



# New Student Orientation Information

## M.S. in Information Systems



# Welcome to NYU Courant Institute

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

# Department Contacts

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**Professor Daniele Panozzo**

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

**Cristina Domingo**

Graduate Program Administrator

# Advisor Meetings

— We are happy to answer any questions you may have via our Zoom office hours, email or telephone.

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

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

# Office of Global Services (OGS)

The [Office of Global Services \(OGS\)](#) handles all visa and immigration matters for the university including I-20, travel signatures, CPT, 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>

# Academic and Career Planning

# Full-Time Status

- International students are required to maintain full-time status or equivalent during the fall and spring semesters
- 9 credits of coursework (or 3 courses) is considered a full-time course load
- You will automatically have full-time status with 9 credits
- If you're an F-1 international student, you can be part-time in your final semester if you have less than 9 credits to complete your degree. International students will need to [apply for a “reduced course load” in the final semester](#).
- Financial Aid implications if you have student loans and do not enroll full-time
- Half-time status: If you need half-time equivalency for loan purposes, please reach out to your advisor.
- Be mindful of the dates on your F-1 visa/I-20 and time allowed for completion of your degree

# Online Course Policy

- GSAS Courant Students are not permitted to take more than a total of 50% of their courses online. Please plan to take no more than 5 courses online in your entire graduate career.
- Most NYU courses are in-person so students are expected to attend classes in person
- If you are an international student, you must take at least one in-person course every semester to be in compliance with your student visa.
- If you have any questions about in-person requirements, please contact the [Office of Global Services \(OGS\)](#), which is the visa and immigration office.



# Spring 2025 Registration

- Spring 2025 schedule will be published on Oct. 21st.
- Spring 2025 registration begins the week of Nov. 18<sup>th</sup> for continuing students. Your registration date will depend on how many credits you have earned with a grade by then.
- New students can register on Dec. 11 at 10am EST.
- All students must register through [Albert](#).

# Sample Course Plan

## First Semester Sample

CSCI-GA 2344 Database Systems

CSCI-GA 2262 Data Comm and Networks

Stern CORI-GB or Stern TECH-GB course

## Second Semester Sample

CSCI-GA 1170 Fundamental Algorithms

Two Stern CORI-GB or Stern TECH-GB course

Please discuss your plan with your academic advisor

# Stern Course Registration

- Detailed instructions on [this page](#)
- You can register directly on Albert for Stern courses that are available to non-Stern students and permitted for the MSIS program
- 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 is very strict with their prerequisites and Stern faculty have no control over registration
- To waive a Stern prerequisite, students must take a [Stern core course proficiency exam](#)
- Maximum of 21 Stern credits are allowed towards your degree

# Foundational Courses

## Required Foundational courses

- CSCI-GA 1170 Fundamental Algorithms; and
- TWO of the three foundational courses:
  - CSCI-GA 2250 Operating Systems
  - CSCI-GA 2262 Data Communication & Networks
  - CSCI-GA 2243 Database Systems
- Foundational courses cannot be taken as Pass/Fail
- If one of these courses: OS, Data Comm, and Database Systems is taken as Pass/Fail, it disqualifies it from being a foundational course and it will count as an elective.

**If any of the above is not satisfied, you will be placed on academic probation.**

# Capstone Course

## Every student must complete the capstone requirement

- CSCI-GA.3812 Information Technology Projects
- This is the only Capstone option

## Prerequisites

- Fundamental Algorithms and TWO of the three foundational courses: Operating Systems, Data Communication & Networks, and Database Systems.

## Timing

- Generally taken in the last semester

# 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
- [Submit the 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](#)

## **Eligibility**

- Full-time students can do an internship for credit after completing 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 credits**

- 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 at least two weeks prior to your start date. [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). CDS courses count as related electives.
- 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 and Probation

## GSAS requirements

- Students must maintain a minimum cumulative GPA of 3.000
- Students must also 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 but every individual situation can vary.

## Termination

- Students risk termination if they do not restore themselves to good standing
- 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.

[Department of Computer Science 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 requiring approval from the GSAS Dean's Office
- 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 semesters

Three ways to maintain continuous enrollment:

- Register for at least one course
- Take an approved official leave of absence
- Enroll for Maintenance of Matriculation (requires a ~ \$1,000 fee if not for medical reasons)

# Transfer 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.
- GSAS Office of Academic and Student Affairs has the final decision

## Impact on Internship Ability

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

# Refunds and Withdrawals

## Refunds

- Last day to receive a full tuition and fees refund for a course is the add/drop deadline (**Monday, February 3, 2025 at 11:59PM for the Spring 2025 semester**)
- If you drop after the add/drop deadline at midnight or later, you will receive NO REFUND

## Withdrawals

- Last day to drop courses and not receive a “W” is **Monday, February 3, 2025 at 11:59PM**
- A “W” will be given from **Tuesday, February 4, 2025** midnight and onwards for courses dropped.

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

# Payment Deadline

- Spring 2025 graduate payment deadline is January 15, 2025
- Your courses could be dropped for non-payment. Please discuss options or extensions with the Office of the Bursar
- **Payment due within six business days if you add a class after the payment deadline. A new bill will be generated.**



# 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](#)

# Computer Accounts and Mailing Lists

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## **CIMS Account**

Courant Computer Account page

## **opportunities@cs.nyu.edu**

Research and job opportunities

**Must subscribe with CIMS or NYU email account**

# 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 Life](#)

[New York City MTA](#)

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**Thank you.  
We look forward to  
advising you on your  
academic journey.**

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