

# REGISTRATION

Gallatin's Office of Student Services provides information, instructions and personal registration assistance. After completing the registration process, students should bookmark the NYU Academic Calendar (<https://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/academic-calendar.html>) for the term, and make note of the academic and financial deadlines. More information and instructions about registration can be found on Gallatin's Registration website (<https://gallatin.nyu.edu/academics/registration.html>).

## Continuing Students

Each semester, students will receive information regarding registration for each term from the Office of the Registrar via their NYU email account. Registration becomes available to continuing students as follows:

- Fall registration begins mid April
- January Term registration begins late October
- Spring Registration begins mid November
- Summer Registration begins early February

## Newly-Admitted Students

All incoming first-year students have virtual advising sessions with a faculty adviser beginning in mid-May. Registration for fall classes happens in June. Throughout this process students will work with their adviser to discuss their interests and how they might begin realizing them at Gallatin, as well as fall classes of potential interest. Incoming first-year students will not be able to register before this time.

New transfer students should first follow all the instructions in the acceptance message sent from NYU's Office of Admissions. A Gallatin transfer adviser will contact all newly admitted transfer students to schedule an advising session for registration. Transfer students may register after they have been advised by a Gallatin transfer adviser.

For more information, see the Gallatin Undergraduate Registration Instructions (<https://gallatin.nyu.edu/academics/registration/undergraduate.html>) web page.

## Enrollment

Students entering Gallatin must enroll in courses at NYU New York in the first semester. All students are expected to remain enrolled in each fall and spring semester until graduation by registering for NYU courses. In some instances a student may need to request an official leave of absence for a fall or spring semester. Undergraduate students must complete all degree requirements within a period of 10 years from the first semester of matriculation at Gallatin.

The programs and courses offered at the Gallatin School are designed for students who attend courses during the day or the evening, on a full-time or part-time basis. Students may register for a maximum of 18 units per fall or spring semester and a maximum of 8 units per six-week summer session.

## Full-Time/Part-Time Status

The programs and courses offered at the Gallatin School are designed for students who attend courses during the day or the evening, on a full-time or part-time basis. During the fall and spring semesters, full-time status requires a minimum of 12 units of course work per term. Students who

register for 11 units or fewer during these terms are considered part-time students.

Students should refer to the Office of the Bursar's website (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/tuition-and-fees.html>) to see how full-time/part-time status will affect their tuition charges. If students are receiving financial aid, they should refer to the Office of Financial Aid's website (<https://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/eligibility-for-financial-aid.html>) to see how full-time/part-time status can affect their financial aid.

**International Students:** International students are required to be registered for full-time course work. For more information on this topic and the policies governing international students, please refer to the website of the NYU Office of Global Services (<https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration.html>).

## Maximum Credits Per Term

Students may register for a maximum of 18 units per fall or spring semester and a maximum of 8 units per six-week summer session. During a two- or three-week intensive session (i.e., January or summer), students may not take more than one course regardless of the unit value of the course. Students may request permission to exceed this load, provided that they have at least a 3.0 GPA, no incomplete or NR grades, and adviser approval. First-year students and students with grades of incomplete and NR from previous semesters will be permitted to exceed the ordinary unit maximum only in rare circumstances. Students enrolling for more than 18 units in fall or spring will be assessed additional tuition charges (see the website of the Office of the Bursar (<https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/tuition-and-fees.html>) for additional tuition and fee charges).

Permission to take 19 or 20 units in a fall or spring term may be granted by a student's adviser on the Undergraduate Plan of Study form. Students requesting permission to take more than 20 units in a fall or spring term, or more than 8 units during a single six-week summer session, or more than one course in a two- or three-week intensive session (i.e., January or summer) must submit a Petition form to the Gallatin Office of Academic Advising stating which courses they plan to take and why the exception is requested.