M.S. in Information Systems

New Student Orientation Information

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 Ernest Davis
Director of Graduate Studies, M.S. Programs

Professor Jean-Claude Franchitti
Associate Director of the MSIS program

Betty Tsang
Manager, Academic Affairs, Graduate Programs

James Paguyo
Program Administrator, M.S. Programs

CS Course Registration

To register, go to [NYUHome](#) and access Albert, the course registration system.

❑ Prerequisites

  ❑ Be sure to review the prerequisites of courses so you can be prepared to do well in the course. Some courses will require instructor permission to waive a prereq.

❑ Waitlists

  ❑ The waitlists are first come, first served and will be purged after a certain point in the semester.

❑ Swap Function

  ❑ If you waitlist for a course, be sure to set up a swap so the waitlist engine does not skip you.

❑ Permission numbers

  ❑ If a course requires a permission number, contact your advisor

❑ Course overload requests

  ❑ After your first semester, if you have a 3.75 GPA or higher, you can request to enroll in 12 credits

Stern Course Registration

❑ Detailed instructions on [this page](#)

❑ Registration for Stern courses will begin later than registration for CS courses.
   ❑ An email will be sent out in advance with notice for when Stern Registration will begin.

❑ MSIS students get priority over other non-Stern students

❑ Be sure to use the Stern Course Schedule to choose your Stern courses.
   ❑ Select "non-Stern" from the student type drop down menu

❑ Stern Prerequisites
   ❑ Stern is very strict with their prerequisites and Stern faculty have no control over registration

Getting Started in Your First Week at NYU

Advisor Meetings

While not required, we encourage you to make an appointment with your advisor once you're on campus to discuss you course selection. We are happy to answer any questions you may have.

If your last name begins with the letter A-M, **Betty Tsang** is your advisor. Betty is located in room CIWW 326 and can be reached at btsang@cims.nyu.edu

If your last name begins with N-Z, **James Paguyo** is your advisor. James is located in room CIWW 324 and can be reached at paguyo@cs.nyu.edu

NYU ID Card

- ❑ Necessary to access all NYU buildings

- ❑ Students can access http://photoid.nyu.edu/ to upload a photo to be used for their I.D. card. Students will receive an email when their card is ready to picked up.

- ❑ Proof of identification (i.e. state driver's license, state photo ID, or passport) is required to pick up the card.

Location of the Card center:
7 Washington Place

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

Office of Global Services (OGS)

❑ The US government requires all new NYU international students to report their arrival to NYU.

    ❑ Complete arrival form and submit your immigration information to OGS online.

    ❑ Attend International Student Orientation.

❑ Review the check in procedures on this page:

    https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/newly-admitted/when-you-arrive/mandatory-check-in.html

Full-Time Equivalency (FTE)

❑ Most international students are required to maintain full-time status during the fall and spring semesters

❑ 9 credits of course work qualifies for FTE

❑ You will automatically be given FTE at the beginning of the semester but if you need it earlier for any reason, please contact your advisor

❑ Financial Aid implications
  ❑ Half time status
    ❑ If you need half time equivalency for loan purposes, please reach out to your advisor.

Planning your Course of Studies

Planning a Course of Study

❑ It is important to plan your program from the beginning. Always check in with your advisor if you have questions on how to structure your program.

    ❑ If you want to take a Stern course that has a prerequisite, be sure to take that prerequisite early on in your program

❑ Full-time students will take three courses (9 credits) each semester. You will be left with less than 9 credits in your last semester if you enroll in one or more summer courses. If you're an F1 international student, you can be part time in your final semester if you have less than 9 credits left to complete your degree.

❑ Part-time students will typically take one course (3 credits) each semester. Part time students who are working full time are encouraged to start conservatively and take only one class each semester.

❑ International students

    ❑ Be sure to plan so that you finish in the time given to you by your Visa/I-20.

MSIS Degree Requirements

MSIS Degree Specifics

❑ Maximum of 21 Stern credits are allowed towards your degree

❑ Importance of registering on first day
    ❑ MSIS students get priority over other programs so be sure to take advantage of this and register right when registration opens

❑ Information Technology Projects
    ❑ Only Capstone course option
    ❑ Generally taken in last semester
    ❑ CS Requirements A & B are **strict** prerequisites

Stern Prerequisite Waivers

❑ Students can take a Stern core course proficiency exam

❑ Students can waive a Stern prerequisite with various evidence of prerequisite knowledge

❑ Those looking to waive a Stern prerequisite should review the [Prerequisite Equivalency Application Form for Stern Courses](#)

Independent Study

❏ An Independent Study is an opportunity to do research with a faculty member for credit.

