

Graduate Enrollment Guide

2011-2012



NYU:poly



NEW YORK UNIVERSITY

POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

Leading invention, innovation
and entrepreneurship



Welcome!

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Congratulations!

Congratulations on your admission to Polytechnic Institute of New York University (NYU-Poly)! The Office of Student Affairs would like to welcome you to our campus community and to the city of New York, one of the world's most exciting cultural centers!

Here at Polytechnic Institute of New York University, you will be joining a 157-year legacy of inventors, innovators and entrepreneurs that we like to call PolyThinkers.

PolyThinkers have created milestones in every field of science, technology and engineering. Polytechnic Institute of New York University is more than just a school; it's a gathering place for today's passionate thinkers. We have a diverse network of modern campuses, a wide range of opportunities, forward-thinking faculty and an active student body.

This Graduate Enrollment Guide will provide you with the essentials of beginning your graduate career at NYU-Poly.

For more information please log on to:

www.poly.edu/graduate-school.

For an online version of this guide, please log on to:

www.poly.edu/graduate-school/new-students.

For any queries, you can contact:

The Office of Graduate Student Services
Polytechnic Institute of NYU
Six MetroTech Center
Brooklyn, New York 11201

Phone: (718) 260-4149

E-mail: gradlife@poly.edu

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NYU-Poly Vision, Mission and Goals

Vision

We educate, discover and invent. We engage students seeking educational achievement and opportunity, faculty seeking excellence and relevance, and organizations seeking solutions and talent. We creatively bring intellectual rigor, technological innovation and a passion for science to the communities where we work and live and to the citizens of the world.

We innovatively extend the benefits of science, engineering, management and liberal studies to critical real-world opportunities and challenges, especially those linked to urban systems, health and wellness and the global information economy.

Mission

To excel as a leading high-quality research university engaged in education, discovery and innovation with social, intellectual and economic impact in the New York region, the nation and the world.

Goals

- Excellence in our core of broad educational and research programs
- Distinction in a limited number of appropriate multidisciplinary focus areas
- Resources that create financial stability and allow investment for future growth and continued improvement

3 NYU-Poly Calendar of Events 2011-2012

Fall 2011

Tues, September 6	Classes Begin
Tues, September 13	Last Day to Add/Drop a Class
Mon, October 10	No Classes - Columbus Day
Wed, October 12	Monday Classes Meet
Wed, November 16	Withdrawal Deadline
Mon, November 21	Spring 2012 Registration Begins
Thur-Fri, November 24-25	No Classes - Thanksgiving Recess
Tues, November 29	January Graduation Application Deadline
Fri, December 16.....	Graduate Classes End
Fri-Fri, December 16-23	Final Exams
Fri, December 23 - Mon, January 23	Winter Recess
Mon-Fri, January 3-17	Winter Mini Session

Spring 2012

Mon, January 23.....	Classes Begin
Mon, January 30.....	Last Day to Add/Drop a Class
Mon, February 20	No Classes – President’s Day
Mon-Fri, March 12-16	No Classes – Spring Break
Mon, April 9	Last Day to Withdraw from a Course with a W grade
Fri, April 13	May Graduation Application Deadline
Mon, May 7.....	Last Day of Graduate Classes
Tues, May 8	Graduate Reading Day
Wed-Tues, May 9-15	Graduate Final Exams

www.poly.edu/academics/calendar

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New Graduate Student Orientation

Before the start of each semester, new graduate students have the opportunity to register for classes, learn about the Institute, meet new people and experience New York City during New Graduate Student Orientation (NGSO). For more details and a complete listing of events visit www.poly.edu/ngso.

Orientation Dates

Spring 2012: January 17th to January 20th

Registration and Enrollment

Registration and course enrollment are facilitated during New Graduate Student Orientation. If your schedule does not allow you to participate in NGSO, please visit www.poly.edu/ngso and use the NGSO checklist.

