

# Tisch School of the Arts

Clive Davis Department of  
Recorded Music

Transfer Registration Handbook

May 2009

A Guide for Registration at the Tisch School of the Arts



**NEW YORK UNIVERSITY**

PRIVATE UNIVERSITY IN THE PUBLIC SERVICE



TISCH SCHOOL OF THE ARTS  
STUDENT AFFAIRS AND SERVICES

721 BROADWAY, ROOM 801  
NEW YORK, NY 10003-6807  
TELEPHONE: (212) 998-1900

ROBERT CAMERON, *ASSOCIATE DEAN FOR STUDENT AFFAIRS*

May 2009

Dear New Tisch Student:

Congratulations and welcome! To help you begin your career as a Tisch student, we have created this handbook to allow you to register early for your fall 2009 courses.

We encourage you to register early so that you will have the widest variety of course selection options. Registration begins on Monday, June 15, at 12:00 noon. You should register on or around this date in order to avoid reduced options for course selection. Please note that the University's Office of the Bursar generates tuition bills for all new students regardless of whether or not you have registered for courses. The payment deadline set by the Bursar is August 10, 2009.

You will receive information regarding new student orientation in early July. Orientation, which is required of all new students, takes place the week of August 25th. During that time, you will meet with your department academic advisor to discuss your educational and professional goals and any amendments that may be needed to your fall schedule. There is a two-week period at the beginning of each term during which students are allowed to make changes in their course schedules. Your department will have more information on the drop/add process.

Please read the following materials carefully, make your course selections, and register via Albert, NYU's computerized registration system. If you have questions about the registration process or specific courses please use your department's Help Line or call the Student Affairs Office at (212) 998-1900.

We hope you have a restful and enjoyable summer. Everyone at the School looks forward to welcoming and meeting you in August.

Sincerely,

Robert Cameron

# Registration Instructions

This handbook is designed to help guide you through your first registration. It is divided into various sections about your department, and includes a section explaining the University's Expository Writing policy.

Incoming students to the Tisch School of the Arts register prior to your arrival at NYU in order to have the widest range of choices in setting up your first semester curriculum. You can register beginning June 15, by using Albert, the University's online registration and information system. Albert provides access to your personal information including registration, degree progress, and financial aid at New York University.

**Here is all you need to do to register beginning June 15 at 12:00 noon (EST):**

**You will access the Albert online registration system through your NYUHome account. To do this, you first need to activate your NetID by visiting <http://start.nyu.edu/> and following the on-line start-up instructions.** If you encounter a problem activating your NYUHome account, you can contact the ITS Client Services helpline at (212) 998-3333. You can activate your NYUHome account any time prior to registration.

Read this booklet carefully and make your course selections based on the guidelines provided by your department. You may want to sketch out your weekly schedule to be sure that your courses do not conflict.

Complete your Registration Worksheet using the instructions provided at the end of your department's section on page 22. If you have questions regarding your program, you should call the Recorded Music Helpline at (212) 992-8400. The Helpline is open Monday through Friday, 9am - 5pm.

Once your account is activated and you are ready to register, login to Albert using NYUHome (<http://home.nyu.edu>). Instructions are below.

With your Worksheet complete and NYUHome account activated:

- Go online to **<https://home.nyu.edu>** and login using your NetID and password
- Click on the "Academics" tab in the upper-left portion of the NYUHome page
- Select the "Student Login" link on the left side to login to Albert
- Choose "Register" (under "Registration") and follow the directions

as prompted by the system to register

Before you register, a pop-up box will ask for your cell phone number. Please take a moment to enter this information, which will only be used by the University in case of an emergency. You can make updates to this information using Albert at any time during your career at NYU.

When you register, you will enter the 5-digit course *call numbers*, not the actual course numbers, which you can find prior to registration. To find the course schedule times and call numbers using Albert, you can select "Course Status" under the "Registration" and follow the instructions. If you are looking for the schedule times and call numbers for Art in the World, select "Expository Writing Program" on the drop down menu. Albert is generally available 24 hours a day, except for brief periods of system maintenance. Another tool for course searches is located on the Registrar's website at [www.nyu.edu/registrar](http://www.nyu.edu/registrar). Select the link "Course Search" located on the left hand side of the page. See page 16 for detailed course search instructions.

Registration begins on June 15, and you should register on or around that date to avoid reduced course selection. The Bursar's office sends out e-bills in mid-July, so you should be registered with a full-time courseload by then. Registration instructions and answers to general questions can be found on the Registrar's website at **[www.nyu.edu/registrar](http://www.nyu.edu/registrar)**. Payment questions can be addressed through the Bursar's website at **[www.nyu.edu/bursar](http://www.nyu.edu/bursar)**.

When you arrive on campus in August, you will meet with your academic advisor who will review the fall schedule for which you've enrolled. If necessary, changes in your program can be made at that time.

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## CALENDAR

### FALL 2009

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>New Student Registration</b>       | begins June 15           |
| <b>Tuition Payment Due</b>            | August 10                |
| <b>New Student Orientation</b>        | August 30 - September 4  |
| <b>Labor Day (holiday)</b>            | September 7              |
| <b>FIRST DAY OF CLASSES</b>           | September 8              |
| <b>Parent &amp; Family Day</b>        | October (TBA)            |
| <b>Thanksgiving Recess (holidays)</b> | November 26-28           |
| <b>Last Day of Classes</b>            | December 15              |
| <b>Reading Day</b>                    | December 16              |
| <b>Final Examinations</b>             | December 17-23           |
| <b>Winter Recess (holidays)</b>       | December 24 - January 16 |

### WINTER SESSION

|                               |                        |
|-------------------------------|------------------------|
| <b>Winter Session Classes</b> | January 4 - January 16 |
|-------------------------------|------------------------|

### SPRING 2010

|   |             |
|---|-------------|
| <b>Martin Luther King Jr. Day (holiday)</b> | January 18  |
| <b>FIRST DAY OF CLASSES</b>                 | January 19  |
| <b>President's Day (holiday)</b>            | February 15 |
| <b>Spring Recess (holidays)</b>             | March 15-20 |
| <b>Last Day of Class</b>                    | May 4       |
| <b>Reading Day</b>                          | May 5       |
| <b>Final Examinations</b>                   | May 6-12    |

*Full academic calendars can be found at [www.nyu.edu/registrar](http://www.nyu.edu/registrar)*

# DIRECTORY

## TISCH SCHOOL OF THE ARTS ADMINISTRATION

- Mary Schmidt Campbell, *Dean***  
721 Broadway, 12th floor (212) 998-1800
- Pari Shirazi, *Vice Dean***  
721 Broadway, 12th floor (212) 998-1500
- Sheril D. Antonio, *Associate Dean for Maurice Kanbar Institute of Film, Television, New Media and Clive Davis Department of Recorded Music***  
721 Broadway, 9th floor (212) 998-1713
- Robert Cameron, *Associate Dean for Student Affairs***  
721 Broadway, 8th floor (212) 998-1900
- Louis Scheeder, *Associate Dean for Faculty***  
721 Broadway, 12th floor (212) 998-1805
- Kaiko Hayes, *Assistant Dean for Administration***  
721 Broadway, 12th floor (212) 998-1800
- Andrew Uriarte, *Executive Director for External Affairs***  
721 Broadway, 12th floor (212) 998-1808

