
New Student Orientation takes place August 18–25, 2019; all new students (except online students) are required to attend. The week is full of activities and events that will introduce you to New School life, your classmates and future collaborators, and all that awaits you here.

Parents and families are invited to two special on-campus events this fall. At Family Orientation, on Monday, August 19, they will learn ways to help their student achieve success, and at Family Weekend, on October 4–6, they will gain insight into their student’s academic and co-curricular experience.

Learn more at newschool.edu/new-students/orientation. Parents can visit newschool.edu/parents.
For a complete calendar, visit newschool.edu/registrar/academic-calendar.

**FALL 2019**

Move-in days
Family Orientation
New Student Orientation Week
First day of classes
Labor Day holiday
Last day to add or drop a class
Rosh Hashanah holiday (no classes evening prior)
Family Weekend
Yom Kippur holiday (no classes evening prior)
Last day to withdraw from a class
Initial registration for spring 2019
Thanksgiving holiday
Last day of classes
Winter break

**August 16-17**
**August 18-19**
**August 18-25**
**Monday, August 26**
**August 31-September 2**
**Monday, September 9**
**Monday, September 30**
**October 4-6**
**Wednesday, October 9**
**Sunday, November 17**
**Starting Monday, November 4**
**November 27-December 1**
**Monday, December 16**
**Starting Thursday, December 19**

**SPRING 2020**

Martin Luther King Day holiday
First day of classes
Last day to add or drop a class
Presidents’ Day holiday
Spring break
Last day to withdraw from a class
Initial registration for fall 2020
Last day of classes

**Monday, January 20**
**Tuesday, January 21**
**Monday, February 3**
**Monday, February 17**
**March 16-22**
**Sunday, April 12**
**Starting Monday, March 30**
**Monday, May 11**