Go to: https://my.newschool.edu

To obtain your NETID Username & password. You can find this info by clicking on the Look up your NETID or Reset your Password link.
First time users or continuing students should no longer log in with a password mmddyy (this will not work). Instead go to the account services portal and reset your password.

Here you will adhere to the new password guidelines.
Welcome, to Self-Service.

**Personal Information**
- Print Your Enrollment Certificate
- Pay by Credit Card
- View your holds
- View your grades and transcript
- Request Official Transcript
- Check Registration Status
- Display your class schedule
- Review Charges and Payments
- View Financial Aid Information
- Review Financial Aid Requirements
- Student Health Insurance/Online Waiver System

**Student Services**
- Change your PIN
- View or update your address and phone #
- View or update email address (es)
- View name change # SS number
- View or update emergency contact info

To begin Registration
Click on the Student Service Tab
Select the term of registration then click SUBMIT.
Enter the CRN(s) of the course(s) that you want to register for.

**Click Submit**

Course Reference Number- Identifies a particular section (day/time/instructor) of the course that is being offered in a given term.

You should use the CRN to register for the exact section that you want.
Add/Drops:

If you made a mistake or want to drop a class, click on the drop-down box next to the CRN and choose WEB DROP.

Click on Submit Changes and your updated schedule will be displayed.
Add/Drops:

If you want to Re-Add a course that was previously dropped click on the action drop-down box next to the CRN and choose Re-Add.

If you are already registered for a course there is no need to select the Re-Add option.

Click on Submit Changes and your updated schedule will be displayed.
To search for a course being offered, click on the **Class Search** button.
Class Search:

- You must select at least one subject.

- After selecting the sections that you want to search, click the **Class Search** button. You can select multiple sections at the same time by holding down the **CTRL** button and clicking on each section.
Class Search

-To register for a course, check the box located in the lefthand column labeled **Select**.

-After you have selected an available section that you want to register for, click **Register** at the bottom to add the course into your schedule.
Check the accuracy of your Total Credit Hours. If you are taking a course with variable credits, like an independent study, equivalency credits or a music lesson course, you may need to change the course credit amount.

Enter the correct number of credits in the Credit Hour box and click the **Submit Changes** button.
After you have checked your schedule for accuracy, click the Student Services Tab.
Welcome, to Self-Service.

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*Registration is not complete until payment or approved payment arrangements have been made*

**Payment Information:**

Payment or payment arrangements can be made via MyNewSchool (via checking/savings account, Master Card, Visa, and Amex) or at the Cashiering Office (72 Fifth Avenue, Lower Level). You can contact the Student Accounts Office at 72 Fifth Avenue, lower level or via telephone at 212-229-8930, option 8 for more information about making payments or approved payment arrangements.
Waitlist

Students wishing to be added into closed courses will be placed on a waitlist. If a seat becomes available, it will be offered by email to the student at the top of the waitlist. The offer is active for no more than 24 hours. If you do not accept the offer, you will be dropped from the waitlist. It is very important to monitor your email regularly when you are on a waitlist.

Please also note that to be placed on a waitlist, you must meet any pre-requisite requirement and are subject to major-only restrictions. You may waitlist for as many sections of one or more courses as you wish.