## TISCH UNDERGRADUATE DEPARTMENTS

- Art and Public Policy - Dean Mary Schmidt Campbell, *Chair***  
665 Broadway, 6th floor (212) 998-1805
- Cinema Studies - Richard Allen, *Chair***  
721 Broadway, 6th floor (212) 998-1600
- Clive Davis Department of Recorded Music**  
194 Mercer Street, 5th floor (212) 992-8400
- Dance - Cherylyn Lavagnino, *Chair***  
111 Second Avenue, 3rd floor (212) 998-1980
- Drama, Undergraduate - Elizabeth Bradley, *Chair***  
721 Broadway, 3rd floor (212) 998-1850
- Dramatic Writing – Richard Wesley, *Chair***  
721 Broadway, 7th floor (212) 998-1940
- Kanbar Institute of Film and Television, Undergraduate Division**  
Lamar Sanders, *Chair*  
721 Broadway, 11th floor (212) 998-1700
- Photography and Imaging - Deborah Willis, *Chair***  
721 Broadway, 8th floor (212) 998-1930

## TISCH ACADEMIC SERVICES

721 Broadway, 8<sup>th</sup> floor (212) 998-1900  
[www.students.tisch.nyu.edu](http://www.students.tisch.nyu.edu)  
[tisch.academic.services@nyu.edu](mailto:tisch.academic.services@nyu.edu)

Incoming Student page information-  
[www.nyu.edu/tisch/incoming](http://www.nyu.edu/tisch/incoming)

**Anita Gupta, *Director of Academic Services***  
**Shana Wright, *Assistant Director of Academic Services***

## UNIVERSITY OFFICES

**Admissions, Undergraduate**  
665 Broadway, 11th floor (212) 998-4500  
[www.nyu.edu/admissions/undergrad.html](http://www.nyu.edu/admissions/undergrad.html)

**Student Services Center**  
25 West 4th Street, 1st floor

Bursar (212) 998-2800  
[www.nyu.edu/bursar](http://www.nyu.edu/bursar)  
Financial Aid (212) 998-4444  
[www.nyu.edu/financial.aid](http://www.nyu.edu/financial.aid)  
<http://students.tisch.nyu.edu/page/finaid.html>  
Registrar (212) 998-4290  
[www.nyu.edu/registrar](http://www.nyu.edu/registrar)

**Housing and Residence Life**  
383 Lafayette Street, 1st floor (212) 998-4600  
[www.nyu.edu/housing](http://www.nyu.edu/housing)

**Student Resource Center**  
60 Washington Square South, Suite 210 (212) 998-4411  
[www.nyu.edu/src](http://www.nyu.edu/src)

**NYU Card Center**  
7 E. 12th Street, ground floor (212) 443-CARD  
[www.nyu.edu/nyucard](http://www.nyu.edu/nyucard)

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# CLIVE DAVIS

## DEPARTMENT of

### RECORDED MUSIC

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194 Mercer Street, 5th Floor  
<http://clivedavisdept.tisch.nyu.edu>  
**HELP LINE: 212.992.8400**  
Monday - Friday  
9 AM - 5 PM  
email: [tisch.recorded.music@nyu.edu](mailto:tisch.recorded.music@nyu.edu)

## The Program

The Recorded Music B.F.A. undergraduate program is designed to provide professional training for students who aim to succeed as creative entrepreneurs in the music industry. A creative entrepreneur is a driven, passionate individual who starts and runs an innovative business enterprise. Students who enroll in Recorded Music have a wide range of aspirations. Some aspire to become CEOs of record labels. Others aspire to become innovative record producers who helm successful production companies. Some students are performing artists or music critics who want to develop their business acumen so that they might build a successful brand. In every case, our mission is to provide students with the necessary skills - business, creative, intellectual and social - so that they might succeed as leaders in an evolving music industry. We encourage students to develop innovative musical ideas and envision new music business models. We also encourage students to work collaboratively and to cultivate both intellectual rigor and a willingness to experiment artistically.

The program's course of study includes a four-year, 58-credit progression of courses structured around the study of entrepreneurship. There are three main areas of curricular study: business, production, and history & criticism. Students take courses on business and legal issues as they relate to the specialized needs of the contemporary music industry, in conjunction with a series of practicum in the recording studio, where students are expected to become proficient in a range of recorded music practices. Concurrently, students also

explore critical writing and music journalism, delving into the cultural impact of recorded music and the history of contemporary musical genres such as rock, R&B, hip-hop, and pop, world and electronica. By graduation, students are expected to actualize a comprehensive creative plan to launch a music business venture, such as a record label, production company or new media enterprise.

As is the case with all Tisch programs, professional training is combined with a solid liberal arts education. In addition to the 58 credits taken within the Clive Davis Department of Recorded Music, students are expected to earn a total of 44 general education credits in courses offered by Tisch and the College of Arts and Sciences. Students also complement their study with 26 credits in elective courses taken in their areas of interest.

## Degree Requirements

### *AREA I: RECORDED MUSIC ARTS* 58 credits

GROUP A:

STUDIO PRODUCTION (8 courses for 20 credits)

GROUP B:

HISTORY & CRITICISM (4 courses for a minimum of 14 credits)

GROUP C:

BUSINESS (4 courses for 14 credits)

GROUP D:

MUSICIANSHIP & PERFORMANCE (3 courses for 8 credits)

GROUP E:

COLLOQUIUM (3 courses for 2 credits)

### *AREA II: GENERAL EDUCATION* 44 credits

All students are required to take at least 44 credits in courses to be distributed among the following categories in general education:

1. **Expository Writing, 3-4 credits** One semester is required for transfer students. Tisch School of the Arts students fulfill their Expository Writing requirement within Tisch in the Department of Art & Public Policy's Core Curriculum. If you do not transfer in a minimum of 3 credits (one course) in Expository Writing, you will need to fulfill this requirement in the fall semester by enrolling in *Art in the World/Writing the Essay*, V40.0105. Please see the back of this handbook for further information and course listings. Incoming transfer students for whom English is a second language should consult the Expository Writing section at the back of this booklet.

2. **Humanities and Social Sciences, 12 credits:** Aimed to give students a sense of cultural form in diverse social contexts so as to appreciate the setting for such phenomena as Ethnic Arts and Folk Traditions and to give students a sense of transformation of culture and society over larger spans of time and space. Examples include courses in history, classics, fine arts, philosophy, religion, English, and literature. **At least one course (3-4 credits) must have an international focus.**

3. **Natural Sciences, 4 credits:** Designed to teach students how to evaluate evidence within a framework of logical reason. Examples include courses in astronomy, biology, chemistry, computer science, earth and environmental science, geology, math and physics.

