

R E G I S T R A T I O N F O R M

**PRIORITY CODE
B21**

Registration, Spring Term, 2010. MAIL TO: SCPS Registration Services, New York University, PO Box 1206, Stuyvesant Station, New York, NY 10009-9988. FAX: (212) 995-3060. Mail and fax registrations are accepted throughout the semester for late starting courses; mail registrations must be postmarked two weeks before the course start date. REGISTER EARLY FOR BEST COURSE SELECTION.

PRINT NAME (LAST) (FIRST) (MIDDLE INITIAL) NYU STUDENT ID NO. BIRTH DATE FIRST ATTENDANCE IN SCPS?
 MR. MS. _____

 HOME ADDRESS (STREET) _____ APT. NO. _____
 CITY _____ STATE _____ ZIP _____
 E-MAIL _____
 HOME TELEPHONE () _____ WORK TELEPHONE () _____

HIGHEST EDUCATIONAL LEVEL (CHECK ONE)
 HIGH SCHOOL ATTENDED COLLEGE FOUR-YEAR COLLEGE GRADUATE GRADUATE STUDIES
 COUNTRY OF CITIZENSHIP U.S. OTHER (PLEASE SPECIFY) _____
 DO YOU PLAN TO PURSUE A PROFESSIONAL CERTIFICATE? YES NO FOR NEW CERTIFICATE REQUIREMENTS AND BENEFITS, VISIT SCPS.NYU.EDU/CERTIFICATE.
 WHAT CERTIFICATE ARE YOU PLANNING TO PURSUE? _____

Note: Students must provide an e-mail address and/or a telephone number so that SCPS can notify you regarding room location or class changes.
 Please check this box if you do not want your e-mail address or telephone number used for marketing purposes.

| COURSE/SEMINAR NUMBER | SECTION NUMBER | TITLE OF COURSE/SEMINAR (ABBREVIATE) | TUITION AND FEES | DAYS | HOURS |
|----------------------------------|----------------|--------------------------------------|------------------|------|-------|
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| | | | | | |
| TUITION + REGISTRATION FEE=TOTAL | | | | | |

I ENCLOSE CHECK OR MONEY ORDER FOR TOTAL SHOWN I HEREBY AUTHORIZE USE OF MY CREDIT CARD
 SIGNATURE _____
 NO. _____
 Discover® CARDS MASTERCARD® VISA® AMERICAN EXPRESS® EXPIRES _____ MONTH YEAR

Would you also answer these optional questions about your place of business so we may keep you informed of corporate and free events?

YOUR NAME _____ DAYTIME TELEPHONE NUMBER () _____
 YOUR TITLE _____ FAX NUMBER () _____ E-MAIL _____
 YOUR DIVISION OR DEPARTMENT _____ TYPE OF BUSINESS _____ NUMBER OF EMPLOYEES _____
 COMPANY NAME _____ DOES YOUR COMPANY OFFER TUITION REIMBURSEMENT? _____
 COMPANY ADDRESS _____ FULL PARTIAL CHECK ANY RESTRICTIONS THAT APPLY:
 CITY _____ STATE _____ ZIP _____ MUST BE JOB-RELATED CREDIT ONLY OTHER _____

**USE THIS FORM TO REGISTER.
REGISTER EARLY FOR THE BEST SELECTION OF COURSES.**

WEB
 You can register online with NYU's Student Information System via the Internet. Visit scps.nyu.edu to access the Web-based registration and information system at NYU. Online registration requires payment by credit card. Consult the inside front cover for complete information.

- MAIL OR FAX**
- Use the Registration Form to register for continuing education courses with course numbers beginning with the prefix "X" and for seminars beginning with the prefix "R." Do not use this form to register for credit courses (prefix "Y" or "Z"), conferences (prefix "SCPS"), or for courses of the American Language Institute (ESL courses).
 - Find the course(s) you want to register for and note:
 - Course title
 - Course number and section
 - Days and hours of the course
 - Course fee
 Transfer this information to the registration form.
 - Type or write clearly and make sure you copy your credit card information accurately. Mistakes can delay your registration.
 - Be sure to include your phone number and e-mail address so that we may contact you if there are any questions.
 - Place the registration form in the postage-paid envelope provided or fax the form to (212) 995-3060.

- TELEPHONE**
- For your convenience and to have a written record for yourself, fill out the course information section of the registration form before you call.
 - Have your credit card handy.
 - Note the code in the upper right corner of the registration form; the registration operator will ask you for it.
 - Dial (212) 998-7150, if you know the course you would like to take. If you have questions about course curriculum, a certificate, or your registration, please call (212) 998-7200.

HERE ARE ANSWERS TO SOME COMMONLY ASKED QUESTIONS.

WHAT INFORMATION DO I NEED TO REGISTER BY PHONE?

- Course title, course number, and course section.
- Your mailing address, e-mail address, and telephone number.
- Your credit card (Visa®, MasterCard®, American Express®, or Discover® card).

WHAT ABOUT LATE FEES?
 There are no late fees for continuing education courses. But remember, register early for best course selection and availability.

HOW DO I DROP OR ADD COURSES?
 You may drop a course by mail or in person (145 Fourth Avenue, 2nd Floor, New York, NY 10003), online at scps.nyu.edu/drop, or by fax (212-995-3060) up until one day before the course start date. Please consult our refund policy in the Registration section of this Bulletin for drops made after the start of class. You may add a course by fax, the Web, or in person.

MAY I USE A COMPANY VOUCHER TO PAY FOR MY CLASS?
 Yes, as long as your company does not qualify payment based upon completion of coursework with a passing grade. We accept purchase orders, vouchers, and letters of authorization as payment for tuition in credit and continuing education courses. Please send the voucher with your registration.

WHERE CAN I LEARN ABOUT NEW PROFESSIONAL CERTIFICATE DECLARATION REQUIREMENTS?
 Our professional certificate programs now include new requirements and benefits. Students intending to pursue a certificate must apply to declare their candidacy. For details, visit scps.nyu.edu/certificate.

CAN I CONTACT NYU WITH QUESTIONS BEFORE I REGISTER?
 Yes. If you need more information or have questions about a course or certificate, we are available via e-mail at scpsinfo@nyu.edu, or by phone (see the General Information section of the Bulletin for contact information).