



# SPRING 2018

## J.D. First Year Electives Registration Guide

FOR UPDATED INFORMATION:

[www.law.nyu.edu/recordsandregistration/BiddingandRegistration/  
yearlongregistrationinformation/index.htm](http://www.law.nyu.edu/recordsandregistration/BiddingandRegistration/yearlongregistrationinformation/index.htm)



Office of  
Academic Services

Updated September 19, 2017

# **JD FIRST YEAR ELECTIVES REGISTRATION GUIDE**

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## PRE-REGISTRATION

You have been pre-registered for three spring courses<sup>1</sup>: Criminal Law or Torts (4 credits), Legislation and Regulatory State (4 credits) and Lawyering (2.5 credits). You will be registered for the same section and group as your fall section and group. You may not change your section or group; you may not drop these classes. For spring registration through the rest of your law school career you will use COURSES, the Law School course bidding system, to view your registration status, bid on classes (i.e. register), and see your schedule. You may view your pre-registered spring courses in COURSES by October 18. Remember, you will not bid for the three spring classes for which we have pre-registered you. You will be selecting one elective class for the spring.

## REGISTRATION ELIGIBILITY

In order to be eligible to participate in the bidding registration for your elective, you must be in compliance with regard to your:

- a) bursar account,
- b) submission of your final College Transcript and Questionnaire,
- c) health requirements,
- d) the sexual misconduct training module and
- e) cell phone and emergency contact information.

To check your status, please use COURSES, <https://courses.law.nyu.edu/>. It will inform you if you are eligible to register. If you have a block on your record, you should address this matter with the appropriate office as soon as possible.

**If you have not met all these requirements by stated deadlines, you will not be eligible to participate for First Year Elective Bidding Registration.**

### **a) Be in financial compliance according to the Bursar's policies:**

You can view your current financial status on Albert. Students will be de-registered from spring courses until their prior account balances (tuition, housing, and/or fees) are paid. This means that in order to participate in the November registration cycles and remain registered for your required spring courses you must be paid in full and cleared by the Bursar for Fall 2017 no later than October 30.

Be advised that all blocks must be removed before you can re-register for classes. The Bursar requires a minimum of two business days from the date of payment to remove registration blocks from your account. If you make payment that does not permit you to be cleared by October 30, you

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<sup>1</sup> If you are not in compliance with the requirements detailed herein a block will be placed on your account and you will be de-registered from Spring 2018 classes. Additionally, you will not be able to participate in the registration cycles that begin October 30.

will be able to participate in registration during the October 30-January 24 period but you will not be re-registered for the elective you won during the First Year Elective Bidding Cycle if that course is now closed.

Please also contact the Law School Office of Student Financial Services if you make a payment so that they can ensure that the block is removed. Please note that you are advised to contact the Office of Student Financial Services with questions, concerns or for consultation on extenuating circumstances. If you are permitted to register because you attempted to satisfy your financial obligation to the University by means of a check or other form of payment that is subsequently dishonored, you will have four days from the time you are notified by the University or your bank, whichever is earlier, to successfully transfer all required funds to the University. In the event that you fail to meet this obligation, you will be deregistered from spring courses November 3, 2017 and will not be permitted to matriculate for the current semester.

**b) Be in compliance with required School of Law documentation:** Students were required to provide the law school with a completed College Questionnaire and final official undergraduate transcript by August 1, 2017. If you were not in compliance with the above, we have notified you that a registration block will be placed on your record on October 2, 2017. You will be de-registered from Spring 2018 classes and you may not participate in the First-Year Elective Bidding Registration.

**c) Be in compliance with New York State Health Law Requirements:** New York State Health Law requires that all newly admitted students provide the University Health Services with immunization documents if the student is registered for six or more credits per term. You will need to provide: (a) evidence of vaccination with two doses of the combined Measles, Mumps, Rubella (MMR) vaccine; AND (b) complete a medical history form, including the meningococcal meningitis response form. For more information see the health requirements webpage found at <http://www.nyu.edu/shc/about/health.requirements.html>. You may contact University Health Services via email at [health.requirement@nyu.edu](mailto:health.requirement@nyu.edu).