*An additional 6 General Education courses (24 credits) are required for a total of 44 credits.*

AREA I (Recorded Music Arts)  
58 credits minimum

AREA II (General Education)  
44 credits minimum

AREA III \*(Electives)  
Enough to total 128 credits (26)

*\* An “elective” can be any course, in any subject, in any division of New York University except the School of Continuing and Professional Studies. Electives may include additional courses beyond the required credits in Areas I and II. Students can “elect” to take these credits in the Recorded Music area; in General Education; to add a second major or a minor; or to take courses in a variety of other areas, such as creative writing, communications, business, etc. Any music instruction, performance, or composition courses through the Steinhardt School of Education or the College of Arts and Science will count toward **elective** credit.*

**Total credits for BFA 128 credits**  
(Areas I, II, and III combined)

**First Semester Curriculum for Transfer Students:**

- 1. **Studio Production** 4 credits
- 2. **Musicianship & Performance** 2 credits
- 3. **History & Criticism** 4 credits
- AND/OR-** and/or
- Business** 4 credits

**4. Art in the World/**

**Writing the Essay OR**

**General Education 4 credits**

*(If you have not satisfied the Expository Writing requirement with transfer credits, you MUST register for Art in the World/ Writing the Essay, V40.0105, in the fall 2007.)*

**TOTAL 18 credits**

**All transfer students are advised to contact Katherine Flatt at (212) 992-8401 to determine an appropriate course schedule based on eligible transfer credits. Transfer students may transfer a maximum of 32 credits into the department, and must satisfy a six semester residency requirement.**

**Transfer Course Information**

**1. STUDIO PRODUCTION**

**A. H85.1020 FUNDAMENTALS OF AUDIO WORKSTATIONS I**

2 credits.

Students will acquire an in-depth, theoretical and practical knowledge of Digital Audio Workstations through a weekly, lab-based workshop. An emphasis will be made on file management, and system configurations. Students will then start using Pro Tools and Logic Pro, learning the operating modes and tools, gain structure and multi-tracking techniques, using overdubs to build an arrangement. The semester will round out with techniques for editing and “comping”, consolidating tracks and preparing the files for the mix session.

| Section # | Day/Time           | Call # |
|-----------|--------------------|--------|
| 001       | M 9:30AM - 12:15PM | 71647  |
| 002       | M 2:00PM - 4:45PM  | 71648  |

**B. H85.1040 ENGINEERING THE RECORD I**

2 credits.

Engineering the Record I familiarizes students with the practical aspects of the recording process in the studio by examining the theory, techniques, and science of sound recording. Students will be introduced to the basics of recording studios and sessions through lectures, demonstrations, supplemental reading and assignments carried out in the studio. In tandem with learning the mechanics of the process, students begin to develop their critical listen-

ing skills and audio vocabulary. Topics include: the propagation of sound and instrument radiation patterns, hearing and perception, microphones and microphone technique, analog signal flow, and signal processing

| Section # | Day/Time           | Call # |
|-----------|--------------------|--------|
| 001       | W 12:30PM - 3:15PM | 71652  |
| 002       | F 9:30AM - 12:15PM | 71653  |

## 2. MUSICIANSHIP & PERFORMANCE

### H85.1106 MUSIC THEORY FOR PRODUCERS

2 credits.

This 14-week music theory course is geared toward producers with an emphasis on a no-nonsense and demystifying presentation of the three elements of music - rhythm, melody and harmony. We will review and analyze a variety of musical examples – written and recorded - to demonstrate these concepts with a focus on contemporary western music (everything from and in between the Beatles and Stevie Wonder to Wilco, Radio Head and M.I.A.). The second half of the course is a practical application of the tools. You will learn how to transcribe rhythms, hear chord progressions in addition to learning basic arranging and composing. The goal of the class is to enable you to break down a song competently and have a fuller appreciation of what producer/arranger/composer/songwriters do – skills you will undoubtedly need in a production career.

Prior to registering, you must take a placement test to determine for which section of Music Theory you should register. To take the placement test, please log in to NYUHome, and click on the Academics Tab. Under the Blackboard Classes section on the right-hand side of the page, click on [Tisch Recorded Music Blackboard \(RecordedMusicStudios\)](#). The placement test will be available online after June 1, and upon completion, it will recommend for which section of Music Theory you should register.

| Section # | Day/Time            | Call # |
|-----------|---------------------|--------|
| 001       | W 9:30AM - 10:45AM  | 71655  |
| 002       | W 11:00AM - 12:15AM | 71656  |

## 3. HISTORY & CRITICISM AND/OR BUSINESS

You may choose to take one or both of these required courses in the fall.

### H85.1201 RECORD PRODUCER AS CREATIVE ARTIST (History & Criticism)

4 credits

This class introduces students to the history and culture of creative producers and entrepreneurs in recorded music. We look at case studies of four types of entrepreneurs - executives, producers, performers and critics — and we study how and why the empires that these impressive and sometimes controversial impresarios built have transformed the course of popular music. Some of the individuals we focus on include John Hammond, Sam Phillips, Ahmet Ertegun, Berry Gordy, Phil Spector, George Martin, David Geffen, Clive Davis, Brian Eno, Madonna and Jan Wenner. Along the way, students learn about the history of 20th century recorded music and about various genres and styles in music. We also place the art of record producing and entrepreneurship in historical, political, cultural and social context, looking at approaches to writing research papers and writing poetically about sound.

| Section # | Day/Time          | Call # |
|-----------|-------------------|--------|
| 001       | R 3:30PM - 6:10PM | 71659  |

-AND/OR-

### H85.1202 INTRO TO MUSIC BUSINESS (Business)

4 credits

This course provides a general overview of, and a framework for understanding, the different segments of the music industry topics include: key players and their roles in generating revenue streams, common creative, business and legal problems that arise in, and range of business transactions that govern, the day to day operation of different business ventures in the industry, record label operations, marketing, promotion, music publishing, touring, new business models and career opportunities.

| Section # | Day/Time          | Call # |
|-----------|-------------------|--------|
| 001       | W 3:30PM - 6:10PM | 71660  |

#### 4. DEPARTMENT OF ART AND PUBLIC POLICY CORE CURRICULUM

##### V40.0105 ART IN THE WORLD/WRITING THE ESSAY

Please see description in Art and Public Policy Core Curriculum section at the back of this booklet. Scheduling information for this course can be found on Albert under the course subject “Expository Writing Program.”

#### 5. GENERAL EDUCATION COURSE

Most of the courses you will take to complete your General Education (liberal arts) requirements are offered through NYU’s College of Arts and Sciences (V prefix). Courses that count toward the General Education requirement are those that broaden student perspectives through research, analysis, historical overview and/or critical thinking, and are not related to your major. Courses that do not count toward this requirement are professional or practical in nature or apply toward your departmental requirements. Notably, creative writing courses, and courses in journalism that teach how to write in that style do not credit for general education. Courses taken at Stern (C prefix), Steinhardt (E prefix), Gallatin (K prefix), and Wagner (P prefix) will not credit for General Education. If you have a question about what will count towards your general education requirements, please view our online departmental “Gen Ed Advising Tool” at <http://clivedavisdept.tisch.nyu.edu/page/academicresources>. See page 19, final section. Course descriptions for the CAS Departments can be accessed online at <http://cas.nyu.edu/object/bulletin0810.ug.deptsprogs>. View the full CAS bulletin at [www.nyu.edu/cas/bulletin](http://www.nyu.edu/cas/bulletin).

#### Searching for General Education Courses:

- A listing of courses available through the College of Arts and Science for the fall semester can be found at [www.nyu.edu/registrar](http://www.nyu.edu/registrar).
  - Click on “Course Search” (left side bar)
  - Choose the term (fall 2009) and course level, then “College of Arts & Science” and then select the subject in which you are interested then click “Get course listings”.
  - It’s a good idea to check for any recent changes on Albert.
- Through the **ALBERT** registration site (<https://home.nyu.edu>), you can also see a full listing of a departmental courses. ALBERT will also indicate current availability of courses for the semester, and allows you to search for

- courses within a department that occur during preferred days/times.
- In order to access the Albert online registration system, you must first activate your netID and your NYUHome account (see p 4).
  - Once your NetID is activated, login to NYUHome (<https://home.nyu.edu>), click on “Academics” tab, and follow the link on the left hand side to access to Albert.
  - In Albert, choose “Course Status,” (under “Registration”), select the “Course Subject” from the pull-down menu, click on “Undergraduate” for course level
  - If you want to see every course in a department, do not enter anything in the “course number” box. Just click on “search.”
  - If you are looking for the schedule for the Art in the World, the course subject in the dropdown menu is “Expository Writing Program.”

