



MSCS & MSIS Orientation Session

August 25, 2015



*Welcome to NYU
& the Computer Science Department!*

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



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

❖ Remarks by Professor Jean-Claude
Franchitti, Associate Director of MSIS Program



Getting Started in Your First Week Here



Advisor Approval

All non-degree and master's computer science students need to receive advisor approval each semester before they can register for courses. Students are required to schedule an appointment with their advisor to review their progress towards degree and the courses they would like to take in the upcoming semester.

All MSIS students and MSCS and non-degree students with last names that begin with letters A-D meet with Katie.

MSCS students and non-degree students with last names that begin with letters E-Z meet with Jen.

If you have not met with your advisor yet, be sure to set up an appointment as soon as possible.



Registering

To register, go to [NYUHome](#). Log in and then click on Academics. Next, log in to Albert. Click on Registration and then click register. Now, you are ready to register for courses.

Students are encouraged to register for courses as soon as they have clearance to do so.

For computer science courses that require a permission number, contact your advisor.

When selecting courses, be sure to check the prerequisites for the course to ensure you qualify. If you do not meet the prerequisites of a course, you must contact the instructor and get permission from the instructor to take the course.



Enrollment Cap

All MSCS, MSIS and non-degree students have an enrollment cap of 9 credits. This means that a student can only enroll for 9 credits in a given semester. The system will not allow a student to enroll in an additional course, if the student is already enrolled for 9 credits or if the additional course would bring the total of enrolled credits over 9.

If a student wants to request permission to take more than 9 credits in a given semester, the student needs to submit a [Course Overload Request Form](#) to his or her advisor.



Wait Lists and Swap

If a course is closed, you can sign up for the wait list, if one is available. If you sign up for a wait list, make sure you use the swap function. This means you are telling the system I am enrolled in course A and wait listing course B. If I can get into course B, then drop me from course A.

If you are enrolled for 9 credits and have signed up for a waitlist, you must use the swap function, or you will not be able to be enrolled in the waitlisted course.

You must also use the swap function if you are on a waitlist for a course that meets at the same time as a course that you are enrolled in. For example, if you are registered for a course that meets on Mondays from 5:10pm-7:00pm and waitlist a course that meets on Mondays from 5:10pm-7:00pm, you must set it up as a swap. If not when the system tries to enroll you off of the waitlist, it will find the time conflict and will not enroll you into the wait listed course.

Please refer to the links below for instructions on how to use the swap function on Albert.

<http://www.nyu.edu/registrar/sis/student-registration-swap-classes.html>

<http://www.nyu.edu/registrar/sis/student-registration-edit-swap-classes.html>



NYU ID Card

A student trying to obtain an NYU ID Card will have his or her eligibility verified in the Registrar system. To verify eligibility, please contact the Card Center at (212) 443-CARD. Once verified, you may go to the Card Center. You must bring proof of identification (i.e. state driver's license, state photo ID, or passport).

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 Office of Global Services (OGS) is a valuable resource for international students. International students must check in with OGS as soon as possible, once they arrive in the United States. If you haven't signed up for a check in session yet, you should do so immediately.

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

<http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/pre-arrival/mandatory-check-in.html>



Full-Time Equivalency

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

GSAS policy states that students must register for at least 12 credits of coursework to qualify as full-time students. However, computer science students can request full-time equivalency (FTE), as long as they have registered for 9 credits of course work. You must apply every fall and spring for FTE.

Refer to the [CS website](#) about how to request full time equivalency. This should be done by the start of the semester.

Most international students do not need to maintain full-time equivalency during the summer. Be sure to check with OGS to see if that applies to you.



Planning your Course of Studies



Planning a Course of Study

Full-time students should register for three courses, nine credits, per semester during the fall and spring semester. It is recommended that part-time students take one course, three credits, a semester.

It is often useful when planning your program of study to determine how long you want it to take to complete your degree. Then, work back from that end date and start to map out how many and which courses you want to take each semester, keeping in mind that you want to take a balanced course load.

Planning a course of study is especially important for international students on visas that have set time limits.