**d) Complete the sexual misconduct training module:** This training module is intended to further reduce and enhance our response to incidents of sexual misconduct, relationship violence, and stalking — and to bring the University in compliance with new federal mandates. You may contact the Wellness Exchange via email at [sexualrespect.support@nyu.edu](mailto:sexualrespect.support@nyu.edu).

**e) Cell Phone and Emergency Contact Requirements:** The University has: (a) cell phone; and (b) emergency contact requirement. Students who do not provide BOTH pieces of information will be blocked from registration and will not be permitted to log into COURSES.

See Addendum 2 of this guide for instructions on how to input this required information in Albert.

If you have additional questions, please consult the particular office for assistance:

**Student Financial Services - 212-998-6050**

**NYU Health Services - 212-443-1199**

**Academic Services - 212-998-6020**

## HOW TO USE COURSES

There will be two cycles of registration in October:

- The first cycle will take place from 1:30 p.m. on Wednesday, October 18, to 9:30 a.m. on Friday, October 20. Please keep in mind that bidding is a holding pen. Your requests will not be processed until after the end of the bidding cycle.
- The second cycle is daily and will take place from 1:30 p.m. on Tuesday, October 24, to 9:30 a.m. on Thursday, October 26. During daily cycles, COURSES is available from 1:30 p.m. each day, until 9:30 a.m. the following morning. COURSES is not available between 9:30 a.m. to 1:30 p.m. while COURSES is processing registration requests.

You will have another chance to change your elective class and bid again when registration resumes on October 30.

## BIDDING AND REGISTRATION

To access COURSES, go to <https://courses.law.nyu.edu>

For Spring 2018, you must register for one first-year elective (“Elective”) class. There are six courses available, Constitutional Law, Corporations, Income Taxation, International Law, Property and Survey of Intellectual Property. Constitutional Law and Property offer two sections each. There are more than enough spaces in all of the elective classes **collectively** for the entire first-year class; Survey of Intellectual Property has 50 seats; each of the other sections has 60 seats. You should review the online course descriptions for the Electives: <http://its.law.nyu.edu/courses/>

These six courses are designated with an “L” footnote on the [schedule of classes](#). Please keep in mind that although Constitutional Law and Property are required courses they may be taken any semester prior to graduation beginning with spring semester of the 1L year. Please familiarize yourself with all graduation requirements: <http://www.law.nyu.edu/academicservices/degree requirements/jdprogram/programrequirements/index.htm>

You should note that we have scheduled Elective classes to meet in the D/S4 or F blocks. Please see the schedule of classes for each specific course meeting pattern. None of these sections will conflict with the courses for which you were pre-registered. Since you only have space in your schedule for one elective, COURSES will only assign you to one class. Review your schedule before commencing add/drop or before the semester begins and during the first week of classes in case of classroom changes. Remember you may sign up for an Elective with your reading group professor. This is the only overlap of faculty permitted between your reading group faculty and first year courses.

You have 1000 points to bid on your elective classes. You should bid on all elective classes.



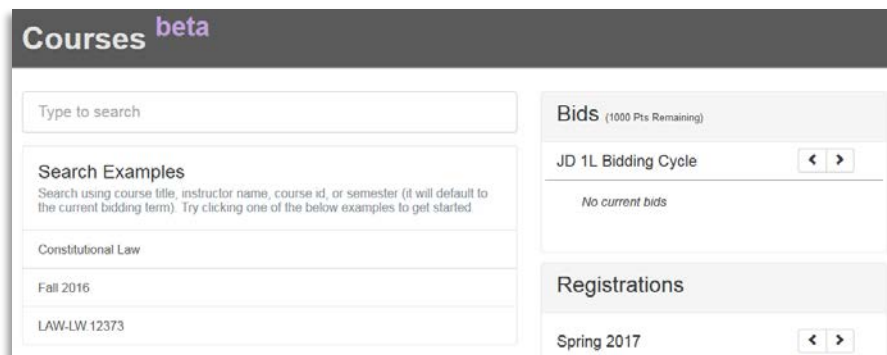
Keep in mind that you have the option of selecting, as alternates to your primary choices, one course or section that you would like to take only if you do not get your first choice of a course or section. (For example, you want course “A” at 500 bid points only if you do not get course “B” at 500 bid points.)