Overview

Graduate Student Life Seminar

- Find out the essential information about being a new student at NYU-Poly
- You are required to attend one of the three Student Life Seminars offered

i²e Seminar

- Learn about NYU-Poly's commitment to providing students with an opportunity for invention, innovation and entrepreneurship, or as we call it: "i-squared-e"
- Highly recommended session

New International Students Seminar

- Learn about the logistics and requirements of being an international NYU-Poly student
- Required for all new international students

One-Stop-Shop

- Get your permanent NYU-Poly Student ID card by presenting your Registration Receipt and Photo ID
- Talk with a representative from Student Financial Services about your student account, financial aid and award package and financial options

Workshops

- Optional workshops on topics such as library resources, career management, financing your graduate education and more

Walking Tours

- Get familiar with NYU-Poly's Brooklyn campus, the local Brooklyn area and New York University's Washington Square campus

New Graduate Student Events

- Meet other new students in fun, relaxed settings

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Academic Catalog

5.1

Graduate Degree Requirements and Academic Policies

The Polytechnic Institute of New York University Catalog is an official publication of the Institute. The Catalog provides information about academic programs and a helpful summary of Institute policies and procedures, and selected activities and services. Information concerning admission, academic regulations and requirements, student services, academic offerings and a listing of the administrative officers and faculty are included.

The Catalog details the general Institute-wide degree requirements that apply to all Polytechnic Institute of New York University graduate degrees. Academic departments may place additional requirements on individual degrees. Such additional requirements are explained in the *Programs* section of the Catalog. In no case may a department specify requirements less stringent than those indicated in the Catalog. Please download the full document at www.poly.edu/academics/catalog.

5.2

Academic Honesty Expectations

Please refer to the Code of Conduct for the complete University Policy on Academic Dishonesty, which can be found online at:

Website: www.poly.edu/sites/www.poly.edu/files/Polytechnic_Code_of_Conduct_0.pdf

As a member of the NYU-Poly community, you are expected to exhibit honesty, integrity and fairness in your academic work and interaction with others. The entire community shares the responsibility to secure and respect general conditions conducive to academic honesty. Individual academic departments may develop and publicize supplemental guidelines, in conformity with Institute policies, for academic competence and honesty appropriate to their fields of study. Academic dishonesty is treated as a moral and intellectual offense against the academic community and is not tolerated. You and all members of the NYU-Poly community are responsible for reading and familiarizing yourself with the University Policy on Academic Dishonesty found in the Code of Conduct. The policy describes academic procedures for preventing acts of academic dishonesty and for noting and taking steps to prevent recurrence of such events. Academic dishonesty is an act of fraud, which may include misrepresentation, deceit, falsification or trickery of any kind that is done by the student with the purpose, intent or expectation of influencing a grade or other academic evaluation. Academic dishonesty also includes forgery and falsification of NYU-Poly academic documents, intentionally impeding or damaging the academic work of others or assisting other students in acts of dishonesty. Common examples of academically dishonest behavior include, but are not limited to, the following: cheating, fabrication, facilitating academic dishonesty, plagiarism and unauthorized collaboration.

- Please submit the Honor Code Form found in the *Forms and Waivers* section of this guide to the Grad Center (RH102).
- For more information about academic dishonesty and how to avoid plagiarism, please visit my.poly.edu under the *Grad School Community* section.

5.3

Leave of Absence and Readmission

Website: www.poly.edu/life/student-0/registrar/registration

Graduate students taking a leave of absence for a specified time, not exceeding one academic year, must obtain permission from the Provost's office (Office of Associate Provost for Graduate Studies). Such requests, when approved by the Provost's office, constitute assurance of readmission to the degree program from which the leave was taken. If the period of absence exceeds the approved leave, students must apply for readmission. Once PhD students begin their dissertation, they must continually register for at least three credits of dissertation or maintain their studies every semester. (Also refer to the section *Maintenance of Study*.) Students failing to obtain a leave of absence who subsequently wish to attend Polytechnic Institute of New York University must apply for readmission. Their subsequent attendance in the program is guided by the terms and conditions of the readmission and the catalog and rules effective at the time of readmission. The policy includes an exception for veterans who left the degree program to perform military service. For more information, refer to the section *Leave of Absence and Readmission for Veterans*. Leave of absence will be recorded on the student's transcripts by the Registrar.