If a course includes a lecture (“LEC”) plus a lab (“LAB”) or recitation (“RCT”), the lab or recitation will be listed directly after the lecture course. Often, there are several choices of lab dates and times for each lecture. You should be sure that both lecture and recitation fit your schedule. Once you have registered, you can check your degree progress on Albert by viewing your Degree Progress screen.

## Frequently Asked Questions

### **What is a normal course load for a transfer? How many credits can I register for during a given semester?**

The Clive Davis Department of Recorded Music is a full-time program, and as such, you must be registered for 12-18 credits each semester to maintain your full-time student status. Any adjustments to the number of credits for which you are registered (below 12 or more than 18) must be discussed with your advisor and approved by Katherine Flatt, Department Administrator, (212) 992-8401 or [katherine.flatt@nyu.edu](mailto:katherine.flatt@nyu.edu).

### **What production courses will I take?**

During each semester of your first and second years, you will enroll in two studio production courses.

### **Will I have an advisor?**

Yes, the full-time faculty serve as the department's academic advisors. You will meet with your assigned advisor during the school's New Student Orientation Program.

### **Can I receive credit for my Advanced Placement (AP) exams?**

Please refer to the Policies on Advanced Standing section at the back of this handbook for more information.

### **Can I place out of the Department of Art and Public Policy Core Curriculum?**

*(Refers to Art in the World/Writing the Essay Expository Writing requirement)*

All transfer students need to complete one course in Expository Writing. If you do not transfer in a minimum of 3 credits (one course) in Expository Writing, you will need to fulfill this requirement in the fall semester by enrolling in Art in the World/Writing the Essay, V40.0105. Please see the back of this handbook for further information and course listings. Incoming transfer students for whom English is a second language should consult the Expository Writing section at the back of this booklet for detailed information on requirements. If you have any questions regarding fulfillment of this requirement after reading the section at the back of this booklet, you may contact either Anita Gupta or Shana Wright at (212) 998-1900.

### **How do I make changes to my course schedule?**

You will be able to drop and add courses through the University's online information and registration system, ALBERT (through NYUHome - <https://>

[home.nyu.edu](https://home.nyu.edu)). There is a strict drop/add schedule that is outlined in the school's policies and procedures handbook, which you will receive during orientation. You should always confirm with your advisor that any changes made to your schedule would not adversely affect your progress toward graduation.

### **What should I do if one of my courses is closed?**

If you find that a course or section of a course for which you want to enroll is closed, you will be given the option within the ALBERT system to put your name on the waitlist. Waitlists are computerized and as such, you will automatically be placed into a class when a seat in the course becomes available. If you decide to use the waitlist option for any course, you should check your schedule as it appears in ALBERT periodically to see if you have been enrolled in the course from the waitlist. You will likely need to make adjustments in your schedule to avoid time conflicts and additional billing.

### **When is my tuition due and what happens if I don't pay on time?**

The payment deadline is August 10, 2009. Any student who has not paid his/her tuition bill by this date will be dropped, or de-enrolled, from all courses. You may contact the Bursar's Office at (212) 998-2800 (website: [www.nyu.edu/bursar](http://www.nyu.edu/bursar)) if you have any questions regarding your tuition bill, or need assistance. The Bursar's Office does have a number of Deferred Payment options. If there is a problem relating to the proper crediting of your financial aid to your bill, contact the Financial Aid Office (212) 998-4444 or Dory Smith-Wilson, Tisch Office of Student Affairs (212) 998-1900 or [dls1@nyu.edu](mailto:dls1@nyu.edu).

Students who have been dropped from their courses have no guarantee that they will be able to re-enroll in the same courses. You should contact Brianne Powell (212) 992-8408 if you are de-enrolled.

*Some things to note about registration and your bill.* It is important that when you register, you have a full-time schedule that is, 12-18 points. **Please realize that the Freshman schedule should be the full 18 credits when all prescribed courses are selected.** If you do not register full-time, your bill will not reflect full-time tuition. This will affect any scholarships or financial aid you are scheduled to receive. Your tuition bill for the fall will be mailed from NYU in mid-July. It is important that you complete you are registered full-time by early July. The payment deadline is August 10, 2009.

### **Do foreign language classes count toward General Education Requirements?**

Yes, if you choose to take a foreign language class it will count toward the

Language & Literature portion of the Liberal Arts requirement; however, **if you are taking a language at the elementary level, you must complete two semesters of the same language in order for it to count toward Liberal Arts.** If you take only the first semester of a foreign language at the elementary level, it will count as an elective credit, and will not count toward your general education or liberal arts requirements. Once you complete the second semester of a beginning level language, you should notify your advisor so the first semester course can be credited as Liberal Arts.

### **Can I declare a double major or minor?**

Yes. Typically, students who choose to do so complete a second major or minor in one of the disciplines in the College of Arts and Science. While there is no double major with the Stern School of Business, there is an intensive minor. It is possible to complete a double major in another department at Tisch. Undertaking a double major within departments at the Tisch School of the Arts is difficult due to the demanding nature of the production requirements. Students must have completed one year at the school before applying for the second major. Students interested in applying for a double major at TSOA must complete an application available through the Office of Student Affairs, 721 Broadway, 8th floor. Portfolio review and/or an audition will also be required for students applying for double majors within TSOA.

If you have an interest in pursuing a double major or minor, you should first discuss your interest with your faculty advisor. You should also seek the advice of a faculty advisor in the department of your secondary major or minor.

### **How will my progress toward the BFA degree be monitored?**

While students are responsible for knowing and understanding all degree requirements, the Department has an administrative staff with expertise in the policies and procedures of the school and university. If you have questions regarding degree requirements or your progress toward the BFA degree, you should see your academic advisor.

### **When can I pursue an internship?**

Our many internship opportunities are open to juniors and seniors during the academic year. Over the summer, students who have completed their freshmen year may participate in an internship as part of the NYU Summer School program. Students interested in participating in an internship during the summer should see the department Internship Advisor, Lauren Davis in room 515 of 194 Mercer during the spring semester for more details.

### **Are there study abroad opportunities?**

There are numerous study abroad opportunities available to Tisch School of the Arts students, both through the Tisch International Studies Program as well as university-wide study abroad programs. The Recorded Music program has established a program in London for the spring semesters. Please consult with the TSOA International Programs Office, 12<sup>th</sup> floor, 721 Broadway, north elevator, (212) 998-1500 or on the web at <http://specialprograms.tisch.nyu.edu> for further information. Special Programs e-mail is [tisch.special.info@nyu.edu](mailto:tisch.special.info@nyu.edu). For NYU study abroad programs outside of the Tisch selection of programs, you can go to [www.nyu.edu/studyabroad](http://www.nyu.edu/studyabroad). You can direct any questions to [studyabroad@nyu.edu](mailto:studyabroad@nyu.edu) or call (212) 998-4433.

