REGISTRATION ADVISEMENT
WEBINAR

Spring 2014

Please make sure that you have speakers or earphones to hear the presenter.
SESSION GOALS

- “Introduce” you to the Student & Program Services team
- Review first semester registration and overall requirements
- Emphasize core course waivers
- Describe advising resources
- Explain resources for getting started
- Highlight academic policies
- Answer your questions
STUDENT & PROGRAM SERVICES

- **Debra Cabrera**, Director of Student Services; administrator for Urban Planning (MUP)

- **Katty Jones**, Director of Program Services; administrator for all International specializations (MPA/MUP)

- **Diana Beck**, Assistant Director for Health (MPA-Health) and Doctoral Studies (PhD)

- **Lola Odunsi**, Assistant Director of EMPA and Dual-Degree Programs

- **Pamela Kavalam**, Student Services Administrator (administrator for MPA-PNP students)

- **Christine Rohr**, Student Services Administrative Assistant
STUDENT & PROGRAM SERVICES

Student Services

- Orientation
- Advisement
- Student support

Program Services

- Curriculum planning
- Co-curricular programming
- New initiatives
BY NOW, YOU SHOULD HAVE...

- Read Registration Guide
- Activated NYUHome account
- Registered for core classes
- Read the Academic Code
- Completed Academic Oath
  - DEADLINE = January 24 (Avoid a Registration Stop!)
FIRST-SEMESTER COURSE PLANS

- First-Semester Course Plans in Registration Guide
- Must follow Course Plan to stay on track for Capstone
- Course loads
  - Full-time students = 16 credits (12 credits also full-time)
  - Part-time students = 8 credits
    (Fewer than 6 credits per semester will make it difficult to graduate within the 5-year limit and affect eligibility for financial aid)
DEGREE REQUIREMENTS - PNP

**School Wide Core & Professional Experience Requirement**

- **Specialization**
  - **Electives**
  - **Capstone**

**Prerequisites must be taken first!**

* International specializers **must** take PADM-GP 2201 Institutions, Governance and International Development in their first semester.
WAGNER SCHOOL CORE COURSES

- CORE-GP 1011 – Statistics*
- CORE-GP 1018 – Microeconomics*
- CORE-GP 1020 - Managing Public Service Orgs*
- CORE-GP 1021 - Financial Management*
- CORE-GP 1022 - Intro to Public Policy

* Make sure to also sign up for lab/recitation sections.

NOTE: CORE-GP 111.008 (Stats lab) requires that students bring their own laptop to class.
Poll Question #1
SPECIALIZATION FOR PNP

- Specializations:
  - Finance
  - International
  - Management
  - Policy

- Follow [Program Requirement Checksheet](#) on website
CAPSTONE

- End event for MPA and MUP
- Full-year, two-semester course (fall-spring)
  - Full-time students: Begin in Fall 2014
  - Part-time students: Likely begin in Fall 2015
- **Note:** Spring-start, full-time students will need 2.5 years to complete the degree
- Capstone prerequisites require advanced planning
- For more information visit the [Capstone website](#).
CAPSTONE PREREQUISITES - PNP

- **All specializations**: 3.0 cumulative GPA, PER completion, and SPSS proficiency (if CORE-GP 1011 waived and PADM-GP 2902 not taken), completion of schoolwide core

- **Policy**: PADM-GP 2171, PADM-GP 2902; PADM-GP 2140 recommended

- **Management**: 2 of 3 core: PADM-GP 2110, PADM-GP 2135, PADM-GP 2170 (3rd concurrently in fall)

- **Finance**: PADM-GP 2140, PADM-GP 2902; PADM-GP 4130 concurrently in fall

- **International**: PADM-GP 2201 and either PADM-GP 2202 or PADM-GP 2203

- **Research**: PADM-GP 2902; 2 required specialization courses; PADM-GP 2140 concurrently in fall

- All Capstone prereqs can be found on your [program requirement checksheet](#).
QUESTIONS

Questions about requirements?

Please type your questions into the Q&A section of the dashboard. (Don’t use the “Chat” section, since we won’t be checking that area for questions.)
WAIVING REQUIRED COURSES

Why do students waive?
1) Completed equivalent course in a core subject (i.e. Statistics, Policy, Finance, etc.)
2) Majored in a relevant field (i.e. Management, Economics, etc.)
3) The faculty state that students who have an academic background in foundational skills should not repeat core classes.

How do you waive a course?
1) Prior Coursework (if B+ or higher earned)
2) Waiver Exam (quantitative courses)

What happens when you waive?
1) Instead of taking a core course, you take an advanced course or elective course.
Poll Question #2
COURSE WAIVER PROCESS

Waiving a course based on prior coursework:

- Submit all paperwork (per waiver policy) for faculty review via the online form.
- Review of materials takes 20 business days depending on time of year.
- Submission deadline to receive results just before the start of Spring 2014 is Wednesday, December 18, 2013. [Students who submitted by 12/6/13 will hear by early January.]

Or...

Waiving a course by taking a waiver exam:

- RSVP online.
- Each waiver exam may only be taken once. Failing means you must take course.
- Waiver Exam Dates: Tuesday, January 14 and April 3, 2014

*Waivers must be completed no later than the start of Fall 2014!*
COURSE WAIVERS

Students with prior knowledge of core course material are strongly advised to pursue waivers!!