Once you win an elective course COURSES will not schedule you for another elective as the system will not schedule you for more than the maximum permitted credit load. Additionally, COURSES will not place you into a closed class. If your bid was not high enough to allow you entry into a particular elective class during the bidding cycle, you can try to obtain a seat in the class by staying on a waitlist during add/drop.

We cannot tell you how much to bid on each class but we have sent you a helpful memo about selecting your elective class. The Vice Deans have also created a course advising site at: <http://www.law.nyu.edu/academicservices/advising>. You may also find more specific advice on the [Areas of Study](#) website. Finally, you can also view faculty course evaluations at the following link: <https://cflive1.law.nyu.edu/courseEval/index.cfm>.

## REGISTRATION HOME

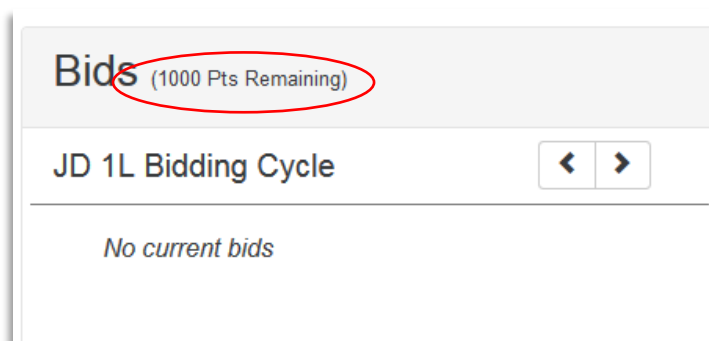
After logging in, you will see this home page:



The screenshot shows the COURSES beta registration home page. It features a search bar with the placeholder text "Type to search". Below the search bar, there are search examples: "Constitutional Law", "Fall 2016", and "LAW-LW 12373". To the right of the search bar, there is a "Bids" section with the text "(1000 Pts Remaining)" and a "JD 1L Bidding Cycle" with navigation arrows. Below the bidding cycle, it says "No current bids". To the right of the bidding cycle, there is a "Registrations" section with the text "Spring 2017" and navigation arrows.

The “Bids” section will show your current bids while the “Registrations” section will show the classes for which you were pre-registered and in subsequent registration rounds will also show the elective class that you have won.

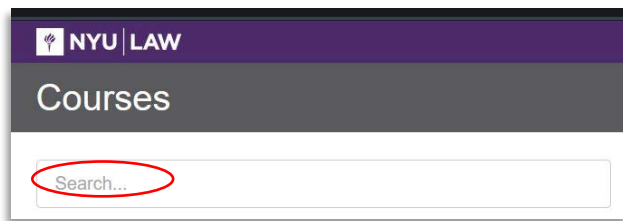
Next to “Bids” you will see how many points you have left to bid.



This is a close-up screenshot of the "Bids" section. The word "Bids" is circled in red, and next to it is the text "(1000 Pts Remaining)". Below this, there is a "JD 1L Bidding Cycle" with navigation arrows. At the bottom, it says "No current bids".

## SEARCHING

To bid on a class, you must search for it by typing the class name, instructor, or course ID in the Search field.



NYU | LAW

Courses

Search...