### **Please note:**

All courses taken at the Steinhardt School of Education (E prefix), Stern School of Business (C prefix), the Wagner School of Public Service (P prefix), the Nursing school (N prefix), the School of Social Work (S) and the Gallatin School of Individualized Study (K prefix) will only credit towards electives and will NOT credit to General Education. Additionally, courses taken at CAS in the Music department (V71) and Creative Writing (V39) will credit only to electives as well. You will not receive any credit at all toward your degree for any courses taken at NYU's School of Continuing and Professional Studies (SCPS, X or Y prefix).

# Registration Worksheet for the Clive Davis Department of Recorded Music

ALBERT: [HTTPS://HOME.NYU.EDU](https://home.nyu.edu)

1. Gather all registration materials prior to visiting the Albert online registration system, including: your student ID number, course schedules and completed registration worksheet. (*See Below*)
2. Log on with your Net ID and password. If you have not yet activated your Net ID, you will need to do so prior to registering. See page 4 of this handbook for information on how to activate your Net ID if you have not done so already. If your Net ID is activated, follow the instructions below:
  - Visit Albert through NYUHome at <https://home.nyu.edu>
  - Click on the “Academics” tab in the upper-left portion of the NYUHome page
  - Click the “Student Login” link on the left side to login to Albert
  - Click “Register” (under “Registration”) and follow the directions as prompted by the system to register
3. You can now register for classes for the fall 2009 term. Carefully enter selections from your Registration Worksheet below, using the call numbers listed in the right column of your worksheet. Be sure to look over your schedule once you have completed your registration to confirm your selections.
4. If you encounter difficulty in registering, you may call the Recorded Music Department’s Helpline at (212) 992-8400, or you may call the Office of Student Affairs at (212) 998-1900.

## REGISTRATION WORKSHEET

M = MONDAY T = TUESDAY W = WEDNESDAY R = THURSDAY F = FRIDAY

| COURSE #   | TITLE  | DAYS/TIMES   | CREDIT HOURS           | CALL #  |
|--|--|--|------------------------|---|
| <b>STUDIO PRODUCTION</b><br>H85.1020 sec _____<br>-AND-<br>H85.1040 sec _____          | Fundamentals of Audio Workstations I<br>-AND-<br>Engineering the Record I  | M 9:30-12:15 or<br>M 2:00-4:45<br>-AND-<br>W 12:30-3:15 or<br>R 9:30-12:15               | 2.0<br>-AND-<br>2.0    | 71647 or<br>71648<br>-AND-<br>71652 or<br>71653 |
| <b>MUSICIANSHIP &amp; PERFORMANCE</b><br>H80.1106 sec _____                            | Music Theory for Producers   | W 9:30-10:45<br>-OR-<br>W 11:00-12:15  | 2.0<br>-OR-<br>2.0     | 71655<br>-OR-<br>71656                          |
| <b>HISTORY &amp; CRITICISM</b><br>H85.1201<br>-AND/ OR-<br><b>BUSINESS</b><br>H85.1202 | Record Producer as Creative Artist<br>-AND/ OR-<br>Intro to Music Business   | R 3:30-6:10<br>-AND/ OR-<br>W 3:30-6:10  | 4.0<br>-AND/OR-<br>4.0 | 71659<br>-AND/ OR-<br>71660                     |
| <b>CORE CURRICULUM</b><br>V40.0105<br>-AND/OR-<br><b>GENERAL EDUCATION</b>             | Art in the World/<br>Writing the Essay (Expository Writing) or General Education course (if Expository Writing requirement has been filled). | See back of booklet for listings of Writing the Essay courses or view CAS courses online | 4.0                    |   |

You should enroll in 14-18 credits

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# EXPOSITORY WRITING AND CORE CURRICULUM REQUIREMENTS

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Expository Writing is required of all undergraduate students. Courses fulfilling this requirement are part of a Core Curriculum sequence at the Tisch School of the Arts offered in the Department of Art and Public Policy. The expository writing and core curriculum requirement cannot be waived, although transfer students may be able to substitute equivalent course work taken elsewhere, and students for whom English is a second language may be required to take a separate sequence of writing courses. The TSOA policies in regard to Expository Writing and the Core Curriculum are set forth below.

## The Core Curriculum - Description and Transfer Requirements

For freshmen and English as a second language transfer students, the Tisch Core Curriculum consists of a two-course sequence with a writing workshop section constituting an integral part of each course. *Art in the World/Writing the Essay* is offered during the fall term, followed by *The World Through Art/Writing the World* in the spring. The courses are comprised of a plenary lecture that meets five times during the semester, and a workshop that meets twice a week. The courses mix different artistic media so as to integrate students' various professional interests, and combine practical and theoretical approaches to achieve a comprehensive grasp of the work that art can do in the world. These writing courses are intensive, interdisciplinary and collaborative. Lectures and workshops focus on how to read complex texts for an understanding of their arguments, and how to write well-reasoned essays supported by evidence. These courses are designed to foster an appreciation of how the arts relate to each other and to society in a changing world and allow students to reflect on a range of social and ethical issues as they pertain to their own creativity.

To fulfill the expository writing requirement, transfer students must have com-

pleted a minimum of one semester of the equivalent of *Art in the World/Writing the Essay* before entering the Tisch School of the Arts. **Transfer students who do not have a minimum of 3 transferable credits in Expository Writing will be required to take the first term of the Core Curriculum sequence, *Art in the World/Writing the Essay* (V40.0105; 4.0 credits). The course is only offered in the Fall term.** Please see page 27 for recitation and lecture call numbers.

## International Students and Students for whom English is a Second Language (ESL)

International students who are native speakers of English have the same Core Curriculum and expository writing requirements as domestic native speakers of English. English as a Second Language (ESL) students at Tisch, however, have requirements differing from those listed above. English as a Second Language (ESL) students must satisfy standards set by NYU's American Language Institute (ALI) and Expository Writing Program (EWP) for university-level English proficiency. Based upon the department's recommendation, students may be required to be tested at ALI upon arrival to determine proficiency, which will in turn determine placement by EWP in either the two-course International Writing sequence or the two-course Tisch Core Curriculum sequence (described above), or a combination of the two sequences. **The requirement for all ESL students, both freshmen and transfers, is 8.0 credits or the equivalent in writing courses.**

The International Writing sequence is a two-course sequence (V40.0004 and V40.0009). Successful completion of both courses is the equivalent of completing *Art in the World/Writing the Essay* (V40.0105) and *The World Through Art/Writing the World* (H48.0002). Prerequisite work may be required prior to enrollment in the two-course sequence. An ESL student required by placement test results to complete a prerequisite course must do so prior to enrollment in the two-course International Writing sequence.

Transfer ESL students may have up to 4.0 credits of the 8.0 credit requirement waived by the NYU Expository Writing Program, based on a determination of the writing proficiency of the student. ESL transfer students who have successfully completed an English composition course at a U.S. college or university will be evaluated as to whether or not they have previously fulfilled the expository writing requirement upon receipt of their final transcript. English composition courses taken at foreign universities do not transfer to NYU for credit.

International or ESL transfer students with any questions concerning their expository writing and core curriculum requirement should contact the Expository Writing Program at (212) 998-8860, ewp@nyu.edu, or visit at 411 Lafayette, 3rd floor. Registration and placement will be reviewed before fall classes begin..

