MSIS
Orientation Session

Please make sure your speakers are turned on!

Welcome to NYU & the Computer Science Department!

We look forward to working with you, as you pursue your educational goals.

Computer Science Department Staff

Professor Benjamin F. Goldberg
Director of Graduate Studies, M.S. Programs

Professor Jean-Claude Franchitti
Associate Director of the MSIS program

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Manager, Academic Affairs, Graduate Programs

Courtney Mills
Program Administrator, M.S. Programs

❖ Remarks by Professor Benjamin F. Goldberg, Director of Graduate Studies

CS Course Registration

To register, go to [NYUHome](#) and access Albert, the course registration system.

- ❑ Prerequisites

    - ❑ Be sure to review the prerequisites of courses so you can be prepared to do well in the course. Some courses will require instructor permission to waive a prereq.

- ❑ Waitlists

    - ❑ The waitlists are first come, first served and will be purged after a certain point in the semester.

- ❑ Swap Function

    - ❑ If you waitlist for a course, be sure to set up a swap so the waitlist engine does not skip you.

- ❑ Permission numbers

    - ❑ If a course requires a permission number, contact your advisor

- ❑ Course overload requests

    - ❑ After your first semester, if you have a 3.75 GPA or higher, you can request to enroll in 12 credits

Stern Course Registration

- ❑ Detailed instructions on [this page](#)
- ❑ You must activate your Stern account. Activation will also give you a Stern email account
- ❑ Registration on Stern AIS System
    - ❑ This will secure you a seat in the course
- ❑ Permission Number
    - ❑ You will need to check your Stern email account for a permission number for the course(s) you registered for on AIS. Find the course in Albert and register again, using the permission number provided.
- ❑ Register for a maximum of 6 credits per semester
- ❑ Stern Prerequisites
    - ❑ Stern is very strict with their prerequisites and Stern faculty have no control over registration

Getting Started in Your First Week at NYU

Advisor Meetings

Students with last names that begin with A-M have **Katie Laugel** as their advisor

Students with last names that begin with N-Z have **Courtney Mills** as their advisor.

While not required, we encourage you to make an appointment with your advisor once you're on campus to discuss your fall course selection. We'd be happy to answer any questions you may have.

NYU ID Card

❑ Necessary to access all NYU buildings

❑ Students can access http://photoid.nyu.edu/ to upload a photo to be used for their I.D. card. Students will receive an email when their card is ready to picked up.

❑ Proof of identification (i.e. state driver's license, state photo ID, or passport) is required to pick up the card.

Location of the Card center:
7 Washington Place

Hours of Operation:
Monday - Thursday: 9am - 6pm
Friday: 10am - 4pm
Saturday - Sunday: Closed

Office of Global Services (OGS)

❑ Mandatory check in
    ❑ Within 10 days of arrival in the United States.

❑ Be sure to check out the schedule for check in workshops at:

    ❑ https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/newly-admitted/when-you-arrive/mandatory-check-in.html

Full-Time Equivalency (FTE)

❑ Most international students are required to maintain full-time status during the fall and spring semesters

❑ 9 credits of course work qualifies for FTE

❑ Must be requested at beginning of each fall and spring semester
  ❑ Access FTE requests here:
    http://cs.nyu.edu/home/master/current_registration_fte.html
  ❑ Stern courses & Albert
    ❑ Do not request FTE until you have registered for your Stern course(s) on Albert

❑ Financial Aid implications
  ❑ Half time status
    ❑ If you are receiving financial aid, you should request FTE or if are a part time student, let your advisor know so we can make you "half time."

Planning your Course of Studies

Planning a Course of Study

❑ Planning from the beginning

    ❑ CS & Stern course credits

        ❑ Make sure you are planning for no more than a maximum of 6 credits at Stern each semester and you're not setting yourself up for a semester with more than 6 credits at Stern, as this is not allowed.

❑ Full-time students

    ❑ Three courses, nine credits, a semester

❑ Part-time students

    ❑ One course, three credits, a semester

❑ International students

    ❑ Be sure to plan from the beginning so you can finish your degree within the time given by your I-20/Visa

Degree Requirements

[MSIS Degree Requirements Form](#)

MSIS Degree Specifics

❑ Maximum of 21 Stern credits allowed

❑ Can take a maximum of 6 Stern credits per semester

❑ Importance of registering on first day
   ❑ MSIS students get priority over other programs so be sure to take advantage of this and register right when registration opens

❑ Information Technology Projects
   ❑ Only Capstone course option
   ❑ Generally taken in last semester
   ❑ CS Requirements A & B are prerequisites

Stern Prerequisite Waivers

❑ Students can take a Stern core course proficiency exam

❑ Students can waive a Stern prerequisite with various evidence of prerequisite knowledge

❑ Those looking to waive a Stern prerequisite should review the [Prerequisite Equivalency Application Form for Stern Courses](#)