5.4

Curriculum

The NYU-Poly Graduate Curriculum will foster your creative talents with our i²e philosophy— invention, innovation and entrepreneurship. You will learn at an advanced level through cutting-edge technology, develop vital hands-on skills and engage in rigorous research projects with our highly regarded faculty.

For more information about our graduate curriculum, please refer to the academic catalog, which includes degree policies and requirements, course descriptions, course listings and more.

5.5

Maximum Time for Completion

The program for graduate certificate must be completed within three years. The MS or ME degree programs must be completed within five years of starting the program at NYU-Poly. The PhD program must be completed in six years for full-time students and 12 years for part-time students from the time of admission to graduate work at NYU-Poly. These time limits include approved leaves of absence. Students exceeding these time limits require prior approval to continue from the Provost's office (Associate Provost for Graduate Studies). If granted, not all courses taken previously may count toward the degree. The Associate Provost, consulting with the department, will prepare a plan for the student to follow to obtain the degree.

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Conditional Admissions

Students who have been conditionally admitted are required to follow the conditions of their admission for course registration. Please refer to your admissions letter to verify any and all conditions that may have been placed on your admission. Additional information regarding conditional admissions is contained here and is included in your admissions packet.

6.1

English as a Second Language

What is an ESL Conditional Admission?

English proficiency is a requirement for admission to all graduate programs. You have been admitted to the Polytechnic Institute of NYU (NYU-Poly), but are required to study English Language. This is a requirement you must fulfill in order to continue with your academic degree program and it is a stipulation of your acceptance to the Graduate School at NYU-Poly.

Admissions Criteria

International students who obtain a TOEFL (or equivalent) score below 550 (CBT: 213; IBT: 80) may be admitted to a graduate degree program on the condition that they successfully complete an English Language program.

Placement and Registration

All students with an ESL conditional admission will be tested at the NYU American Language Institute (ALI). The testing location is 48 Cooper Square, New York, NY 10003. Students will sign up for their testing date and time during orientation. There is a \$20 fee that must be paid in cash at the testing location. Students are not allowed to register for classes before taking their ESL placement test. Upon completing the placement test, the ESL conditional admission student account hold will be removed by the Graduate Center.

All students must take the placement test to accurately determine the best program for their needs. Students placed at:

- **Level 1 – 3** will be required to register for the ESL Full-time course and forgo classes for their program of study. NYU-Poly Office of International Students and Scholars will facilitate the I-20 transfer.
- **Level 4 – 6** will be required to register for the ESL Part-time course (six credits*).
- **Level 7 – 9** should refer to the *Waivers* section below.

*ESL coursework does not count as quality points toward graduation and therefore is not included in the student's Cumulative Grade Point Average.

Waivers**

ESL waivers will be granted by the Graduate Center only to those students who meet one of the following conditions:

- The student scores at a level 7, 8 or 9 for both reading/writing and listening/speaking on the NYU American Language Institute's placement test.
- The student retakes the TOEFL test and their new score meets the admissions criteria (TOEFL: 550 or above; CBT: 213 or above; IBT: 80 or above). The retest must be taken prior to their first semester of study and the new score submitted before course registration.

**Study at a previous English Language Center will not be applied toward a waiver.

6.2

Cumulative Grade Point Average (CGPA)

What is a CGPA Conditional Admission?

