Registration & Advisement

NYU student information is on the web at www.albert.nyu.edu. You can obtain information from your student records using your student ID and PIN — register for courses; print out your schedule; change your PIN; update your addresses; check your grades, your financial aid status, your account balance; print an unofficial transcript, and check your Degree Progress Report. To ensure that you receive all important information, keep your address and phone number up-to-date by checking an NYU View Kiosk or Albert on the internet. We recommend that you update this information at the beginning and end of every year so you don’t miss an important notice while you are on break.

De-Enrollment for Late Payment and Over Enrollment

If you do not pay your bill by the Bursar’s deadline, you will be de-enrolled from all classes. If you have on-going financial aid issues and are de-enrolled from your courses, you must see Dory Smith-Wilson in TSOA Student Affairs (726 Broadway, 2nd Floor) immediately for a “Permission to Attend Classes” letter so you can be financially cleared to re-register. After seeing Dory, you must go directly to your advisor to fill out the add/drop slip (students do no need to obtain instructor signatures on the add/drop form if de-enrolled, but do need their advisor’s signature).

Students may take up to 18 credits per semester. Under rare circumstances, students who wish to take up to 20 Credits must seek approval from their advisor will be responsible for paying for the additional credits. Additionally, if you are admitted into a class from the waitlist, you may be automatically enrolled in over the approved 18 credits, and your total point count will increase, which can affect your tuition. You are responsible for monitoring your registration status in your classes and dropping those additional credits!!

Drop/Add and Withdrawal

Generally, after the third week of classes, Drop/Add slips from the Department of Drama must be signed by your advisor. Generally beginning the fourth week of classes, dropping a course will result in a grade of ‘W’ on your transcript. Please see the registrar’s calendar: http://www.nyu.edu/registrar/registration/fallspring-withdrawal-schedule.html for the exact date each term. Generally nine weeks into term, student may no longer drop a class. Consult your advisor if planning to withdraw from a class.

NOTE: These deadlines apply to fall and spring semesters; check with your advisor about summer deadlines

Graduation

Students may officially graduate in September, January or May. The term in which you expect to graduate is a very important part of your student record. This is particularly true if you have financial aid of any form, including loans. The Commencement ceremony for all schools is held in May. Students must apply for graduation using the “Graduation Application” link in Albert, located in the “Academic Records” section. If you do not successfully complete all academic requirements by the end of the semester, you must reapply for graduation for the following cycle.

IMPORTANT: It is the student’s responsibility to apply for graduation within the specified graduation application period. Please refer to the specific deadlines for the completion of requirements for each graduation available in the Graduation Deadlines Calendar link. This information, as well as updated deadlines for application for graduation can be found on the Registrar’s website at www.nyu.edu/registrar/graduation.

Graduating with Honors (Founders Day Award)

Each year, the University honors its founders by saluting its top-ranking baccalaureate candidates and outstanding members of the faculty. Eligibility for the Founders Day Award is determined by the Office of the University Registrar and awarded to September and January baccalaureate recipients and May degree candidates (based on cumulative GPA “at the time of review” who have maintained a grade point average of 3.5 or higher based on a minimum of 30 credits in courses taken at NYU. The Founders Day Award and graduating with honors are separate and distinct honors with different criteria.

How Registration Works

Access ALBERT anytime through your NYUHome account. When you sign up for your registration advisement appointment, pick up a Registration Worksheet.

1. Review your Degree Progress Report on ALBERT. Choose Drama Studios, Theater Studies classes, and non-Drama classes, including General Education courses at CAS, by using the Course Status function on ALBERT. Select a Course Subject and a Course Level (“all undergraduate”). You can leave the rest of the fields blank to see all available courses in a given department.
2. Once you have selected courses, including alternates, fill out the Registration Worksheet. Do not bring a blank worksheet to your registration advisement session! Meet with your advisor for registration clearance before your assigned ALBERT registration date/time so you have the best chances of getting into the classes you want and need.
3. Register on ALBERT. You can check ALBERT for your assigned registration date/time (this is when you can begin to register). When you
look up your registration time, check to see if there are any Stops (other than “Advisor Approval Required” and “Registration Time Restriction” on your registration (e.g., “Financial” or “Library”).

Insurance

All Drama students are automatically billed for the mandatory Drama insurance. This supplemental insurance applies to class-related and production-related injuries and covers expenses not taken care of by your primary and/or NYU student insurance policies.

Pass/Fail

Generally, five weeks into the academic semester (check with your advisor about summer deadlines), students can request to take a course pass/fail. Students may only elect to take a course pass/fail if the course is for Elective credit. Students may not take courses in their major pass/fail. No general education credit will be granted for courses taken pass/fail. Students should read guidelines and requirements noted on the form carefully available on the Student Affairs website: [http://undergraduate.tisch.nyu.edu/page/download](http://undergraduate.tisch.nyu.edu/page/download).

Waitlists

Most Drama Theatre Studies and Electives are Waitlist Activated. If a class is closed due to enrollment limits, you may add your name to the waitlist on Albert. However, if you opt to join the waitlist, you are responsible for monitoring your registration status in that class.