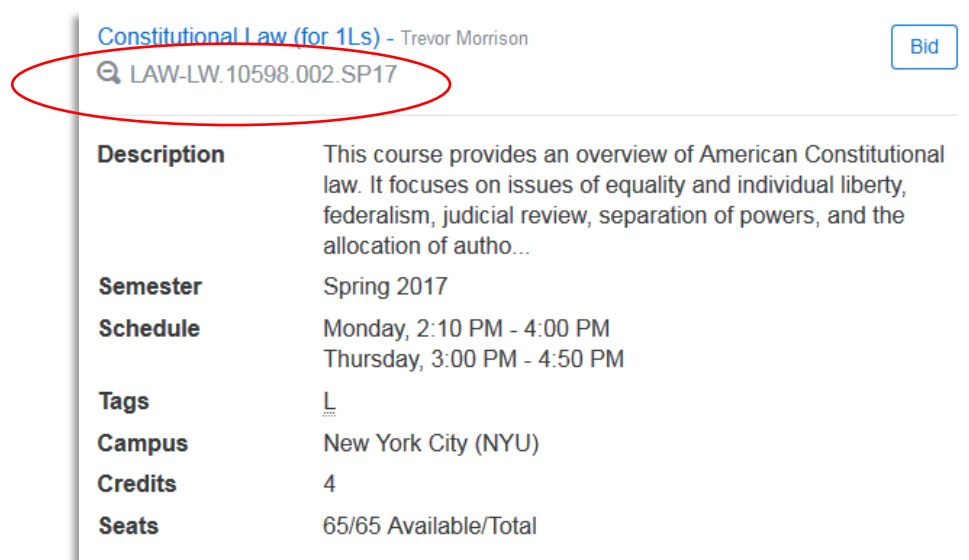
→ Note: the search function may be sensitive – if you input one wrong letter, space or symbol, your search will not yield results. If you are having difficulty finding a class, type a single word for the class instead of the full name.

Search results include basic information about the class including its class number and section number.

Constitutional Law (for 1Ls) - Trevor Morrison

[LAW-LW.10598.002.SP17](#)

Click the CourseID link for a more detailed description of the class (full class description, schedule, credits):



Constitutional Law (for 1Ls) - Trevor Morrison

[LAW-LW.10598.002.SP17](#)

**Description** This course provides an overview of American Constitutional law. It focuses on issues of equality and individual liberty, federalism, judicial review, separation of powers, and the allocation of autho...

**Semester** Spring 2017

**Schedule** Monday, 2:10 PM - 4:00 PM  
Thursday, 3:00 PM - 4:50 PM

**Tags** L

**Campus** New York City (NYU)

**Credits** 4

**Seats** 65/65 Available/Total

Bid

## BIDDING

When you have found the desired class, you can place a bid on it by clicking the “Bid” button.



Constitutional Law (for 1Ls) - Trevor Morrison  
LAW-LW.10598.002.SP17

**Bid**

The window below will appear so that you can enter the number of points you wish to bid on this class. After you enter the bid amount, click “OK”:



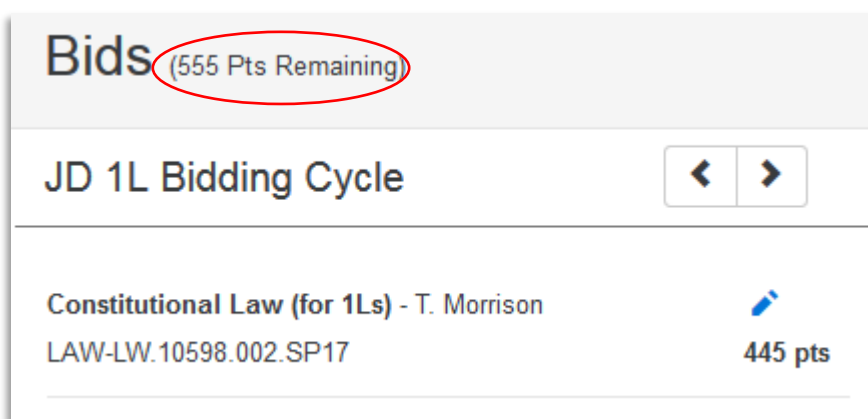
Constitutional Law (for 1Ls) - Trevor Morrison  
LAW-LW.10598.002.SP17

Amount  / 1000

[Add Alternate](#)

Cancel **OK**

Once you submit your bid, you will be able to see how many points you have left to bid:



**Bids** (555 Pts Remaining)

JD 1L Bidding Cycle

Constitutional Law (for 1Ls) - T. Morrison  
LAW-LW.10598.002.SP17

445 pts

## ALTERNATE BIDS

When entering your bid for a class during bidding cycles, you may also add one alternate class. To do so, click the “Add Alternate” link, and then type the Class Name, Class ID, or Instructor Name of the class you wish to add as an Alternate, and select the relevant class section from the list:



Constitutional Law (for 1Ls) - Trevor Morrison  
LAW-LW.10598.002.SP17

Amount  / 1000

[Add Alternate](#)

Cancel OK

Constitutional Law (for 1Ls) - Trevor Morrison  
LAW-LW.10598.002.SP17

Amount  / 1000

Alternate Bids:

1.

