M.S. in Information Systems

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

Professor Jean-Claude Franchitti
Associate Director of the MSIS program

Betty Tsang
Assistant Director, Academic Affairs, Graduate Programs

James Paguyo
Program Administrator, M.S. Programs

COVID-19 Impact on Spring 2021 Schedule

The Courant Computer Science department designed our Spring 2021 offerings, following university and GSAS 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.

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.
  - ❏ An email will be sent out in advance with notice for when Stern Registration will begin.

- ❏ MSIS students get priority over other non-Stern students

- ❏ Be sure to use the Stern Course Schedule to choose your Stern courses.
  - ❏ Select "non-Stern" from the student type drop down menu

- ❏ 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

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

If your last name begins with N-Z, James Paguyo is your advisor. James can be reached at 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 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 Office that handles all visa and immigration matters for the university, including I-20, travel signatures, CPT, and OPT.

❑ 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.

    ❑ If you want to take a Stern course that has a prerequisite, be sure to take that prerequisite early on in 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.

MSIS Degree Requirements

MSIS Degree Specifics

❑ Maximum of 21 Stern credits are allowed towards your degree

❑ 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

❑ CSCI-GA.3812 Information Technology Projects
    ❑ Only Capstone course option
    ❑ Generally taken in last semester
    ❑ CS Requirements A & B are **strict** prerequisites

❑ CSCI-GA.2110 Programming Languages
    ❑ Not required for MSIS degree
    ❑ Can be taken as a CS elective, however, you should already have a strong programming background before taking this course

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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 spring in Shanghai at the NYU-Shanghai campus.

- ❑ CSCI-GA.3033-117 Design and Analysis of Algorithms I (equivalent to Fundamental Algorithms)
- ❑ CSCI-GA.2110-011 Programming Languages
- ❑ CSCI-GA.2433-011 Database Systems

Email your advisor if you want to join the Shanghai GoLocal program You are required to register for at least one in-person class at Shanghai if you want to participate in the GoLocal program. 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. NYU Shanghai classes start on January 25, 2021.

If you are interested in these classes, **please register by Friday, December 18, 2020**.

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

Sample FT Course Schedule

First Semester	Second Semester
Foundational Course: Fundamental Algorithms	**Foundational Course:** Database Systems
Stern Courses COR1-GB Marketing, Foundations of Finance, Leadership in Organizations, The Global Economy, Firms and Markets	**Foundational Course:** Data Communications and Networks
Stern Course: TECH-GB Digital Strategy, Dealing with Data, Data Mining for Business Analytics, Robo Advisors & Systematic Trading	**Stern Course: any COR1-GB or TECH-GB course**

Sample PT Course Schedule

Start remotely in Spring
A plan you may wish to follow is:

- Spring 2021 remote part-time (1 or 2 courses)
- Fall 2021 in USA full-time (3 courses)
- Spring 2022 in USA full-time (3 courses)
- Summer 2022 (CPT internship-one course)

- Fall 2022 (3 courses, or finish remaining courses left) and graduate OR
- Spring 2023 (if still have courses left to take) and graduate

We recommend that you reach out to the NYU Office of Global Services (OGS) for any questions regarding requirements for attending remotely in the spring.

Independent Study

❑ An Independent Study is an opportunity to do research with a faculty member for credit.

❑ Requirements

  ❑ Students must find a full-time faculty member to work with

  ❑ DGS approval is required

  ❑ 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

- ❑ 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.](#)

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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

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

❑ 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

Refunds & Withdrawals

❑ Refunds

    ❑ Last day to receive a full tuition and fees refund for a course is **Wednesday, February 10, 2021.**

    ❑ If you drop on Thursday, February 11 or later, you will receive *no refund*

❑ Withdrawals

    ❑ Last day to drop courses and not receive a grade of "W" is **Wednesday, February 10, 2021.**

    ❑ A "W" will be given from Thursday, February 11, 2021 and on for courses dropped.

    ❑ The last day to withdraw from a course with a "W" is Wednesday, April 28, 2021.

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

Payment Deadline

❑ Spring 2021 graduate payment deadline is **Tuesday, February 2, 2021.**

❑ **Your courses can be dropped for <u>non payment</u>.**

❑ 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