Undergraduate CGPA and standardized exams (GRE or GMAT) are utilized as a measure to gauge potential success in graduate school. As per the recommendation from the admissions committee, you have been admitted to the Polytechnic Institute of NYU with a low undergraduate CGPA and/or low exam score and are therefore required to maintain a CGPA of 3.0 or above for the length of time or number of credit hours stipulated in your acceptance letter. This is a requirement you must fulfill in order to continue with your academic degree program and it is a stipulation of your acceptance to the Graduate School at NYU-Poly.

Registration

In a student's first semester, registration will be facilitated during orientation. Students must sign in with the Graduate Center to have their student account hold temporarily lifted and then meet with their academic advisor before registering for classes online. In each subsequent semester while fulfilling a CGPA conditional admission, students must visit the Graduate Center to have their hold temporarily lifted for class registration.

Waivers

There are no waivers for students with CGPA conditional admissions.

Successful Completion of a CGPA Condition

If a student maintains a CGPA of 3.0 or above by the end of the time frame specified in the acceptance letter, the CGPA student account hold will be permanently removed by the Graduate Center. Students will be able to register for subsequent semesters without any limitations.

If a student has not met the above requirement, a hold will remain on the student's account preventing class registration. Students will have to fill out the Graduate Plan to Remove GPA Deficiency form and, if approved by their academic advisor and the Graduate Center, they will be able to continue with their degree program coursework.

6.3

Bridge Courses and Prerequisites

What is a Bridge Course or Prerequisite Conditional Admission?

Bridge courses are a tool to help students succeed in their graduate level studies. As per the recommendation from the admissions committee, you have been admitted to the Polytechnic Institute of NYU with the need to strengthen or refresh some core competencies and you are therefore required to enroll in bridge courses as outlined in your acceptance letter. Prerequisites are foundational courses from your field of study, often at an undergraduate level, and often do not count toward graduation.

During your first semester at NYU-Poly, you are to enroll in the bridge courses or prerequisites as outlined in your acceptance letter. Bridge courses or prerequisites are a requirement you must fulfill in order to continue with your academic degree program and are a stipulation of your acceptance to the Graduate School at NYU-Poly.

Registration

In a student's first semester, registration will be facilitated during orientation. Students must sign in with the Graduate Center to have their student account hold temporarily lifted and then meet with their academic advisor before registering for classes online. In each subsequent semester, students must visit the Graduate Center to have their hold temporarily lifted for class registration. It is mandated that students required to take bridge courses or prerequisites do so during their first semester(s) of study.

Waivers

Bridge course or prerequisite waivers will be granted by the Graduate Center only to those students who meet the following requirement:

- The student completes additional coursework after being admitted to NYU-Poly that fulfills their bridge course or prerequisite requirement. An updated official transcript must be presented to the Graduate Center before class registration. Coursework completed at other academic institutions must comply with the accreditation standards of your field of study.

Successful Completion of a Bridge Course or Prerequisite Condition

- All bridge and prerequisite coursework is successfully completed

If a student meets the above requirement, the student account hold will be permanently removed from PeopleSoft by the Graduate Center. Students will be able to register for subsequent semesters without any limitations.

If a student has not met the above requirement, a hold will remain on the student's account preventing class registration. Students will have to visit the Graduate Center and enroll in any remaining bridge or prerequisite courses.

6.4

Proof of Degree Completion

What is a Proof of Degree Completion Conditional Admission?

Proof of Degree Completion conditional admissions are given to students who at the time of their application have not yet completed their bachelor's degree or did not submit original or official copies of all the required documents. As per the recommendation from the admissions committee, you have been admitted to the Polytechnic Institute of NYU and under this condition you are required to submit the necessary original or official documentation as outlined in your acceptance letter. This is a requirement you must fulfill in order to continue with your academic degree program and it is a stipulation of your acceptance to the Graduate School at NYU-Poly.