Independent Study

❑ Research opportunities

❑ Requirements

    ❑ Full-time faculty member to work with

    ❑ DGS approval

    ❑ MSIS students can only do a total of 6 credits of internship and independent study combined

      ❑ [Master's Independent Study Authorization Form](#)

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External Internships/CPT

❑ Job searching
- ❑ [The Wasserman Center for Career Development](#)
- ❑ [CS opportunities mailing list](#)

❑ Qualifications
- ❑ Credit Requirements
  - ❑ Full time students can do an internship for credit after two semesters. Part time students can do an internship after 6 courses.
  - ❑ Transfer students
    - ❑ Amount of credits transferred can affect internship eligibility
- ❑ Academic Good Standing
  - ❑ Students must be in academic good standing to be approved for an internship
- ❑ Academic Integrity Policy Violations
  - ❑ Students who have been found guilty of violating the academic integrity policy can be denied an internship for credit

❑ International students must also get approval through OGS

❑ Lengthy process so plan accordingly

Policies & Procedures

Good Standing & Probation

❑ GSAS requirements

    ❑ Minimum cumulative GPA of 3.0

    ❑ Successfully complete 66% of credits attempted

❑ Probation

    ❑ Restoration to good standing

        ❑ If you are put on probation, you will receive a letter detailing why and your timeline to restore yourself to good standing. Students typically have until the end of the following semester to restore themselves

    ❑ Termination

        ❑ If you do not restore yourself by the deadline stated, you risk being terminated from your program

❑ Students can appeal termination, a probation decision or the criteria set for the reversal of probation

Academic Integrity

❑ Importance of Academic Integrity to all students

❑ All students need to read and sign a copy of the academic integrity policy.

❑ Check with instructors

❑ Penalties can range from a zero on a homework assignment, an F in the course or termination from the program

❑ **Students involved in cheating cases will be ineligible for departmental on-campus positions, such as grader positions. The department also may not approve an internship for credit.**

Computer Science Department's Academic Integrity Policy

Refunds & Withdrawals

❑ Refunds

    ❑ Last day to receive a full tuition and fees refund for a CS course is Monday, September 18th

    ❑ If you drop on Tuesday, September 19th or later, you will receive no refund

❑ Withdrawals

    ❑ Last day to drop CS courses and not receive a grade of "W" is Monday, September 18th

    ❑ A "W" will be given from Tuesday, September 19th and on for CS courses

    ❑ The last day to withdraw from a course is November 6th.

❑ *Stern courses differ. Check with your Advisor for dates.*

Payment Deadline

❑ Fall 2017 graduate payment deadline is Tuesday, September 19^h

❑ Registration after the deadline for CS & Stern courses

❑ Discuss with your advisor

❑ Permissions

❑ Faculty or Stern

❑ You should forward the email from Stern with the permission code to your advisor and we will assist you with registration once Albert has closed.

❑ Online form: There is an online course withdrawal form on Albert

❑ Payment is due within six business days if you register after the deadline

Time to Degree

❑ 5 year limit

❑ Extensions

    ❑ One year

❑ International students need to be aware of possible stricter time limits set by their visas

Continuous Enrollment

❑ GSAS requires continuous enrollment in the fall and spring

❑ Three ways to maintain continuous enrollment:

  ❑ Register for at least one credit

  ❑ Take an approved official leave of absence

  ❑ Enroll for Maintenance of Matriculation

Transfer of Credits

❑ A maximum of nine credits can be transferred

❑ Must be done within a student's first year at NYU

❑ Must submit:
  ❑ Transfer Credit Request Form
  ❑ An unopened official transcript
  ❑ Course syllabus

❑ Approval
  ❑ DGS
  ❑ GSAS

❑ Transfer credits count as CS electives in most cases
  ❑ Transfer credits may impact internship eligibility

Resources

Computer Accounts and Mailing Lists

❑CIMS Account
   ❑ [Courant Computer Account page](#)

❑opportunities@cs.nyu.edu
   ❑ Research and job opportunities

❑cschat@cs.nyu.edu
   ❑ Announcements and queries of potential interest to the Computer Science Department community

❑colloq@cs.nyu.edu
   ❑ Announces talks and seminars in our department and related fields

❑Must subscribe with CIMS or NYUHome account

Useful Links

[MACS (Masters Association for Computer Science)](#)

[Computer Science Graduate Program Page](#)

[The Graduate School of Arts and Science](#)

[The Graduate School of Arts and Science Policies and Procedure Manual](#)

[Office of Global Services](#)

[Bursar](#)

[Registrar](#)

[Ticket Central](#)

[Student Life](#)

Useful Links Continued

Student's City Guide

Campus Information

Student Health Center

Campus Bookstore

The Wasserman Center for Career Development

Student Resource Center

Residential Education

New York City Mass Transit Links

Time for Q & A!

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We thank you for attending orientation today!

We look forward to meeting you later this summer and please don't hesitate to reach out to your advisor if you have any questions!