**Additional Notes:**

Students admitted as transfers may satisfy the requirement either by transfer credit or by completing the first semester of the core curriculum sequence. Transfers who do not receive a minimum of 3 transfer credits in expository writing may petition for a waiver of the requirement based on the quality of written work and research accomplished in prior coursework. For details on the petition procedure and for the application form transfers should contact the Expository Writing Program. More information on petitioning to waive the expository writing requirement can be found online at [www.nyu.edu/cas/ewp/html/transfer.html](http://www.nyu.edu/cas/ewp/html/transfer.html). Transfers should be aware that waivers are granted rarely and only after a rigorous review by the NYU Expository Writing Program.

NYU’s Writing Center offers assistance to writers of every level. Students can expect help with a wide range of writing needs from planning and revising essays for courses to writing a résumé. The Center conducts tutorials in private study areas; the service is available, free of charge, to all members of the University community. The tutorials generally last about half an hour. The Center is located at 411 Lafayette, 3rd floor. For further information or to make an appointment, call the Center at (212) 998-8860 or email ewp@nyu.edu.

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# DEPARTMENT OF ART AND PUBLIC POLICY CORE CURRICULUM

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**Transfer students who do not have a minimum of 3 transferable credits in Expository Writing must register for one Plenary Lecture: *Art in the World* and a corresponding *Writing the Essay* section.**

**TSOA Core Curriculum Course Schedule**

**\*\*Register for one *Art in the World* Plenary Lecture (V40.0105. 001, 019, or 037) and a corresponding *Writing the Essay* section.**

**These courses are found on Albert under the course subject “Expository Writing Program,” course number (V40.)0105.**

**Plenary Lecture: *Art in the World* (Expository Writing)  
V40.0105.001 Call # 73515**

Lecture meets 4 Monday nights, 7:00-9:00pm. Check Albert for exact dates. Students must register for corresponding *Writing the Essay* V40. 0105 Sections 002-018

| Course # | Section | Time             | Call# |
|----------|---------|------------------|-------|
| V40.0105 | 002     | MW 8:00-9:15am   | 73516 |
|          | 003     | MW 8:00-9:15am   | 73517 |
|          | 004     | MW 9:30-10:45am  | 73518 |
|          | 005     | MW 9:30-10:45am  | 73519 |
|          | 006     | MW 11:00-12:15pm | 73520 |
|          | 007     | MW 4:55-6:10pm   | 73521 |
|          | 008     | MW 12:30-1:45pm  | 73522 |
|          | 009     | MW 12:30-1:45pm  | 73523 |
|          | 010     | MW 12:30-1:45pm  | 73524 |
|          | 011     | MW 2:00-3:15pm   | 73525 |
|          | 012     | MW 2:00-3:15pm   | 73526 |
|          | 013     | MW 3:30-4:45pm   | 73527 |
|          | 014     | MW 3:30-4:45pm   | 73528 |
|          | 015     | MW 4:55-6:10pm   | 73529 |
|          | 016     | TR 11:00-12:15pm | 73530 |

|     |                 |       |
|-----|-----------------|-------|
| 017 | TR 12:30-1:45pm | 73531 |
| 018 | TR 2:00-3:15pm  | 73532 |

**Plenary Lecture: Art in the World (Expository Writing)**

**V40.0105.019 Call # 73533**

Lecture meets 4 Monday nights, 7:00-9:00pm. Check Albert for exact dates.

Students must register for corresponding *Writing the Essay* V40. 0105

Sections 020-036

| <u>Course #</u> | <u>Section</u>  | <u>Day/Time</u>  | <u>Call #</u> |
|-----------------|---|------------------|---------------|
| V40.0105        | 020   | MW 8:00-9:15am   | 73534         |
|                 | 021   | MW 8:00-9:15am   | 73535         |
|                 | 022   | MW 9:30-10:45am  | 73536         |
|                 | 023   | MW 9:30-10:45am  | 73537         |
|                 | 024   | MW 11:00-12:15pm | 73538         |
|                 | 025   | MW 11:00-12:15pm | 73539         |
|                 | 026   | MW 12:30-1:45pm  | 73540         |
|                 | 027   | MW 12:30-1:45pm  | 73541         |
|                 | 028   | MW 12:30-1:45pm  | 73542         |
|                 | 029   | MW 2:00-3:15pm   | 73543         |
|                 | 030   | MW 2:00-3:15pm   | 73544         |
|                 | <i>Section 30 open to Goddard Hall Residents only</i> |                  |               |
|                 | 031   | MW 3:30-4:45pm   | 73545         |
|                 | 032   | MW 3:30-4:45pm   | 73546         |
|                 | 033   | MW 4:55-6:10pm   | 73547         |
|                 | 034   | TR 9:30-10:45am  | 73548         |
|                 | 035   | TR 11:00-12:15pm | 73549         |
|                 | 036   | TR 12:30-1:45pm  | 73550         |

**Plenary Lecture: Art in the World (Expository Writing)**

**V40.0105.037 Call # 73551**

Lecture meets 4 Monday nights, 7:00-9:00pm. Check Albert for exact dates.

Students must register for corresponding *Writing the Essay* V40. 0105

Sections 038-054

| <u>Course #</u> | <u>Section</u> | <u>Day/Time</u>  | <u>Call#</u> |
|-----------------|----------------|------------------|--------------|
| V40.0105        | 038            | MW 8:00-9:15am   | 73552        |
|                 | 039            | TR 8:00-9:15am   | 73553        |
|                 | 040            | MW 9:30-10:45am  | 73554        |
|                 | 041            | MW 9:30-10:45am  | 73555        |
|                 | 042            | MW 11:00-12:15pm | 73556        |
|                 | 043            | MW 11:00-12:15pm | 73557        |
|                 | 044            | MW 12:30-1:45pm  | 73558        |

|     |                  |       |
|-----|------------------|-------|
| 045 | MW 12:30-1:45pm  | 73559 |
| 046 | MW 12:30-1:45pm  | 73560 |
| 047 | MW 2:00-3:15pm   | 73561 |
| 048 | MW 2:00-3:15pm   | 73562 |
| 049 | MW 3:30-4:45pm   | 73563 |
| 050 | MW 3:30-4:45pm   | 73564 |
| 051 | MW 4:55-6:10pm   | 73565 |
| 052 | TR 11:00-12:15pm | 73566 |
| 053 | TR 12:30-1:45pm  | 73567 |
| 054 | TR 2:00-3:15pm   | 73568 |
| 055 | TR 9:30-10:45am  | 75741 |

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# POLICIES ON ADVANCED STANDING FOR TRANSFERS AT THE TISCH SCHOOL OF THE ARTS

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For students admitted as transfer students, Advanced Standing, meaning college credit to be applied toward the B.F.A. degree requirements, is granted based on an evaluation of transfer credit by the Office of Undergraduate Admissions and examination results provided by the student. For a complete statement of the transfer credit policy, you should consult the current issue of the Tisch School of the Arts Bulletin also available for download online at <http://students.tisch.nyu.edu>. The total number of advanced standing credits granted, including credit for examinations, cannot exceed 32 in the Department of Recorded Music.

Advanced Standing and final transfer credit is evaluated and posted early in the first semester of enrollment. All transfers should receive a preliminary notice of transfer credit evaluation at the time of admission. This document should provide enough information to select courses for the first semester. The final transfer credit evaluation should be completed by the end of September of the first semester of enrollment.