Registration

In a student's first semester registration will be facilitated during orientation. Students must present their most up-to-date documents to the Graduate Center to have their student account hold temporarily lifted and then meet with their academic advisor before registering for classes online. In each subsequent semester while fulfilling a Proof of Degree Completion conditional admission, students must visit the Graduate Center to have their hold temporarily lifted for class registration.

Waivers

There are no waivers for students with Proof of Degree Completion conditional admissions.

Successful Completion of a Proof of Degree Completion Condition

- All original or official documentation submitted to the Graduate Center

If a student meets the above requirement, the student account hold will be permanently removed from PeopleSoft by the Graduate Center. Students will be able to register for subsequent semesters without any limitations.

If a student has not met the above requirement within one semester, a hold will remain on the student's account preventing class registration. Students will have to visit the Graduate Center to have the hold temporarily lifted for class registration. If students have not met the above requirement within six months of the start of study they will not be permitted to continue with their degree program.

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Academic Advising/ Registration

Students are required to meet their academic advisors to select classes for their first semester. After meeting with your academic advisor you may register online using your PeopleSoft account. Account information will be e-mailed to you upon receipt of your tuition deposit. Before meeting with your academic advisor, you should complete the following:

- Familiarize yourself with the curriculum for your program of study (core, specialization and electives as detailed in the course catalog).
- Map your career goals to your program specialization and electives.
- Identify your length of study.
- Check class availability and schedules.

7.1

Class Registration

The first step of the NYU-Poly registration process is to meet with your academic advisor. To schedule an appointment, simply contact your academic department directly or ask the Graduate Center for assistance. After meeting with your advisor, you can register online using PeopleSoft. All your online account information including PeopleSoft, MyPoly, E-mail and SSL VPN can be obtained at the Information Systems Help Desk located at 337 Rogers Hall. The help desk's hours are Monday–Friday, 9:00 a.m.–5:00 p.m., but you can call the 24-Hour Phone Support Line at (718) 260-3123 or e-mail help@poly.edu anytime.

When you are ready to register for courses, you can access the list of course offerings and class schedules by logging on to the NYU-Poly Class Schedule site at www.poly.edu/class. Once you have made your schedule, print out your Registration Receipt from PeopleSoft and take it with a photo ID to the Office of Facilities Management located in Room 152 in the Jacobs Administrative Building. This is where you will receive your NYU-Poly Student ID Card, which will allow you access to campus buildings and so much more. Lastly, you need to purchase your books, which you can do online at www.bookstores.nyu.edu.

International students must visit the Office of International Students and Scholars (OISS) before registration.

For more information or registration help, please feel free to contact the help desk at (718) 260-3123 or e-mail help@poly.edu.

