

# **M.S. in Computer Science**

**New Student Orientation Information**

***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 Goldberg](#)

Director of Graduate Studies, M.S. Programs

## [Betty Tsang](#)

Assistant Director, Academic Affairs, Graduate Programs

## [James Paguyo](#)

Program Administrator, M.S. Programs

# COVID-19 Impact on Fall 2020 Schedule

The Courant Computer Science department has revised our fall 2020 offerings, following university and CAS guidance, and state and city health and safety guidelines. More information can be found on our website below.

## [Graduate Course Instruction Modes](#)

Regardless of the listed instruction mode, students will have an option to attend entirely remotely for all courses.

# 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

# **Getting Started in Your First Week at NYU**

# Advisor Meetings

While we normally hold in-person office hours, our department has moved to a telecommuting arrangement for the time being. Though not required, we encourage you to reach out to your advisor by email to discuss your course selection. We are happy to answer any questions you may have.

If your last name begins with the letter A-M, Betty Tsang is your advisor. Betty can be reached at [btsang@cims.nyu.edu](mailto:btsang@cims.nyu.edu)

If your last name begins with N-Z, James Paguyo is your advisor. James can be reached at [paguyo@cs.nyu.edu](mailto:paguyo@cs.nyu.edu)

# NYU ID Card

*The Card Center is currently closed. We will include this information for your reference. You will be able to get your I.D. Card when you are safely able to arrive on-campus and NYU resumes normal operations.*

- 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.
- Current information about the NYU Card Center can be found [here](#).



# 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
- You will automatically be given FTE at the beginning of the semester but if you need it earlier for any reason, please contact your advisor
- Financial Aid implications
  - Half time status
    - If you need half time equivalency for loan purposes, please reach out to your advisor.

# Planning your Course of Studies

# Planning a Course of Study

- ❑ It is important to plan your program from the beginning. Always check in with your advisor if you have questions on how to structure your program
  
- ❑ Full-time students will take three courses (9 credits) each semester. You will be left with less than 9 credits in your last semester if you enroll in one or more summer courses. If you're an F1 international student, you can be part time in your final semester if you have less than 9 credits left to complete your degree.
  
- ❑ Part-time students will typically take one course (3 credits) each semester. Part time students who are working full time are encouraged to start conservatively and take only one class each semester.
  
- ❑ International students
  - ❑ Be sure to plan so that you finish in the time given to you by your Visa/I-20.

# Degree Requirements

[MSCS Degree Requirements Form](#)

# Foundational Courses

- Required Foundational courses
  - Fundamental Algorithms, Programming Languages and Operating Systems
  - Must maintain a B- (2.7) **average** or better in these courses
  
- Full time students
  - Complete at least one foundational course during first semester
  - Complete all three by the end of second full time semester (example: if you begin your program in fall, you must finish all three by the end of the following spring semester).
  - We do not advise registering for all three in your first semester. We suggest enrolling in FA and PL in your first semester, along with a third manageable course. OS can be taken in your second semester along with two other courses.
  
- Part-Time students
  - Must take a foundational course as your first course
  - Must complete all three within the first six courses taken
  
- If any of the above is not satisfied, you will be placed on academic probation

# NYU-NY Graduate Courses offered in Shanghai

In light of the US travel restrictions due to the COVID-19 pandemic, the Courant Computer Science department expects to offer three NYU graduate computer science classes this fall in Shanghai at the NYU-Shanghai campus.

- CSCI-GA.1170-011 Fundamental Algorithms
- CSCI-GA.2110-011 Programming Languages
- CSCI-GA.2433-011 Database Systems

You can [register](#) for these classes directly in Albert. These classes will be held in-person, and will have the same content and fulfill the same requirements as the corresponding courses at NYU-New York. These classes will commence the week of September 14, 2020.

If you are interested in these classes, **please register by Friday, July 31, 2020.**

# Independent Study

- Students may apply for an Independent Study which is research for credit with a faculty member.
  
- Requirements
  - You must find a full-time faculty member to work with
  
  - You will submit the [Master's Independent Study Authorization Form](#) to your advisor for the DGS to review
  
  - If approved, you'll be given a permission code to register for 3 credits of Advanced Lab on Albert.
  
  - Can be taken as part of the 36 credit requirement



# Capstone Courses

- ❑ Every student must complete the capstone requirement
  - ❑ Students must earn a B in that class to meet the capstone requirement
  
- ❑ Prerequisites
  - ❑ Most capstone courses have the three foundational courses as a prerequisite, but students should check the instructor's course homepage for more info.
  
- ❑ Timing
  - ❑ We suggest taking a capstone in your second-to-last semester so that you have one more semester to take another capstone, in case you do not earn a B or better.