## Credit for Coursework

Credit may be awarded for satisfactory work completed at another accredited college or university. Upon admission, records are examined carefully to determine how much, if any, transfer credit will be granted. Each individual course completed elsewhere is evaluated and measured against similar coursework offered at New York University. For students admitted as transfers, credit for coursework completed at a properly accredited college or university is usually granted if the grade obtained is “C” or better depending on how the coursework relates to degree requirements. Advanced standing credit for college courses taken while in high school is limited to coursework where the grade obtained was “B” or better. **No credit is granted for college writing or expository writing courses taken while in high school. Credit will not be granted for college courses that satisfied high school graduation requirements.**

## Credit by Examination

The Advanced Placement Program (AP) (College Entrance Examination Board) and the International Baccalaureate Program (IB) enable undergraduate students to receive credit toward the B.F.A. degree on the basis of performance in college-level examinations or proficiency examinations related to the school’s degree requirements, subject to the approval of the school. Instructions for sending AP scores to NYU can be found on the College Board website: [www.apcentral.collegeboard.com](http://www.apcentral.collegeboard.com).

Excepting the Department of Dance, the maximum number of credits transferable by the combination of examination and college-level coursework completed in high school shall not exceed a total of 32. The maximum number of AP and/or IB credits to be applied to the general education requirements of the undergraduate degree shall not exceed a total of 8. The remainder of credits granted by examination, up to the maximum, will be applied to electives.

## Advanced Placement Program

With the exception of the Department of Dance, the Tisch School of the Arts participates in the Advanced Placement Program of the College Entrance Examination Board. In accordance with New York University policy, students may receive college credit toward their degree for AP tests taken prior to the completion of high school and with results of 5 or 4. See the chart on the following page for information on those Advanced Placement test scores for which credit is given. AP credits sent to the University will be applied to students’ records by October. For additional information, students can email [tisch.academic.services@nyu.edu](mailto:tisch.academic.services@nyu.edu).

**Students receiving credit toward the degree may not take the corresponding college-level course in the College of Arts and Science for credit. If they do, they will lose the Advanced Placement credit.**

## Advanced Placement Equivalencies

### AP Examination and Grade   Credits   NYU Course Equivalent

|             |      |   |                                   |
|-------------|------|---|-----------------------------------|
| Art History | 4, 5 | 4 | V43.0001 or V43.0002 <sup>1</sup> |
| Biology     | 4, 5 | 8 | V23.0011,0012 / V23.0013,0014     |
| Calculus AB | 4, 5 | 4 | V63.0121                          |
| Calculus BC | 4    | 4 | V63.01212                         |
| Calculus BC | 5    | 8 | V63.0121,0122 <sup>2</sup>        |

|                                     |      |        |   |
|-------------------------------------|------|--------|---|
| Chemistry                           | 4, 5 | 8      | V25.0101,0102 / V25.0109,0110             |
| Chinese Language and Culture        | 4, 5 | 4      | V33.0204 <sup>3</sup>                     |
| Computer Science A                  | 4, 5 | 4      | V22.0101                                  |
| Computer Science AB                 | 4, 5 | 8      | V22.0101,0102                             |
| English Literature                  | 4, 5 | 4      | No course equivalent                      |
| English Language                    | -    | -      | No course equivalent                      |
| Environmental Science               | 4, 5 | 4      | No course equivalent                      |
| European History                    | 4, 5 | 4      | V57.0001 or V57.0002                      |
| French Language                     | 4, 5 | 4      | V45.0101                                  |
| French Literature                   | 4, 5 | 4      | V45.0115                                  |
| German Language                     | 4, 5 | 4      | Any 100-level language course             |
| Human Geography                     | -    | -      | No course equivalent                      |
| Italian Language and Culture        | 4, 5 | 4      | V59.0012                                  |
| Japanese Language and Culture       | 4, 5 | 4      | V33.0250 <sup>3</sup>                     |
| Latin Literature                    | 4, 5 | 4      | No course equivalent <sup>4</sup>         |
| Latin: Vergil                       | 4, 5 | 4      | V27.0006 <sup>4</sup>                     |
| Macroeconomics                      | 4, 5 | 4      | V31.0001 <sup>5</sup>                     |
| Microeconomics                      | 4, 5 | 4      | V31.0002 <sup>5</sup>                     |
| Music Theory                        | -    | -      | No course equivalent                      |
| Physics B                           | 5    | 10     | V85.0011,0012                             |
| Physics B                           | 4    | 5      | No course equivalent                      |
| Physics C—Mech.                     | 4, 5 | 5 or 3 | V85.0011, V85.0081, or V85.0091           |
| Physics C—E&M                       | 4, 5 | 5 or 3 | V85.0012, V85.0081, V85.0082, or V85.0093 |
| Politics (U.S. Gov't and Politics)  | 4, 5 | 4      | No course equivalent                      |
| Politics (Comp. Gov't and Politics) | 4, 5 | 4      | No course equivalent                      |
| Psychology                          | 4, 5 | 4      | V89.0001 <sup>6</sup>                     |
| Spanish Language                    | 4, 5 | 4      | V95.0004                                  |
| Spanish Literature                  | 4, 5 | 4      | V95.0200                                  |
| Statistics                          | 4, 5 | 4      | V89.0009 <sup>7</sup>                     |
| Studio Art                          | -    | -      | No course equivalent                      |
| U.S. History                        | 4, 5 | 4      | V57.0009 or V57.0010                      |
| World History                       | 4, 5 | 4      | No course equivalents                     |

number of courses required for the major or the minor.

<sup>2</sup>Students wishing to enroll in Calculus II (V63.0122) or Calculus III (V63.0123) must meet one or more of the prerequisites detailed in the Mathematics (63) section of the bulletin.

<sup>3</sup>In order to receive credit for a score of 4 or 5 on Chinese Language and Culture and/or Japanese Language and Culture, students must successfully place above Intermediate II on language placement exams administered by the East Asian Studies department. This satisfies the MAP foreign language proficiency requirement. Credits awarded in this manner count as elective credit and cannot be applied to the East Asian Studies major or minor.

<sup>4</sup>Students wishing to go on in Latin or to receive credit toward a classics major or minor must consult the Classics department.

<sup>5</sup>Students who major or minor in economics in the policy concentration are exempt from the introductory principles courses as listed above, but AP credit does not reduce the total number of courses required for the major or minor. AP credit does not apply to V31.0005.

<sup>6</sup>Students who obtain a score of 5 and who major or minor in psychology receive credit for the introductory course and may count it toward the major or minor. Those with a score of 4 are exempt from the introductory course, but the AP credit does not count toward the nine courses required for the major or the four required for the minor.

<sup>7</sup>Students who obtain a score of 5 and who major in psychology receive credit for Statistical Reasoning for the Behavioral Sciences and may count it toward the major. Those with a score of 4 are exempt from this course, but the AP credit does not count toward the nine courses required for the major.

<sup>1</sup>Students who obtain a score of 5 and who major or minor in art history are exempt from the introductory course, but AP credit does not reduce the total

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## GLOSSARY OF TERMS

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**Academic Progress:** Every year in July, the office of Financial Aid checks to see if you are making what is considered “academic progress,” and have completed an average of at least 32 credits per year. More information on academic progress requirements for financial aid can be found at [www.nyu.edu/financial.aid/progress.html](http://www.nyu.edu/financial.aid/progress.html).