Waitlist Tutorial is also available

<table>
<thead>
<tr>
<th>Registration Error Message</th>
<th>What does it mean?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANCELLED</td>
<td>This class is cancelled. The Registrar’s Office will drop any registered students.</td>
</tr>
<tr>
<td>CLASS RESTRICTION</td>
<td>This course is not open to your class level (freshman, sophomore, etc.)</td>
</tr>
<tr>
<td>CLOSED</td>
<td>This class is full.</td>
</tr>
<tr>
<td>WAITLISTED</td>
<td>If student meets all registration requirements they will be given the option to add themselves to the waitlist.</td>
</tr>
<tr>
<td>CO-REQ REQUIRED</td>
<td>You must also enter a CRN of ABCD 1000 when registering for this course.</td>
</tr>
<tr>
<td>DUPLICATE</td>
<td>You are already registered for another section of this course (CRN 2389)</td>
</tr>
<tr>
<td>INVALID LEVEL FOR COURSE</td>
<td>The course is not available to your level of study (undergrad or graduate).</td>
</tr>
<tr>
<td>LEVEL RESTRICTION</td>
<td>This course is not available to your level of study (undergrad or graduate).</td>
</tr>
<tr>
<td>Permission Required</td>
<td>This class requires special permission in order to register. Contact your advisor.</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Pre-Req Needed</td>
<td>This course has a pre-requisite that has not been satisfied. See your advisor or the course description for details.</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>This class meets at the same time as CRN 3788</td>
</tr>
<tr>
<td>Reservation Closed</td>
<td>This class has seats reserved for specific student populations, and seats are no longer open based on your status.</td>
</tr>
<tr>
<td>Max Hours Exceeded</td>
<td>You have tried to register beyond the credit limit for this semester.</td>
</tr>
<tr>
<td>You cannot drop your last class online.</td>
<td>You cannot drop your last class online. Add the replacement class first and then submit the drop. If you are leaving the university, contact your advisor.</td>
</tr>
</tbody>
</table>

For problems with closed courses, time conflicts or other course related issues or registration error message please contact your advisor.

Web Registration FAQ

Who do I call for Help?

- For questions about Web registration call the University Registrar’s Office at 212-229-5620, between 9:00AM and 4:30PM, Monday-Friday. You can also email reghelp@newschool.edu for assistance.
- If you have forgotten your NET ID or how to Reset your password please go to, account.newschool.edu. There you will adhere to the new p/w guidelines.
• For questions about difficulty logging into MyNewSchool, call the University Help Desk at 212-229-5300 x2828 between 8:30AM and 5:30PM, Monday-Friday. You can also email helpdesk@newschool.edu for assistance.

What if I have a Hold?

• Contact the office listed under Hold Type in order to resolve the hold. If the hold is removed within your web registration period, return to MyNewSchool to register. If not, contact your advisor for instructions.

What if I receive the error, “Please contact the registration administrator for your time ticket?”

• You are attempting to web register outside of the web registration period assigned to you by your division or department. Please check with your advisor for the appropriate registration period.

What is a CRN?

• The CRN (Course Reference Number) is the four-digit number you use to register for a course. Your advisor should have provided you with the CRNs for your approved courses.

What if I have the wrong CRN?

• If the CRN you enter brings up a course title and/or section letter that is different from the course in which you intended to enroll, please confirm that you have entered the CRN correctly. If you mis-entered the CRN, see the previous page of this document for steps to correct a mistake in MyNewSchool. If you entered the CRN correctly, contact your advisor for the correct number.

What if I want to register for courses other than those approved by my advisor?

• You are only permitted to register for courses that have been approved by your advisor. If you want to change the courses you
have selected, you must meet with your advisor again and get approval.

**My total number of credits is incorrect. What should I do?**

- Please see step 6 of these instructions to change the credits on a variable credit course.

**What should I do after I review my schedule?**

- After confirming that you are registered for the correct courses at the approved number of credits, your class selection is finalized.

**To complete your fall/spring registration:**

*Continuing Students*

- **Fall Registration:** Must make payment or approved payment arrangements via MyNewSchool by August 10 to avoid being charged a $150 late payment fee. Check MyNewSchool in July to view your fall charges and financial aid awards.
- **Spring Registration:** Must make payment or approved payment arrangements via MyNewSchool by January 10 to avoid being charged a $150 late payment fee. Check MyNewSchool in December to view your spring charges and financial aid awards.

*New Students*

- **Fall & Spring Registration:** Must make payment or approved payment arrangements in MyNewSchool (via checking/savings account, MasterCard, Visa, and Amex) or in person at the Cashiering Office (72 Fifth Avenue 2nd floor) at the time of registration. For further assistance with making payment you can contact student financial services telephone at 212-229-8930, option 1 or via email at sfs@newschool.edu.
To complete your summer registration:

**Continuing & New Students**

- Make payment in MyNewSchool (via checking/savings account, MasterCard, Visa, Discover and Amex) or in person at the Cashiering Office (72 Fifth Avenue, 2nd floor) at the time of registration. For further assistance with making payment you can contact student financial services telephone at 212-229-8930, option 1 or via email at sfs@newschool.edu.