❏ Requirements

   ❏ Students must find a full-time faculty member to work with

   ❏ DGS approval is required

   ❏ MSIS students can only do a total of 6 credits of internship and independent study combined

      ❏ [Master's Independent Study Authorization Form](#)

External Internships/CPT

- ❑ We recommend using the following resources when looking for an internship:
    - ❑ The Wasserman Center for Career Development
    - ❑ CS opportunities mailing list

- ❑ Qualifications
    - ❑ Credit Requirements
        - ❑ Full time students can do an internship for credit after two full time semesters. Part time students can do an internship after 6 courses completed.
        - ❑ Transfer students
            - ❑ Amount of credits transferred can affect internship eligibility
    - ❑ Academic Good Standing
        - ❑ Students must be in academic good standing to be approved for an internship
    - ❑ Academic Integrity Policy Violations
        - ❑ Students who have been found guilty of violating the academic integrity policy can be denied an internship for credit

- ❑ International students must also get approval through OGS after their internship is approved by the department.

- ❑ Applying for internship credit is a lengthy process so plan accordingly and apply for the credit as early as possible. More information can be found here.

Policies & Procedures

Good Standing & Probation

❑ GSAS requirements

  ❑ Minimum cumulative GPA of 3.0

  ❑ Successfully complete 66% of credits attempted

❑ Probation

  ❑ Restoration to good standing

    ❑ If you are put on probation, you will receive a letter detailing why and your timeline to restore yourself to good standing. Students typically have until the end of the following semester to restore themselves

  ❑ Termination
    ❑ If you do not restore yourself by the deadline stated, you risk being terminated from your program

❑ Students can appeal termination, a probation decision or the criteria set for the reversal of probation

Academic Integrity

❑ Importance of Academic Integrity to all students

❑ All students need to read and sign a copy of the academic integrity policy.

❑ Check with instructors

❑ Penalties can range from a zero on a homework assignment, an F in the course or termination from the program

❑ **Students involved in cheating cases will be ineligible for departmental on-campus positions, such as grader positions. The department also may not approve an internship for credit.**

Computer Science Department's Academic Integrity Policy

Refunds & Withdrawals

❑ Refunds

 ❑ Last day to receive a full tuition and fees refund for a course is **Monday, September 16th, 2019.**

 ❑ If you drop on Tuesday, September 17th or later, you will receive *no refund*

❑ Withdrawals

 ❑ Last day to drop courses and not receive a grade of "W" is **Monday, September 16th, 2019.**

 ❑ A "W" will be given from Tuesday, September 17th and on for courses dropped.

 ❑ The last day to withdraw from a course with a "W" is Monday, November 4th, 2019.

❑ *Stern courses differ. Check with your Advisor for dates.*

Payment Deadline

❑ Fall 2019 graduate payment deadline is **Tuesday, September 17th, 2019.**

❑ **Your courses can be dropped for <u>non payment</u>.**

❑ Registration after the deadline is possible:

    ❑ Discuss with your advisor

        ❑ You will need permissions from the instructor

        ❑ Online form must be submitted for a swap, otherwise your advisor will initiate the registration of an added course

        ❑ Payment due within six business days if you add a class after the payment deadline.

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Time to Degree

- ❑ 5 year limit

- ❑ Extensions

  - ❑ One year

- ❑ International students need to be aware of possible stricter time limits set by their visas

Continuous Enrollment

❑ GSAS requires continuous enrollment in the fall and spring

❑ Three ways to maintain continuous enrollment:

  ❑ Register for at least one credit

  ❑ Take an approved official leave of absence

  ❑ Enroll for Maintenance of Matriculation

Transfer of Credits

❑ A maximum of nine credits can be transferred

❑ Must be done within a student's first year at NYU

❑ Must submit:
  ❑ Transfer Credit Request Form
  ❑ An unopened official transcript
  ❑ Course syllabus

❑ Approval
  ❑ DGS
  ❑ GSAS

❑ Transfer credits count as CS electives in most cases
  ❑ Transfer credits may impact internship eligibility

Resources

Computer Accounts and Mailing Lists

❑CIMS Account
- ❑ [Courant Computer Account page](#)

❑opportunities@cs.nyu.edu
- ❑ Research and job opportunities

❑cschat@cs.nyu.edu
- ❑ Announcements and queries of potential interest to the Computer Science Department community

❑colloq@cs.nyu.edu
- ❑ Announces talks and seminars in our department and related fields

❑Must subscribe with CIMS or NYUHome account

GSAS Master's College

- Provides access to information, advisement, and resources for prospective and current master's students as they focus on their scholarly, professional, and personal development.

- Hosts a variety of academic events, including thesis competitions, career-planning seminars, and grant-writing workshops.

- The Master's College also plans social events to give students a chance to meet colleagues from other departments in a convivial and welcoming atmosphere.

- Find out more on their website

Useful Links

MACS (Masters Association for Computer Science)

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

Useful Links Continued

Student Life

Campus Resources

Student Health Center

Campus Bookstore

The Wasserman Center for Career Development

Residential Education

New York City MTA