**Albert:** NYU’s web-based Registration System, named after founder Albert Gallatin. You register and waitlist for courses using Albert. You can also check course availability, update the your contact information, check your midterm and final grades, view your transcript and schedule, check to see if you have registration blocks, and check your account balance with the Bursar. There is also a link to Financial Aid. For more about Albert please see <http://www.nyu.edu/registrar/registration/albert-registration.html>. To access Albert, login to [home.nyu.edu](http://home.nyu.edu), choose the “Academics” tab, and click “Student Login” under “Albert for Students.”

Tip: Class days are noted as MTWRF; R = Thursday on Albert

**Advisement:** Each semester you will need to make an appointment for an advising session prior to the registration period. Once you have been advised by your advisor, you will then be cleared to register.

**Blackboard:** An online learning system that professors can use to create full-featured, online course environments for the members of their class. Among other features, students can access course documents, articles, images, and multimedia, as well as utilize communication tools including class email lists and discussion boards. Blackboard is accessed through NYUHome ([www.home.nyu.edu](http://www.home.nyu.edu)). For more about Blackboard: <http://www.nyu.edu/its/faq/blackboard/students/>.

**Call Numbers:** The five digit number that begins with a 7 that you enter on the Albert Registration screen to register for a course. You can find this number on Albert’s “Course Status” screen when you check to see details of a course like class time, day(s), location, professor, etc. The call number can also be found on the Registrar’s website [www.nyu.edu/registrar/registration](http://www.nyu.edu/registrar/registration).

**Core Curriculum:** This refers to the Tisch School of the Arts’ required expository writing courses: Art in the World (V40.0105) in the fall semester, and

The World Through Art (H48.0002) in the spring. For more information on the core curriculum, see page 24 in this handbook or visit <http://app.tisch.nyu.edu/object/curriculum.html>.

**Course Number:** Has three parts: the prefix gives you the School and Department, the four following digits give you the course, and the final three digits tell you the section. For example: H85.1040.001 is Tisch Recorded Music Department (H85), Engineering the Record I (1040), section 1 (001).

**Degree Requirements:** Each department has a minimum number of credits that must be completed in specific areas, as well as a total number of credits required to achieve your degree. Degree requirements for the Recorded Music department can be found on page 11 of this handbook.

**Drop/Add:** In the first two weeks of a semester, students can drop or add courses using Albert. In the third week, students must process a Program Change Form and get a Departmental signature (and if adding a class, get the signature of the professor.) Beginning with the fourth week, students must get an additional signature from Student Affairs. Once all necessary signatures are received on the Program Change Form, it must be taken to Student Services at 25 West 4th Street so that the Registrar can manually input the drop or the add. Students who drop a course after the third week of classes will receive a “W” on the transcript for this course. The final deadline to drop a course is in the ninth week of the semester. More information can be found on the Registrar’s website at [www.nyu.edu/registrar/registration/withdrawal-schedules.html](http://www.nyu.edu/registrar/registration/withdrawal-schedules.html). Dropping and Adding may affect your account balance, financial aid, and/ or degree progress, and careful consideration of these aspects is encouraged when considering a change to the student schedule.

**Electives:** This term is used to describe credits beyond your minimum required departmental credits and your General Education/ Liberal Arts credits. These credits can be taken in any subject you like, at any school within NYU (Tisch, CAS, Stern, Gallatin, Steinhardt) except at NYU’s School of Continuing and Professional Studies (X or Y prefix).

**Expository Writing:** The Tisch School of the Arts has implemented a core curriculum in the freshman year which is a sequence of two semesters in expository writing. Through the core curriculum sequence, students may combine practical and theoretical approaches in regard to their ability to write and communicate, in order to achieve a comprehensive grasp of the work that art can do in the world. For further explanation, please go to: <http://app.tisch>.

[nyu.edu/object/curriculum.html](http://nyu.edu/object/curriculum.html), or see page 24 of this handbook. These courses credit toward students' general education credits.

Full-time status/Part-time status: Full-time students are defined as taking 12 to 18 credits per semester, and are charged a flat tuition fee. Part-time students are those taking 1 to 11 credits per semester (permission must be granted to do so, since Tisch is a full-time program.) Part-time Tuition is charged on a per credit basis. Full-time status affects everything from financial aid eligibility to things not even associated with the School, such as being considered eligible for being on a parent's insurance policy. Requesting part-time status should be carefully considered, and is usually only granted for the final semester of the senior year when remaining required credits are less than 12.

General Education (Gen Ed)/ Liberal Arts: The liberal arts portion of your B.A. is a large component of your education here at Tisch. You are required to take 44 Gen Ed credits, which is eleven 4 credit courses over 8 semesters. Courses that count toward the General Education requirement are those that broaden student perspectives through research, analysis, historical overview and/or critical thinking and are not major-related. These courses are typically found through the College of Arts & Science (CAS, V prefix), as well as a number of pre-approved Gen Eds at Tisch. Courses that do not count toward this requirement are professional or practical in nature or apply toward your departmental requirements. If you have questions about Gen Ed courses, view the departmental "Gen Ed Advising Tool" online at <http://clivedavisdept.tisch.nyu.edu/page/academicresources>

Liberal Arts: See General Education description above.

NYUHome: NYU Home ([www.home.nyu.edu](http://www.home.nyu.edu)) is the web-based portal that allows you to access your email, Blackboard, Albert, and many other university services. You can find out how to activate your NYUHome account here: [www.nyu.edu/its/nyuhome](http://www.nyu.edu/its/nyuhome) or on page 4 of this handbook.

Plenary or lecture (LEC): The "plenary" meetings of your courses are the lectures that all members of the class attend.

Recitation (RCT): The meetings of your classes that relate to a lecture, but are smaller in class size (you are divided into sections) and the material covered in the lecture is discussed in finer detail. Students should register for recitations that correspond to lecture sections, when applicable.

Refund Schedule: Students who drop to part time status, or who are overenrolled and drop down to full-time status after the first day of classes may be eligible for a partial refund of tuition. The Office of the Bursar publishes a refund schedule each semester. For detailed clarification of policies and the schedule, please see: <http://www.nyu.edu/bursar/refunds/>

Registration: Each semester you are assigned a registration appointment time based on the number of earned credit hours (accumulated credits) for course work you have completed. Neither credit from courses that have grades of "Incomplete" nor for courses in which you are currently enrolled is counted toward the earned credit hours. With the exception of this registration for your initial semester, you will be required to meet with an advisor prior to registration in order to be cleared to register. Once you have met with your advisor, you can go on Albert and register for classes at your assigned registration time. You should check your status every semester prior to your registration time to ensure you have no stops on your registration, which can occur for such reasons as failure to submit proper immunization records, a library fine, an outstanding balance, or other reasons. To do this, and to check your assigned registration time, log in to Albert and choose "Registration Status" under "Registration." If you do have a registration block, click on the notice to determine the proper office to contact in order to remove it.

TSOA Policies and Procedures Handbook: This is an informative booklet that details academic policies and other guidelines at Tisch. You will receive a handbook from the Tisch Student Affairs office during orientation week, and can download a copy at <http://students.tisch.nyu.edu/page/acadServices.html> (under "Downloads").

Waitlist: Many courses across NYU have waitlists that activate once the course reaches maximum enrollment and is closed. Students who place themselves on waitlists should check schedules periodically to see if they have been enrolled automatically from the waitlist. If you have a time conflict between an open course and a course for which you would like to be on the waitlist, you can call the Main Registrar at (212) 998-4290 for help.