



# **MSCS & MSIS Orientation Session**

**January 22, 2013**



*Welcome to NYU  
& the Computer Science Department!*

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



# Computer Science Department Staff

## **Professor Chee Yap**

Director of Graduate Studies,  
M.S. Programs  
Room 301, Warren Weaver Hall  
Phone: 212-998-3115

[yap@cs.nyu.edu](mailto:yap@cs.nyu.edu)

## **Professor Jean-Claude Franchitti**

Advisor for the MSIS Program  
Room 309, Warren Weaver Hall  
Phone: 212-998-3014

[jcf@cs.nyu.edu](mailto:jcf@cs.nyu.edu)

## **Jennifer Conlan Darlington**

Program Administrator  
M.S. Programs  
Room 324, Warren Weaver Hall  
Phone: 212-998-3064 Fax: 212-995-4124

[conlan@cs.nyu.edu](mailto:conlan@cs.nyu.edu)

## **Katie Hughes**

Program Administrator  
Graduate Programs  
Room 326, Warren Weaver Hall  
Phone: 212-998-3061 Fax: 212-995-4124

[hughes@cs.nyu.edu](mailto:hughes@cs.nyu.edu)



- ❖ Introduction of Professor Chee Yap,  
Director of Graduate Studies
  
- ❖ Overview of the Computer Science  
Department and the Courant Institute of  
Mathematical Sciences



# Getting Started in Your First Week Here



# Advisor Approval

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

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

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

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



# Registering

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

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

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

If you sign up for a wait list, make sure you use the swap function.



# NYU ID Card

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

## **Location of the Card center:**

383 Lafayette St., ground floor  
(at the corner of Lafayette St. and 4th St.)

## **Hours of Operation:**

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





# Office of Global Services (OGS)

The Office of Global Services, formerly the Office for Students and Scholars, is a valuable resource for international students. International students must check in with OGS 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](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 OGS 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 three courses, 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](#)

[MSIS Degree Requirements Form](#)

[MSIS Roadmap](#)





# Stern Registration Process

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

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

[Stern Registration Procedures for MSIS Students](#)

[Stern Registration Procedures for MSCS Students](#)



# Stern Prerequisite Equivalency Process

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

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



# Independent Study

Students may arrange to work on independent study projects under the direction of a regular full-time 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 his or her advisor. The advisor will then give the form to the DGS for review.





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



# MSCS Specifics



# Foundational Courses

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

An MSCS 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.

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



# Thesis Option

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

To qualify you must:

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

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

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





# MSIS Specifics

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

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

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

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



# Policies & Procedures



# Good Standing & Probation

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

MSCS students under the Degree Requirements Effective Fall 2009 need to maintain a rolling GPA of 2.7 in their foundational courses.

If a student's academic performance falls below the GSAS or departmental 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.

Students involved in cheating cases will be ineligible for departmental on-campus positions, such as grader positions.

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





# Withdrawals

If you drop a course by Sunday, February 10<sup>th</sup>, you will receive a full tuition and fees refund. If you drop a course on February 11<sup>th</sup> or later, you will receive no refund at all. Please plan accordingly.

Please note that the last day to drop courses and not receive a grade of “W” is Friday, February 15<sup>th</sup>. If you drop a course on or after Saturday, February 16<sup>th</sup>, withdrawals “W” will appear on your transcript and will count towards the percentage of courses you attempt and successfully complete.



# Payment Deadline

The graduate payment deadline for the Spring 2013 semester is February 6<sup>th</sup>. You must pay your bill by that date. If you do not, you will be dropped from your course(s).

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



# Time to Degree

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

The 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 description(s), must be submitted to Jen.

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



# Resources





# Spring 2013 Graduate Course List

[Spring 2013 Graduate Course List](#)

[Spring 2013 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>





# Useful Links

[Computer Science Graduate Program Page](#)

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

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

[Office of Global Services](#)

[Bursar](#)

[Registrar](#)

[Ticket Central](#)

[Student Life](#)



# Useful Links Continued

[Student's City Guide](#)

[Campus Information](#)

[Student Health Center](#)

[Campus Bookstore](#)

[The Wasserman Center for Career Development](#)

[Student Resource Center](#)

[Residential Education](#)

[New York City Mass Transit Links](#)