NYU Registration & Scheduling

Welcome!

While providing customer service support to the University via phone and email/ticket inquiries, the Registration & Scheduling team is responsible for managing registration, class and room scheduling, and course evaluations for the University. We also maintain the course catalog, course requisites, create the final exam schedule, course evaluations, and more. In addition to maintaining records in Albert, we are the product owners for CLSS (section scheduling) and 25Live (room scheduling).

The purpose of this site is to serve as a one stop resource for our University administrators to provide instructions and guidance on the various requests and processes. It links to many important documents and sites, and is reviewed/updated regularly.

If you have any questions or feedback on this site, please contact Kristina Hardy (kh135@nyu.edu).

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Our Team

| Annette Williams, Senior Specialist | David Treimanis, Senior Specialist |
| Greta Walters, Registrar Assistant  | Jinny Arteaga, Specialist         |
| Daniel Park, Registrar Assistant   | Ashley Rivera, Specialist        |
| Kristina Hardy, Assistant Registrar| Laurie Giannisis, Associate Registrar |

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Contacting Us

To reach us, please contact us via one of the email aliases or phone numbers below.

If you are unsure of where to direct your inquiry, please reach out to Kristina Hardy (kh135@nyu.edu) and David Treimanis (dt1722@nyu.edu).

<table>
<thead>
<tr>
<th>Registration</th>
<th>Classroom Scheduling</th>
<th>Course Evaluations</th>
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<tbody>
<tr>
<td><a href="mailto:registration@nyu.edu">registration@nyu.edu</a>?</td>
<td><a href="mailto:classroom.scheduling@nyu.edu">classroom.scheduling@nyu.edu</a></td>
<td><a href="mailto:sis.course.eval@nyu.edu">sis.course.eval@nyu.edu</a></td>
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<tr>
<td>212-998-4290</td>
<td>212-998-4220</td>
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</tbody>
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- Assistance and troubleshooting with class registration on NYU Albert
- Drop/Add form processing
- Assistance and troubleshooting with class withdrawal
- Class pre- and co-requisites
- General scheduling inquiries
- CLSS inquiries
- Classroom assignments, including room change requests
- Final exam schedule
- Course evaluation worklist setup?
- Sharing of historic results
- Resetting submitted evaluations for the current term