MSCS & MSIS

Degree Requirements

[MSCS Degree Requirements Form](#)

[MSIS Degree Requirements Form](#)

[MSIS Roadmap](#)



Stern Registration Process

The Leonard N. Stern School of Business uses a different registration system than the Graduate School of Arts and Science (GSAS) and the Computer Science Department. As such, the process to register for Stern courses is different.

For detailed information about the Stern registration process, refer to the following links:

[Stern Registration Procedures for MSIS Students](#)

[Stern Registration Procedures for MSCS Students](#)



Stern Prerequisite Equivalency Process

If you have not satisfied the prerequisites of a course at Stern, but still wish to register the Stern course, you need to submit a Prerequisite Equivalency Application for Stern Courses to the CS Department. Students will only be approved if the CS Department determines that the student has completed the equivalent of the Stern prerequisite. Do not contact the Stern faculty regarding the request.

To apply, submit a [Prerequisite Equivalency Application Form for Stern Courses](#) and the required supplemental materials to your advisor.



Independent Study

Students may arrange to work on independent study projects under the direction of a regular full-time faculty member.

A student wishing to do an independent study should contact a full-time faculty member and propose a project under that faculty member's supervision. If the faculty member approves, the student should submit a [Master's Independent Study Authorization Form](#) to his or her advisor. The advisor will then give the form to the DGS for review. Approved Independent Studies are done for 3 credits.



External Internships/CPT

External internships are a great opportunity to gain experience, bolster your resume, earn course credit and earn money!

It is the responsibility of the student to find an internship opportunity. Utilize [The Wasserman Center for Career Development](#) and the [CS opportunities mailing list](#).

To apply for an external internship, check the [Earning Credits for Internships Webpage](#) to see what information you need to submit for your request to be considered.

International students must go to [OGS](#) to get approval and authorization for their internship (CPT).



MSIS Specifics

MSIS students can take a maximum of 21 Stern credits towards their MSIS degree.

MSIS students can take a maximum of 6 Stern credits per semester.

MSIS students are encouraged to register for Stern courses on the first day they have access, as they are granted access before the other non-Stern students.

Information Technology Projects (ITP) serves as the Capstone course for the MSIS degree. It is generally taken in a student's last semester. CS Requirements A & B are prerequisites for ITP.



MSCS Specifics



Foundational Courses

MSCS students must complete the three foundational courses, CSCI-GA 1170 Fundamental Algorithms; CSCI-GA 2110 Programming Languages; and CSCI-GA 2250 Operating Systems, and achieve a B- (2.7) or better GPA in the foundational courses attempted.

MSCS students will remain in good standing only if they achieve a B- (2.7) or better rolling GPA in the foundational courses that have been attempted so far. Students that do not satisfy this requirement will be placed on probation. Student will have until the end of the following semester to restore themselves to good standing or be terminated from the program.

Full-time MSCS students must successfully complete at least one of the three foundational courses in their first semester and must successfully complete all three foundational courses by the end of their second semester.

Part-time MSCS students must successfully complete a foundational course as the first course taken and must successfully complete all three foundational courses within the first six courses taken.

Students who do not complete the foundational courses in the allotted timeframe will be placed on probation.



Capstone Course

MSCS students must earn a B or better in one of the specified Capstone courses. These courses should be taken towards the end of a student's studies, as the three foundational courses are prerequisites for all Capstone courses. Some Capstone courses may have additional prerequisites as well.

It is recommended not to wait until your last semester to take your Capstone course. This is because a student needs to earn at least a B for the course to count as the Capstone. If you do not earn at least a B, the course will not count as your capstone and you will need to take a different Capstone course to try to meet the requirement. Waiting until your last semester to attempt a Capstone course can result in you not graduating when expected. This can be especially troublesome for international students.



Thesis Option

Students, who qualify and are approved by the DGS, may opt out of the Capstone course requirement and instead do a thesis.

To qualify you must:

- ❖ have a cumulative GPA of 3.75 or better after 6 courses
- ❖ have received a B+ or better in all of the foundational courses or placed out of the course based on Placement Exam results

Students must find a full-time faculty member with whom to do the thesis, as well as find a second reader.

Students approved for a thesis register for up to 6 credits of MS thesis work.



Policies & Procedures



Good Standing & Probation

To be in good standing, the Graduate School of Arts and Science requires students maintain a minimum GPA of 3.0 and successfully complete 66% of credits attempted while at NYU, not including the current semester.