Cancel

Delete

International Law (for 1Ls) - J. Weiler - LAW-LW.11577.001.SP17

Property (for 1Ls) - D. Hulsebosch - LAW-LW.10427.001.SP17

Property (for 1Ls) - F. Upham - LAW-LW.10427.002.SP17

Survey of Intellectual Property (for 1Ls) - K. Strandburg - LAW-LW.12469.001.SP17

Constitutional Law (for 1Ls) - D. Levinson - LAW-LW.10598.001.SP17

Corporations (for 1Ls) - M. Klausner - LAW-LW.10223.001.SP17

Income Taxation (for 1Ls) - J. Blank - LAW-LW.10694.001.SP17

International Law (for 1Ls) - J. Weiler - LAW-LW.11577.001.SP17

OK

Your principal and alternate bids will look as follows:

**Bids** (555 Pts Remaining)

JD 1L Bidding Cycle

Constitutional Law (for 1Ls) - T. Morrison  
LAW-LW.10598.002.SP17 445 pts

→ International Law (for 1Ls) - J. Weiler  
LAW-LW.11577.001.SP17

The number of points that you entered as your “principal” bid will roll over to your alternate bid if you do not win the first option. In the example above, you would like to win Constitutional Law and if you do not win Constitutional Law you would like to be enrolled in International Law. Note that you may enter as Alternate Bids different sections of the same class.

## MODIFYING & DELETING BIDS

You may modify any of your bids for the current Bidding Session by clicking on the stylus icon.

Bids (555 Pts Remaining)

JD 1L Bidding Cycle

Constitutional Law (for 1Ls) - T. Morrison  
LAW-LW.10598.002.SP17 445 pts

→ International Law (for 1Ls) - J. Weiler  
LAW-LW.11577.001.SP17

You may delete a bid by clicking on the stylus icon, selecting “Delete,” and then “OK” to confirm that you want to delete the bid.

Remember to submit your bids by the deadlines stated on the Registration Calendar:

<http://www.law.nyu.edu/recordsandregistration/registrationcalendar/index.htm>

**If you are happy with your schedule after the first cycle, there is nothing else for you to do.** You will have two opportunities if you wish to make a change to your Elective registration. The first session is October 24-26 and bids will be processed on a daily basis. The second opportunity is spring registration for all students from October 30 through January 24. Please check the registration calendar for posted add/drop cycle dates during November through January. During November, December and early January, add/drop bids will not be processed on a daily basis. We do not want to interfere with the Thanksgiving holiday and exam preparation and exams, so COURSES will be open for students to place bids as they like, but the algorithm will only be processed on dates stated in the Registration Calendar.

If you did not participate in the October cycles, you must select your course during a subsequent cycle. You may not change your Elective class after January 24, the last day of the spring registration period. In rare cases when there are compelling personal circumstances (e.g. grave illness, family emergency) a student may submit a petition to the Office of Academic Services for review by the Vice Dean to add late. Please do not submit petitions for reasons other those described above.

**Faculty Permission:** Faculty members may not grant permission for students to add into full courses nor may they grant permission for students to late add after January 24. Please do not seek such permission as it will not be considered. The only way to register is via COURSES.

## COURSES ADD/DROP FUNCTIONS

Your bids will carry over between JD 1L Elective Cycle and JD 1L Elective Daily Cycles. Your bids will not carry over to Spring Cycle #2 on October 30; the first cycle where all students are

bidding. You will have to bid for this class again if you still have not gained a seat. Your bid will then carry over from Spring Cycle #2 through the end of spring registration cycles.