Read the Waiver Policies.

The faculty advise all eligible students to waive.

It’s much easier to cancel an approved waiver than attempt to waive after the start of classes.

Deadline for results (just) in time for Spring 2014 = December 18
[If you submitted by 12/6, you will hear results by early January]

FINAL deadline = August 1, 2014

NYU | WAGNER
QUESTIONS

Questions about waivers?

Please type your questions into the Q&A section of the dashboard. (Don’t use the “Chat” section, since we won’t be checking that area for questions.)
ACADEMIC ADVISING AT WAGNER

Program Administrator

Peer Advisor

Faculty Advisor
ADVISING RESOURCES

- Registration Guide
- Wagner website
- Peer Advisors
- Wagner Student & Program Services
  email: wagner.studentservices@nyu.edu
- Faculty Advisors
Poll question #3
RESOURCES FOR GETTING STARTED

- Review modules available (Albert):
  - Math Review (NONCR-GP 906)
  - Governance (NONCR-GP 989)
  - Professional Writing (NONCR-GP 907)
  - Pre-Term (January 13-23)
    - Free workshops in library research, citation methods, presentation skills, etc.

NYU Moses Center for Students with Disabilities

- Register with them before the start of the semester
- Alternative testing environments; Short-term injuries – note-taking, etc.
POLICIES AND RESOURCES
ORIENTATION SESSION

▪ In-person advisement session here at the Puck:
  ▪ Thursday, January 16 at 6:00 pm

▪ We will discuss other topics for getting started:
  ▪ Advisement resources
  ▪ Academic resources at Wagner and NYU
  ▪ Important policies & procedures

▪ If you choose not to attend, you must read the materials (available after January 16)
ACADEMIC POLICIES

- **Academic performance**
  - Minimum cumulative GPA = 3.0
  - One semester below 3.0 = probation
  - Two semesters below 3.0 = grounds for dismissal
  - Only two attempts allowed for any course
  - Need to maintain 3.0 to be eligible for financial aid

- **Incompletes and withdrawals**
  - Incompletes (IP’s/IF’s) granted only under extraordinary circumstances (medical/family emergency)
  - Incompletes must be fulfilled within one year
  - May withdraw (W) from a course any time prior to end of classes
  - IP’s/IF’s and W’s slow academic progress which impact financial aid and visas

- **Registration holds (academic, bursar, immunization)**

- **Prerequisites**
  - Must complete degree within 5 years
ADD/DROP AND TUITION REFUND POLICIES

- May drop or add courses without penalty on Albert during the registration period (except in the case of complete withdrawal).
- No refund of tuition and fees for courses dropped after two week "shopping period“ (prior to 2/10/2014).
- Check with instructor before adding course if you’ve missed first class meeting.
- To drop one course and add another, must use Albert’s Swap function (Information on p. 10 of Albert Registration Guide).
- Please review the NYU Tuition Refund Policy.
Questions about policies?

Please type your questions into the Q&A section of the dashboard. (Don’t use the “Chat” section, since we won’t be checking that area for questions.)
A FEW PUBLIC SERVICE ANNOUNCEMENTS...
IMMUNIZATION

- If registered for 6 or more credits, MUST provide documentation for measles, mumps, rubella (MMR) vaccination
- MUST receive meningitis vaccination OR sign meningitis waiver form
- Submit all forms to Student Health Center (SHC) – forms available on its website
- If forms not received by January 2 deadline, the SHC contact you. In January, the SHC will de-enroll you from courses for Spring 2014 if you have not responded.

Contact SHC for more info: 212-443-1199
HEALTH INSURANCE

- Required to maintain health insurance
- May be eligible to waive student insurance plan with proof of coverage
- Automatically enrolled (& charged!) unless you waive
- International students **must** be enrolled in NYU insurance plan
- Contact the [SHC Health Insurance Office](http://www.nyu.edu/ for more information)
Electronic bill only

Spring 2014 payment deadline
  = February 5, 2014
  * Once you register for classes, you are responsible for tuition and fees unless you drop before the tuition refund deadline.

Direct deposit option for student loans

For more information contact the Bursar
Poll question #4
IMPORTANT REMINDERS...
PLAN TO ARRIVE EARLY!

- Current students encourage incoming students to get settled in NYC well before classes start (by January 15, 2014).
- Your Peer Advisors will keep you informed about January events.
- Join the “Wagner-Wants” listserv – it’s where Wagner “classifieds” are posted.
SAVE THE DATES!

- **International Student Orientation**: Wednesday, January 22 (required for all international students, i.e. studying via F1, J1 visas)
- **Welcome Reception**: Thursday, January 23, 6:30-8:30pm
- **New Student Retreat**: Friday, January 24, 8:00am-5:00pm
- **Pre-Term Workshops**: January 13-23
- **Student Information Fair**: January 30, 5:00pm–6:30pm
- **Faculty-Student Reception**: February 6, 5:00pm–6:30pm
- **Specialization Sessions**: February 27, 5:00pm–6:30pm

Make sure to RSVP for these (and all) events!!!
Poll question #5
FINAL QUESTIONS?
IF YOU HAVE QUESTIONS ...

- Help is available by emailing: wagner.studentservices@nyu.edu

- Or contact the administrator of your program