

# REGISTRATION

During registration, students meet with their academic advisor who provides them with advisement and approves their selection of courses. Students then register themselves online via Albert and pay tuition and other student charges to the Office of the Bursar via eBilling, all according to published deadlines. To receive academic credit, students are required to register each semester for every course they are taking, including thesis, projects and guided studies. Class attendance without registration is not permitted.

## Advisement for Registration

The academic advising process is the basis for student course selection and registration. Each academic department identifies faculty or professionals who serve as advisors to the students. Before registration, students must meet with their adviser and receive approval for their anticipated program of study. Students may obtain a list of advisers and their contact information from their respective departmental offices.

To ensure that students have met with their academic advisors before registration, the Office of the Registrar places an "Advisor Clearance hold (XAC)" on the student's record. When students meet with their advisors, the hold is removed and students can register.

Approval to register for a course does not necessarily constitute approval to substitute that course for another course to satisfy a specific degree requirement. For example, approval to register for a guided readings course is not necessarily approval to substitute that course for another similar course prescribed in the curriculum. If the course is not normally used for that purpose, students should explicitly request such approval from the advisor.

Incoming first-year students may be required to take a mathematics diagnostic and/or English placement exam. These exams are free and used solely for advisement and course placement.

## Registering for Classes

The NYU Tandon School of Engineering offers two registration periods for each semester (detailed below). New freshmen entering in the fall semester register during the summer preceding their arrival on campus. New first year students and special students receive registration information from the Office of Undergraduate Admissions or the Graduate Admissions Center.

### Regular Registration

All continuing, degree-seeking students (graduate and undergraduate) are expected to register for the next semester during the latter part of each ongoing semester. All students must take advantage of regular registration via Albert, the student online registration system. All students are encouraged to enroll early in the registration period to avoid being closed out of required courses. Registration dates for each semester are published by the Office of the Registrar. Payment of tuition and other student charges, or arrangement for payment, is due to the Office of the Bursar no later than the published deadline.

### Late Registration and Add/Drop

The Late Registration period begins during the second week of the term. A late charge is assessed to all continuing students who register during this Late Registration period. Payment of tuition and other student charges is due on the same day as registration during the Late Registration period. After the Add/Drop Deadline, students seeking to

register need to obtain special permission from the respective Associate Dean in addition to the course instructor(s) and/or department(s). Such exceptions are rarely permitted, and must be submitted to the Office of Records and Registration with the appropriate paperwork and signature approvals.

Additions or deletions to a student course schedule may be made according to the deadlines published in the Registration Calendar. These adjustments should be made online through Albert. A course dropped after the third week of classes is considered a Withdrawal, and such courses will remain on the student's transcript with a grade of "W" (which has no GPA penalty).

If a student drops or withdraws from a course, tuition charges are adjusted according to the Refund/Tuition Liability schedule published by the Office of the Bursar.

## Credit Limits & Overloads

Effective Fall 2015, full-time undergraduate students may register for 12-18 credits (all credits in excess of 18 are charged at the per credit rate). Graduate students may register for a maximum of 11 credits.

Credit 'overloads' are approved on a case-by-case basis and dependent upon a student's academic performance. Students who wish to appeal for overload must submit a Credit Limit Overload Form (available on the Registration Forms (<https://engineering.nyu.edu/academics/support-services/registration/registration-forms/>) page) to the Office of Undergraduate/Graduate Academics. The form must be signed first by the department advisor. If 'overload' permission is granted, the completed form must be submitted to the Office of Records and Registration for processing. The Office of Records and Registration will adjust the student's maximum credit load, allowing the student to enroll for the approved credit amount online via NYU Albert Student Center.