



MSCS & MSIS Orientation Session

August 31, 2009



*Welcome to NYU
& the Computer Science Department!*

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



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.

To set up an appointment, contact Jennifer Conlan, Program Administrator, M.S. Programs, at conlan@cs.nyu.edu or at (212) 998-3064.



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.

Be sure to note the call number of the course that you are interested in. Call numbers can be found on the [Fall 2009 Graduate Course List](#).

For example:

Course	Call #	Course Name	Prof	Time
G22.1170-001	30196	Fundamental Algorithms	Spencer	T 5:00-6:50

Some courses require an access code for registration. For computer science courses that require an access code, contact Jen.

When selecting courses, be sure to check the prerequisites for the course to ensure you qualify.



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 located at 7 East 12th Street, ground level. You must bring proof of identification (i.e. State Driver's License, State Photo ID, or Passport).

Location of the Card center:

Fairchild Building
7 East 12th Street, ground floor

Hours of Operation:

Monday - Thursday: 9am - 6pm
Friday: 10am - 4pm
Saturday - Sunday: Closed



Office for International Students and Scholars

International students must check in with OISS within 10 days of their arrival in the United States. If you haven't checked in with them yet, do so immediately.

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

http://www.nyu.edu/oiss/legal/visa/f1_j1/mandatory.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, as long as they have registered for 9 credits of course work.

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

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



Planning your Course of Studies



Planning a Course of Study

It is recommended for full-time students to take nine credits per semester during the fall and spring semester. Part-time students usually 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 Effective Fall 2009](#)

[MSCS Degree Requirements Form Prior to Fall 2009](#)

[MSIS Degree Requirements Form](#)

[Fall 2009 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](#)



Independent Study

Students may arrange to work on independent study projects under the direction of a regular full-time department 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, then the student should submit an [Master's Independent Study Authorization Form](#) to Jen. She will then give the form to the DGS for review.

MSIS students may take no more than a total of 6 points of independent study and internship combined.



External Internships/CPT

External internships are a great opportunity to gain experience, bolster your resume, earn course credit and make 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 OISS to get approval and authorization for their CPT.



MSCS Specifics



Foundational Courses

An MSCS student must complete the three foundational courses, which are G22.1170 Fundamental Algorithms; G22.2110 Programming Languages; and G22.2250 Operating Systems, and achieve a B- (2.7) or better rolling GPA in the foundational courses attempted.

An MS student will remain in good standing only if he or she achieves a B- (2.7) or better rolling GPA in the foundational courses that have been attempted so far. The rolling GPA is the average GPA of the foundational courses taken so far. If a student does not satisfy this requirement, the student will be placed on probation. The student will have until the end of the following semester to restore himself or herself to good standing or will be terminated from the program.

A full-time MSCS student must successfully complete at least one of the three foundational courses within the first three courses taken and must successfully complete all three foundational courses within the first six courses taken.

A part-time MSCS student 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.



Placement Exams

On rare occasion, an entering MSCS student may be granted an exemption from one or more foundational courses. To obtain such an exemption, a student must meet with the DGS at the beginning of the student's first semester. The student requesting an exemption must provide clear documentation showing that his or her previous coursework is the equivalent of the corresponding foundational course and, upon approval of the DGS, must pass a placement exam at the start of the first semester. The placement exam will be as challenging as the final exam in the corresponding course.

If interested in taking a specific placement exam, one must meet with the DGS, to request permission. E-mail Jen if you want to request an appointment.

Appointments will be held on Tuesday, September 1st from 2:00 - 4:00 p.m. in CIWW 401.

The placement exams will be held on Wednesday, September 2nd in CIWW 109. The schedule of the placement exams is as follows:

12:45 pm - 1:45 pm	Fundamental Algorithms
2:00 pm - 3:00 pm	Programming Languages
3:15 pm - 4:15 pm	Operating Systems



Applying to Switch Degree Requirements

MSCS students entering in the Fall 2009 semester, have the option to request to transition to the MSCS Degree Requirements Prior to Fall 2009.

Under the MSCS Degree Requirements Prior to Fall 2009, students can transfer foundational courses (assuming the request is approved by the DGS and the Vice-Dean) without having to petition to take placement exams.

Students are not required to take the three foundational courses, though it is highly recommended to take them.

Students are required to either pass the Core Exam or complete an approved thesis.

Instead of taking a Capstone course, students are required to take a large scale programming class. To see a comparison between [MSCS Degree Requirements Effective Fall 2009](#) and the [MSCS Degree Requirements Prior to Fall 2009](#) click [here](#).



Thesis Option

Students, who qualify and are approved, 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.



MSIS Specifics

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

Be sure to check the prerequisites for your Stern courses. If you do not have the required prerequisite, you should e-mail the professor to see if you can be granted permission to take the course. If the professor says no, do not register for the course.

Info Tech Projects serves as the Capstone course for your degree. As such, it should be taken during your last semester.

MSIS students can also petition to take placement exams for Fundamental Algorithms and Operating Systems. The petition procedure is the same as it is for MSCS students.



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.

If a student's academic performance falls below the GSAS standard for good standing, the student will be placed on academic probation.

You 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 academic integrity policy. A signed copy will be kept in each student's folder.

[Computer Science Department's Academic Integrity Policy](#)



Withdrawals

Before you withdraw from a course, you want to make sure that you check the [Registrar Calendar](#) in terms of what, if any, refund you will receive.

Please note that the last day to drop courses and not receive a grade of “W” is Monday, September 28th. After that point, withdrawals will appear on your transcript and will count towards the percentage of courses you attempt and successfully complete.



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 Vice Dean will consider requests endorsed by the department for one additional year to the limits for student who are making clear progress toward 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 granted.

There are three ways to maintain continuous enrollment:

1. Register for at least once 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 NYU prior to their matriculation in the graduate program, provided that the coursework was not used to complete a degree already awarded and that the 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 descriptions, must be submitted to Jen.

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



Resources



Fall 2009 Graduate Course List

[Fall 2009 Graduate Course List](#)

[Fall 2009 Graduate Course Grid](#)



Computer Accounts and Mailing Lists

All CS graduate students are eligible for Courant computer accounts. Visit the following website to complete the necessary form:

<https://cims.nyu.edu/systems/userservices/accounts/student/>

Department Mailing Lists

Please note that you must subscribe 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>



Computer Science Department Staff

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Useful Links

[Computer Science Graduate Program Page](#)

[Computer Science Director of Graduate Studies Page](#)

[The Graduate School of Arts and Science](#)

[The Graduate School of Arts and Science Policies and Procedure Manual](#)

[Office for International Students and Scholars](#)

[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](#)