

# Registration Guide

## (1) Summer/Winter Term

### (a) Registration via online course registration form

Students register for Summer and Winter courses by selecting their choice of courses on the online course registration form located [here](#).

Registration for Summer/Winter 2012 courses will be open during the following period:

**March 28, 2012 – April 8, 2012**

The online course registration form must be submitted between March 28 to April 8, and students will be able to make changes to their course selection after submission of the online form, as long as the April 8 deadline has not passed (please refer to “Add/Drop Instructions for Summer/Winter Term” below).

From April 9 to May 13, no changes to course selections may be made.

From the start of the Summer term on May 14, for further adding and dropping of courses, students must obtain an add/drop form from the NYU@NUS admin office and submit the completed form to the admin office. Note that the adding and dropping of courses after the start of the Summer Term will take up to two working days to be reflected on students’ records. Please refer to item 1 under “Additional Registration Information” below for further details.

Students are permitted to take only one course in any Block during the Summer and Winter Terms. However, students are permitted TWO exceptions to this rule. In other words, across the Summer and Winter Terms, a student may take two courses in a block on two occasions.

### (b) Add/Drop Instructions for Summer/Winter Term

During the course registration period, after the online course registration form has been submitted, changes to your course selection may be made before the April 8 deadline.

To add or drop courses which you have already selected and submitted on the online course registration form, please fill in the form located [here](#).

### (c) Additional Registration Information

#### 1. **IMPORTANT: Adding a course after April 8**

**STUDENTS MAY NOT ADD A COURSE AFTER THE CLOSE OF THE REGISTRATION PERIOD.** In Summer 2012, the last day in which students may add a course is April 8. From the start of the Summer term on May 14, for further add/drop of courses, students must obtain an add/drop form from the NYU@NUS admin office and submit the completed form to the admin office: students may add a course up to the day that classes begin (in rare cases when there are compelling personal circumstances, i.e. grave illness or family emergency, a student may submit a petition to the Office of Academic Services for review by the Vice Dean to late-add), and drop a course up to the last day of classes (ie the last day to drop a course without a notation of “WD” is the last day a class meets).

#### 2. **Permission of instructor may not be used to gain entry to a course that is closed.**

#### 3. **Holds/Stops**

Students may not be registered unless they have made full payment for all outstanding balances (for semesters prior to summer 2012) before the end of the registration period on April 8 (tuition,

fees, etc.). An NUS Semester 1 class would not be entered on the NYU transcript until any balance for the summer term is paid. Returned payment for insufficient funds or other declined payments will result in de-registration if not remedied within four business days from the date the NYU Bursar receives notification of the insufficient funds

## **(2) Registration for Semester One 2012 and Semester Two 2013 (via the NUS System)**

Students who are enrolled to take classes in the semester beginning August 2012 (NUS Semester 1) will receive an email from the NUS Law Faculty in June with instructions to select the courses they wish to register for from an online list of available courses. For the semester beginning January 2013 (NUS Semester 2), enrolled students will receive an email from the NUS Law Faculty in December for course registration. Information will also be provided on when students will be informed of the classes they have successfully registered for.