### **To Add or Drop Courses:**

Requests to add and drop courses are processed in accordance with the dates and times posted on the registration calendar. Additionally, you have the ability to be placed on a wait list. Your place on the wait list is determined by the number of points bid on the course.

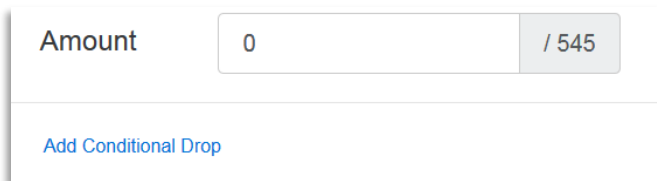
**NOTE:** It is recommended that you complete your transactions **well before the deadline** on the last day of each cycle to avoid problems connecting to or being disconnected from COURSES. We recommend you finalize your registration during business hours in case you need assistance. **No special accommodation can be made if you miss registration deadlines.**

### ***CONDITIONAL ADD/DROP (AVAILABLE ONLY STARTING THE SECOND CYCLE)***

The later cycles will offer the opportunity to use a “conditional drop” option. This option will allow you to drop class “X” if and only if you can get into class “Y”; you may allocate the points you paid for class “X” toward your bid for class “Y.” This is a great feature.

Please see the following instructions on how to choose the conditional drop feature:

1. When you open a bid window in a cycle when the feature is available, you will see a link to conditionally drop a course from your existing registrations. (Figure 1)
  - a. Some courses are flagged as non-droppable.
  - b. While you cannot drop a course if it is your only registration in a term, you should still be able to conditionally drop it (meaning you will still maintain at least one registration in the term).
  - c. Non-droppable courses (including single registrations) are noted by a greyed-out ‘X’ in the Registrations list (Figure 2).
  - d. If you do not have at least one registration that is considered droppable, you will not see the ‘Add Conditional Drop’ link. (e.g., if you are registered only for the pre-registered courses, which is not droppable, you will not see this link)



The image shows a user interface for adding a conditional drop. It features a label 'Amount' followed by a text input field containing the number '0'. To the right of the input field is a greyed-out box containing the text '/ 545'. Below these elements is a button with the text 'Add Conditional Drop' in blue.

*Figure 1 Add Conditional Drop*



Figure 2 Can't Drop a Registration

2. Once the 'Add Conditional Drop' link is clicked, a drop-down list of available registrations will appear.

Figure 3 Select A Registration

3. Select a course you wish to conditionally drop from this list. Once a course has been selected to be conditionally dropped as part of a bid, it will not appear for any other bids (i.e., a course can only be conditionally dropped as part of one bid).

Figure 4 Choosing a Section

4. If the conditionally dropped course had a closing price over zero, those points are now required to be part of the new bid. In this example, the closing price for Constitutional Law is 455 points (green +455), and the bid validation now shows that 'the bid amount cannot be less than 455'.

**Amount**  / 1000

The bid amount cannot be less than 455.

Conditional Drops:

1. Constitutional Law (for 1Ls) - T. Morrison - LAW-LW.10598.002.SP17 +455 pts ✕

[Add Conditional Drop](#)

Figure 5 Refunded points from a Conditional Drop are required to be spent as part of the bid

5. Once the bid value reaches that minimum, the validation will be correct.

**Amount**  / 1000

Conditional Drops:

1. Constitutional Law (for 1Ls) - T. Morrison - LAW-LW.10598.002.SP17 +455 pts ✕

[Add Conditional Drop](#)

Figure 6 Validated Bid amount

6. You may drop as many courses as you have droppable registrations. For 1Ls only the elective course is a droppable registration.
7. Once the bid is created, it will show in your bid list.
- The section on top is the course to be added
  - The trash can icon denotes any registrations to be conditionally dropped
  - The points in green denote the points being refunded from the to-be-dropped registration

**International Law (for 1Ls) - J. Weiler** 

LAW-LW.11577.001.SP17 **455 pts**

 **Constitutional Law (for 1Ls) - T. Morrison**

LAW-LW.10598.002.SP17 +455 pts

Figure 7 Conditional Add Drop bid in Bid List

- d. NOTE: Validation warnings/failure messages do not update when conditionally dropped sections are added to the bid; the bid will go through validation when you try to save it. An example: If you are trying to conditionally swap sections for the same course, there will be a Bid Fail alert that the course is 'previously taken'. If the conflicting section is being conditionally dropped the bid will validate properly and save, and the warning won't appear in the bids list.

