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

Registration, Spring Term, 2008. MAIL TO: SCPS Registration Office, New York University, P.O. 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)

☐ MR.
☐ MS. _____

HOME ADDRESS (STREET) _____ APT. NO. _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

HOME TELEPHONE ( ) _____ WORK TELEPHONE ( ) _____

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.

NYU STUDENT ID NO. BIRTH DATE FIRST ATTENDANCE IN SCPS?

☐ YES ☐ NO

N | | | | | | | | | | IF NO, DATE LAST ATTENDED

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

WHAT CERTIFICATE ARE YOU PLANNING TO PURSUE? _____

COURSE/SEMINAR NUMBER	SECTION NUMBER	TITLE OF COURSE/SEMINAR (ABBREVIATE)	TUITION AND FEES	DAYS	HOURS
		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

*Registration fee for courses beginning with the prefix "X": $10 on $99 total tuition, $20 on totals of $100 and above (regardless of number of courses for which you are registering). Do not include courses beginning with an "R" in calculating your fee; "R" courses are exempt.

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 _____

YOUR TITLE _____

YOUR DIVISION OR DEPARTMENT _____

COMPANY NAME _____

COMPANY ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME TELEPHONE NUMBER ( ) _____

FAX NUMBER ( ) _____ E-MAIL _____

TYPE OF BUSINESS _____ NUMBER OF EMPLOYEES _____

DOES YOUR COMPANY OFFER TUITION REIMBURSEMENT? _____

☐ FULL ☐ PARTIAL CHECK ANY RESTRICTIONS THAT APPLY:

☐ 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

1 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).

2 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.

3 Type or write clearly and make sure you copy your credit card information accurately. Mistakes can delay your registration.

4 Be sure to include your phone number and e-mail address so that we may contact you if there are any questions.

5 Place the registration form in the postage-paid envelope provided or fax the form to (212) 995-3060.

TELEPHONE

1 For your convenience and to have a written record for yourself, fill out the course information section of the registration form before you call.

2 Have your credit card handy.

3 Note the code in the upper right corner of the registration form; the registration operator will ask you for it.

4 Dial (212) 998-7150, if you know the course you would like to take. If you have questions about course curriculum or your registration, please call (212) 998-7171 to speak with an education advisor.

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® cards).

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 phone (212-998-7150), by mail and in person (25 W. 4th St., New York, NY 10012), by e-mail (scps.drop.course@nyu.edu), or by fax (212-995-3060) up until one day before the course start date. If you call, we must have a written request to process your withdrawal. 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 telephone, 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.

CAN I SPEAK TO AN ADVISOR BEFORE I REGISTER?

Yes. If you need help deciding what to take or whether you need a course or certificate, our education advisors are available over the phone at (212) 998-7171, or via e-mail at advice.scps@nyu.edu.