MSCS students also need to maintain a rolling GPA of 2.7 in their foundational courses.

Students whose academic performance falls below the GSAS or departmental standard for good standing will be placed on academic probation. Students will be notified by the department of the probation and the steps that must be taken to return to good standing.

If a student does not meet the criteria within the time limit specified, the student will be formally terminated from the graduate program.

Students have the right to appeal termination, a probation decision or the criteria set for the reversal of probation.



Academic Integrity

All students, need to read and sign a copy of the [Computer Science Department's Academic Integrity Policy](#) .

A signed copy will be kept in each student's folder.

If you are unsure if something is allowed, be sure to check with your instructor.

The department takes violations of the Academic Integrity Policy very seriously. Students found guilty of violating the policy will receive penalties, which can vary from a lowered course grade, failing the course, or termination from the graduate program.

Students involved in cheating cases will be ineligible for departmental on-campus positions, such as grader positions. In addition, the department may not approve an internship for credit request.



Refunds and Withdrawals

If you drop a CS course on or before Tuesday, September 15th, you will receive a full tuition and fees refund. If you drop a course on Wednesday, September 16th or later, you will receive no refund at all. Please plan accordingly.

The last day to drop courses and not receive a grade of withdrawal “W” is Tuesday, September 15th. If you drop a course on or after Wednesday, September 16th, a “W” will appear on your transcript and will count towards the percentage of courses you attempt and successfully complete.

Stern courses differ from these dates. Please check with your advisor before dropping a Stern course.



Payment Deadline

The graduate payment deadline for the Fall 2015 semester is Tuesday, September 15th. You must pay your bill by that date. If you do not, you will be dropped from your course(s).

If you register for a course after the payment deadline, you will need to pay your bill within six business days. If you do not, you will be dropped from the course.



Time to Degree

A candidate for the MS degree must complete all requirements for the degree within five calendar years of the date of initial registration in GSAS.

The Graduate School will consider requests endorsed by the department for one additional year to the limit for students who are making clear progress towards the degree.

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



Continuous Enrollment

GSAS requires continuous enrollment of its students each fall and spring semester until the sought degree is conferred.

There are three ways to maintain continuous enrollment:

1. Register for at least one credit during the fall and spring semesters until the degree is conferred.
2. Take an approved official leave of absence.
3. Enroll for Maintenance of Matriculation.



Transfer of Credits

Master's students may transfer up to nine credits of coursework taken outside of NYU prior to their matriculation in the graduate program provided that the coursework was not applied to a previously awarded degree and that the coursework grade is a B or better.

To transfer credits, one must fill out a Transfer Credit Request Form, found at the [GSAS administrative forms](#) webpage. The completed form, along with an official transcript and course description(s), must be submitted to your advisor.

The request will be evaluated by the DGS and, if approved, routed to GSAS for final approval.



Resources



Fall 2015 Graduate Course List

[Fall 2015 Graduate Course List](#)

[Fall 2015 Graduate Course Grid](#)



CIMS Computer Account & Wireless Network

All CS graduate students are eligible for Courant (CIMS) computer accounts. Many courses will require that you have a CIMS account. As such, be sure to request one as soon as possible. Visit the following website to complete the necessary form:

[Courant Computer Account page](#)

Students can utilize the NYU Wireless Network on their computers and mobile devices. Be sure to learn about the [NYU Wireless Network](#).



Departmental Mailing Lists

Please note that you must subscribe to a departmental mailing list by using your CIMS or NYUHome account.

opportunities@cs.nyu.edu is a list that the department uses to post research and job opportunities. To subscribe or learn more about the opportunities mailing list visit: <http://www.cs.nyu.edu/mailman/listinfo/opportunities>

cschat@cs.nyu.edu is open to all department members and is used to post announcements and queries of potential interest to the Computer Science Department community. To subscribe or learn more about the CSchat mailing list visit: <http://www.cs.nyu.edu/mailman/listinfo/cschat>

colloq@cs.nyu.edu is used to announce talks and seminars in our department and related fields. To subscribe or learn more about the Colloq mailing list visit: <http://www.cs.nyu.edu/mailman/listinfo/colloq>



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](#)