## **RESULTS**

To view bidding results, log into COURSES; under "Registrations" you will see the list of classes in which you are currently enrolled.

### **DROPPING A CLASS**

To drop a class, scroll down to the "Registrations" portion of the COURSES screen. Click on the red "x" to the right of the class you want to drop (see below).

Constitutional Law (for 1Ls) - T. Morrison			✕
LAW-LW.10598.002.SP17	455 Points	4 Credit	



## ADDENDUM 1

### COURSES FAQs

#### ***How do I enter COURSES?***

COURSES can be accessed at <https://courses.law.nyu.edu/>. Use your NetID and password to gain access.

#### ***Why won't COURSES let me bid on classes?***

- *In order to register you must:*
  - Complete **BOTH** your cell phone AND emergency contact information in Albert.
  - Be in compliance with your Bursar account.
  - Be in compliance with required School of Law documentation.
  - Be in compliance with New York State Health Law requirements.
- Complete the sexual misconduct training module.

#### ***How much should I bid for a particular class?***

It is hard to say exactly how much you should bid on any particular class. The clearing price for a class may change from the bidding cycle to each cycle during add/drop. It is most likely that a class that has been historically popular will continue to be popular. That being said, each year Property tends to close quickly. Keep in mind that while Property is a required course it may be taken in the second- or third-year. There is no rush to take this class during the first-year.

#### ***Can I bid the same amount of points on multiple classes?***

No, you cannot allocate the same number of bid points to more than one set of **primary** bids. For example, you cannot bid 10 points on two primary class selections. **The only bid amount that can be repeated for multiple primary bids is ZERO.**

#### ***What other guidance can I pursue to determine which elective class I should take?***

Vice Dean Hertz and Assistant Dean Kirkland wrote with helpful curricular advice. The Vice Deans have also put together an [Advising](#) website and an [Areas of Study](#) website and Dean Kirkland will send you a video about elective registration. You should review these sites and the video carefully. Your section advisor will visit you in early October to answer any questions about these materials.

#### ***How can I see course evaluations for a particular class?***

Spring 2005 through Spring 2017 Course Evaluations are available at the following link: (<https://cflive2.law.nyu.edu/courseeval/index.cfm>). Beginning with Fall 2008 evaluations you will be able to see statistical information as well as comments.

### ***How do I access my results?***

To view bidding results, log into COURSES; under “Registrations” you will see the list of classes in which you are currently enrolled. In the “Bids” section you can hover over each result for more information. Your bids will not carry over to the cycles that begin on October 30. You will have to bid for this class again if you still have not gained a seat. During the registration cycles your chance at a seat in a class will be based on the number of points that you bid.

### ***During Add/Drop should I bid on a course that COURSES says is closed?***

Don't be discouraged if COURSES says a class is closed, you can still bid for that class. In the typical situation when a registered student drops a class a student that bid on the closed class might win that seat in the class.

### ***During Add/Drop can I bid on Property section #2 if I won Property section #1 during Bidding cycle # 1?***

During Add/Drop, if you are registered for a class, you cannot bid on another section of the same class unless you conditionally add/drop the class or drop the class from your schedule.

## **WHEN TO USE “COURSES” AND “ALBERT”:**

Keep in mind that you use **COURSES** (<https://courses.law.nyu.edu/>) for:

- Registration
- Checking your law school schedule
- Checking for BLOCKS that prevent registration

Keep in mind that you use **Albert** (via <http://home.nyu.edu>) for:

- Entering your emergency contact information.
- Checking your financial information/bursar account.


