**REQUESTING CAPSTONE (2013-2014) REGISTRATION**

**IMPORTANT DATES**
- **Tuesday, April 23:** Online Capstone registration begins at 9:00 a.m.
- **Tuesday, April 30:** Online Request for Registration Form closes at 5:00 p.m.
- **Monday, July 1:** Notification of registration to students who submitted by the deadline

**A NOTE ON PREREQUISITES**
To be eligible for Capstone, all students must have declared their specialization, completed PER (if required), passed the SPSS exam (required for students who waived CORE-GP 1011 and have not completed PADM-GP 2902), and earned at least a 3.0 cumulative GPA. The complete list of prerequisites is covered on the Capstone prerequisites document:
wagner.nyu.edu/capstone/students.php
[You may complete prerequisites over the summer, but please note this on the Request Form.]

**HOW TO REQUEST REGISTRATION**
Fill out the online Request for Registration Form, which will be available on the Capstone website wagner.nyu.edu/capstone/students.php beginning Tuesday, April 23 at 9:00 a.m. If you complete and submit the form by 5:00pm on April 30 and you have fulfilled all of the prerequisites for Capstone, you will receive a permission number for your section by July 1. Students who are completing Capstone prerequisites in Summer 2013 will be assigned their Capstone section on July 1, but they will not be registered until they notify Wagner Academic Services that all Capstone prerequisites are completed.

**YOU CANNOT REGISTER FOR CAPSTONE UNTIL YOU HAVE BEEN ISSUED A PERMISSION NUMBER!**

**DISTRIBUTION OF CREDITS**
Capstone is a four-credit course. Students are registered for two credits in the first semester and two credits in the second semester. Some students may need part-time or full-time equivalency for financial aid purposes, so please read the policy:
wagner.nyu.edu/students/policies/equivalencies.php

**QUESTIONS: CAPSTONE WEBPAGE**
The answers to most of your questions about the Capstone course and registration process can be found on the Capstone web page, wagner.nyu.edu/capstone.

**OTHER QUESTIONS**
If you have questions about registration that are not answered here or on the Capstone webpage, contact your program administrator via email:

- **MPA-PNP**
  - Pamela Kavalam
  - pamela.kavalam@nyu.edu
- **MPA-Health**
  - Diana Beck
  - diana.beck@nyu.edu
- **MUP**
  - Deb Cabrera
  - debra.cabrera@nyu.edu
- **International (all programs)**
  - Katty Jones
  - katty.jones@nyu.edu
- **Dual-degrees & EMPA Nurse Leaders**
  - Lola Odunsi
  - lola.odunsi@nyu.edu

You may also want to talk to your faculty advisor about Capstone.