

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 (through the end of the summer)

[Professor Ernest Davis](#)

Director of Graduate Studies, M.S. Programs (beginning with the fall 2018 semester)

[Professor Jean-Claude Franchitti](#)

Associate Director of the MSIS program

[Katie Laugel](#)

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](#)
- Registration for Stern courses will begin later than registration for CS courses
 - Fall 2018 Stern registration will begin on Friday, June 29th at 10:00am on Albert
- MSIS students get priority over other non-Stern students
- Be sure to use the Stern Course Schedule to choose your Stern courses
- 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 be 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)

- The US government requires all new NYU international students to report their arrival to NYU.
 - Complete arrival form and submit your immigration information to OGS online.
 - Attend International Student Orientation.
- Review the check in procedures on this page:

<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
 - Do not request FTE until you have registered for 9 credits 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 courses

- ❑ 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

MSIS Degree Requirements

MSIS Degree Specifics

- Maximum of 21 Stern credits allowed

- 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](#)

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 17th
 - If you drop on Tuesday, September 18th or later, you will receive no refund
- Withdrawals
 - Last day to drop CS courses and not receive a grade of “W” is Monday, September 17th
 - A “W” will be given from Tuesday, September 18th and on for CS courses
 - The last day to withdraw from a course is November 5th.
- Stern courses differ. Check with your Advisor for dates.***

Payment Deadline

- ❑ Fall 2018 graduate payment deadline is Tuesday, September 18th
- ❑ Registration after the deadline for CS & Stern courses
 - ❑ Discuss with your advisor
 - ❑ Permissions
 - ❑ Faculty
 - ❑ Some Stern courses start later but you should check if you can register before dropping another course
 - ❑ 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

GSAS Master's College

- Provides access to information, advisement, and resources for prospective and current master's students as they focus on their scholarly, professional, and personal development.
- Hosts a variety of academic events, including thesis competitions, career-planning seminars, and grant-writing workshops.
- The Master's College also plans social events to give students a chance to meet colleagues from other departments in a convivial and welcoming atmosphere.
- Find out more on [their website](#)

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!

**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!**