## ADDENDUM 2

### EMERGENCY CONTACT/CELL PHONE INSTRUCTIONS FOR ALBERT

1. Go to Albert through NYUHome.
2. Click on 'Student Center' link.

## STUDENT CENTER

Visit the new [Student Center](#) for your Registration, Bursar, Financial Aid, and Personal Records.

Academics	Finances	Personal
<ul style="list-style-type: none"><li>▶ <b>Student Center</b></li><li>• Registration Status &amp; Holds</li><li>• Course Search</li><li>• Registration</li><li>• Schedule</li><li>• Grades</li><li>• Transcripts</li><li>• Graduation Application</li><li>• Expected Term of Graduation</li><li>• <b>Degree Audit</b></li><li>• <b>Term Withdrawal</b></li><li>• Course Evaluation Guide (CAS &amp; Stern)</li><li>• Academic Calendar</li><li>•  Albert Registration Help</li><li>• Degree Audit &amp; Other Help Guides</li></ul>	<ul style="list-style-type: none"><li>▶ <b>Student Center</b></li><li>• Financial Aid Summary</li><li>• Accept / Decline Financial Aid</li><li>• View My To Do List</li><li>• View My Holds</li><li>• Student Account Center</li><li>• E-Billing</li><li>• Refunds</li><li>• <a href="#">Tuition &amp; Fee Schedule</a></li></ul>	<ul style="list-style-type: none"><li>▶ <b>Student Center</b></li><li>• Addresses</li><li>• E-mail / Phones</li><li>• Emergency Contacts</li><li>• Ethnicity</li></ul> <div><b>Admissions</b></div> <ul style="list-style-type: none"><li>▶ <b>Application Center</b></li><li>• Undergraduate Application</li><li>• Global Programs Application</li></ul>

Please Note: If you are WITHDRAWING from the current semester in which you've registered - regardless of whether you plan on returning to the University in an upcoming semester or are withdrawing from the University completely - you are required to complete the "Term Withdrawal" form. Please complete and submit the form upon withdrawal. The form will indicate the consequences of semester withdrawal and provide critical information and instructions. Please read carefully and submit.

3. Under the 'Personal Information' section, click on the 'Emergency Contact' link and/or the 'Cellular Phone' link.

Academics

[Search](#)  
[Enroll](#)  
[My Academics](#)  
[Check Registration Status](#)  
  
Setup Advisor Appointment  
  

other academic...

*Information icon* You are not enrolled in classes.

Finances

**My Account**  
[View Bursar Account](#)  
**Financial Aid**  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

Personal Information

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
  

other personal...

Contact Information

<a href="#">Permanent Address</a>	<a href="#">Mailing Address</a>
	None
<a href="#">Cellular Phone</a>	<a href="#">NYU Email</a>
None	None

4. This brings a tab view of the Personal Information section where you need to fill out information in the 'emergency contacts' tab and 'phone numbers' tab.

5. For emergency contact, just click on the 'Add an Emergency Contact' button in that tab to proceed.

Personal Information

Security

[addresses](#) | [names](#) | [phone numbers](#) | [email addresses](#) | [emergency contacts](#) | [demographic information](#) | [ethnicity](#)

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, click the Edit button. To add a contact, click the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension		
<input checked="" type="checkbox"/>		Parent			<a href="#">edit</a>	<a href="#">delete</a>

ADD AN EMERGENCY CONTACT

SAVE

Personal Information

Security

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6. For cell phone number, click on ‘Add a phone number’ and then select ‘Mobile’ as the phone type in the drop down menu to proceed.

Personal Information

Security

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Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Preferred	
NYU Emergency Alert	999/999-9999		<input type="checkbox"/>	<a href="#">delete</a>
Mobile	999/999-9999		<input checked="" type="checkbox"/>	<a href="#">delete</a>

ADD A PHONE NUMBER

SAVE

\* Required Field

Personal Information

Security

[Addresses](#) | [Names](#) | [Phone Numbers](#) | [Email Addresses](#) | [Emergency Contacts](#) | [Demographic Information](#) | [Ethnicity](#)

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