# Thesis Option

## Qualifications

- Students must have at least a cumulative GPA of 3.75 (A-) or better after 6 courses completed
- Students must also have earned a B+ or better in all of the foundational courses
- Students must find a full-time faculty member to serve as their Thesis advisor and another full time faculty member to service as their second reader
- The MS Thesis replaces the capstone degree requirement

# External Internships/CPT

- ❑ We recommend using the following resources when looking for an internship:
  - ❑ [The Wasserman Center for Career Development](#)
  - ❑ [CS opportunities mailing list](#)
  
- ❑ Qualifications
  - ❑ Credit Requirements
    - ❑ Full time students can do an internship for credit after two full time semesters. Part time students can do an internship after 6 courses completed. International students should check with OGS to verify eligibility.
    - ❑ 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 after their internship is approved by the department.
  
- ❑ Applying for internship credit is a lengthy process so plan accordingly and apply for the credit as early as possible. More information can be found [here](#).

# Center for Data Science

- ❑ If there is room in their degree requirements, students can take classes from the Center for Data Science (CDS).
- ❑ We will not know which CDS courses will be available to our students until a few weeks before each semester begins. There is no guarantee there will be seats available.
- ❑ Our department will send an email to our students closer to the start of each semester once CDS informs us which of their courses are available to our students. When you register for classes you should register for another class. If a CDS course that you are interested in becomes available later on, you could [swap the courses](#) at that point.

# **Policies and Procedures**

# Good Standing & Probation

- ❑ GSAS requirements
  - ❑ Students must maintain a minimum cumulative GPA of 3.0
  - ❑ Students must also successfully complete 66% of credits attempted
  
- ❑ MSCS students
  - ❑ Students must maintain an **average** GPA of 2.667 (B-) in the three foundational courses
  
- ❑ 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 but every individual situation can vary.
  - ❑ Termination
    - ❑ Students risk termination if they do not restore themselves
  
- ❑ Students can appeal termination, a probation decision or the criteria set for the reversal of probation

# Academic Integrity

- ❑ Academic Integrity is hugely important for all students
- ❑ All students need to read and sign a copy of the academic integrity policy.
- ❑ Check with your instructors if you are unsure if something will violate the academic integrity policy
- ❑ Penalties can vary from a zero on the assignment in question, to failure of the course or even 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](#)

# Time to Degree

- GSAS enforces a 5 year limit for students to finish their degree
- Extensions are possible and are usually permitted up to 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 (requires a ~ \$1,000 fee if not for medical reasons)

# Transfer of Credits

- ❑ A maximum of nine credits can be transferred
- ❑ You must initiate the request within your first year at NYU
- ❑ Students must submit:
  - ❑ Transfer Credit Request Form
  - ❑ An unopened official transcript
  - ❑ Course syllabus
- ❑ Approval
  - ❑ If the DGS approves the request, it will go on to the Office of Academic & Student Affairs (OASA) at GSAS.
  - ❑ OASA has the final decision.
- ❑ Impact on Internship Ability
  - ❑ Students who transfer 9 credits cannot do an internship for credit. Students who transfer 6 credits can do one internship for credit. Students who transfer 3 credits can do two internships for credit.

# Refunds & Withdrawals

- ❑ Refunds
  - ❑ Last day to receive a full tuition and fees refund for a course is **Tuesday, September 15<sup>th</sup>, 2020.**
  - ❑ If you drop on Wednesday, September 16<sup>th</sup> or later, you will receive *no refund*
- ❑ Withdrawals
  - ❑ Last day to drop courses and not receive a grade of “W” is **Tuesday, September 15<sup>th</sup>, 2020.**
  - ❑ A “W” will be given from Wednesday, September 16<sup>th</sup> and on for courses dropped.
  - ❑ The last day to withdraw from a course with a “W” is Tuesday, November 3<sup>rd</sup>, 2020.
- ❑ ***Stern courses differ. Check with your Advisor for dates.***

# Payment Deadline

- ❑ Fall 2020 graduate payment deadline is **Tuesday, September 15<sup>th</sup>, 2020.**
- ❑ **Your courses can be dropped for non payment.**
- ❑ Registration after the deadline is possible:
  - ❑ Discuss with your advisor
    - ❑ You will need permissions from the instructor
    - ❑ Online form must be submitted for a swap, otherwise your advisor will initiate the registration of an added course
    - ❑ Payment due within six business days if you add a class after the payment deadline.

# 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

[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](#)

[NYU Box Office](#)



# Useful Links Continued

[Student Life](#)

[Campus Resources](#)

[Student Health Center](#)

[Campus Bookstore](#)

[The Wasserman Center for Career Development](#)

[Residential Education](#)

[New York City MTA](#)