NSO - Directory of Graduate Advisors					
Program	Department	Director / Advisor	Room	Telephone	E-Mail Address
Bioinformatics (MS)	OTHER	Mgavi Brathwaite	RH 712	718-260-3950	mbrathwa@poly.edu
Biomedical Engineering (MS)	CBS	Gene DiResta	RH 828	718-260-3269	gdirresta@poly.edu
Biomedical Engineering (PhD)	CBS	Gene DiResta	RH 828	718-260-3269	gdirresta@poly.edu
Biotechnology (MS)	CBS	Evgeny Vulfson	RH 612	718-260-3096	evulfson@poly.edu
Biotechnology and Entrepreneurship (MS)	CBS	Evgeny Vulfson	RH 612	718-260-3096	evulfson@poly.edu
Chemical Engineering (MS)	CBE	See CBE Department for Advisement	RH 730	718-260-3244	cvillafa@poly.edu
Chemical Engineering (PhD)	CBE	for Advisement	RH 730	718-260-3244	cvillafa@poly.edu
Chemistry (MS)	CBS	Jin Kim Montclare	RH 823	718-260-3679	jmontcla@poly.edu
Civil Engineering (MS)	CE	Magued Iskander	RH 403 A	718-260-3016	iskander@poly.edu
Civil Engineering (PhD)	CE	Magued Iskander	RH 403 A	718-260-3016	iskander@poly.edu
Computer Engineering (MS)	ECE	Ramesh Karri	LC 254	718-260-3596	rkarri@poly.edu
Computer Science (MS)	CSE	Stuart Steele	LC 240	718-260-3357	ross@poly.edu
		Susana Garcia	LC 241	718-260-3290	sgarcia@poly.edu
Computer Science (PhD)	CSE	Keith Ross	LC 240	718-260-3859	ross@poly.edu
Construction Management (MS)	CE	Fletcher Griffis	RH 407	718-260-3713	griffis@poly.edu
		Lawrence Chiarelli	RH 405	718-260-4040	lchiarel@poly.edu
Cybersecurity (MS)	CSE	Nasir Memon	LC 116	718-260-3970	memon@poly.edu
Electrical Engineering (MS)	ECE	Yao Wang	LC 256	718-260-3469	yao@poly.edu
		Xiao-Kang Chen	LC 205	718-260-3056	xkchen@poly.edu
Electrical Engineering (PhD)	ECE	Yao Wang	LC 256	718-260-3469	yao@poly.edu
Electrophysics (MS)	ECE	Nirod Das	LC 262	718-260-3192	ndas@poly.edu
		Xiao-Kang Chen	LC 205	718-260-3056	xkchen@poly.edu
Environmental Engineering (MS)	CE	Mohammad Karamouz	RH 408	718-260-3230	mkaramou@poly.edu
Environmental Science (MS)	CE	Mohammad Karamouz	RH 408	718-260-3230	mkaramou@poly.edu
Financial Engineering (MS)	FRE	Barry Blecherman	RH .517F	718-260-3398	blecherm@poly.edu
Industrial Engineering (MS)	OTHER	Michael Greenstein	RH 501	718-260-3835	mgreenst@poly.edu
Information Management, Executive (MS)	TM	Joe Nadan	55 Broad 13B	718-260-4025	jnadana@poly.edu
		Vivek Veeraiah	LC 401	718-260-4015	vvivek@poly.edu
Integrated Digital Media (MS)	TCS	Andres Pang-Becker	RH 204	718-260-3693	apang@poly.edu
Management (MS)	TM	Bohdan Hoshovsky	LC 401	718-260-3929	bhoshovs@poly.edu
Management of Technology (MS)	TM	Vivek Veeraiah	LC 401	718-260-4015	vvivek@poly.edu
Management of Technology, Executive (MS)	TM	Joe Nadan	55 Broad 13B	718-260-4025	jnadana@poly.edu
Manufacturing Engineering (MS)	OTHER	Michael Greenstein	RH 501	718-260-3835	mgreenst@poly.edu
Materials Chemistry (PhD)	CBS	Jin Kim Montclare	RH 823	718-260-3679	jmontcla@poly.edu
		Iwao Teraoka	RH 739B	718-260-3466	teraoka@poly.edu
Mathematics (MS)	MATH	Joel Rogers	RH 305K	718-260-4076	rogers@poly.edu
Mathematics (PhD)	MATH	Joel Rogers	RH 305K	718-260-4076	rogers@poly.edu
Mechanical Engineering (MS)	ME	George Vradis	RH 501	718-260-3875	gvradis@poly.edu
Mechanical Engineering (PhD)	ME	George Vradis	RH 501	718-260-3875	gvradis@poly.edu
Organizational Behavior (MS)	TM	Harold Kaufman	RH 404	718-260-3485	hkaufman@poly.edu
Physics (MS)	AP	Edward Wolf	RH 314	718-260-3629	ewolf@poly.edu
Systems Engineering (MS)	ECE	Zhong-Ping Jiang	LC 214	718-260-3646	zjiang@poly.edu
		Farshad Khorrami	LC 263	718-260-3227	khorrami@poly.edu
Technology Management (PhD)	TM	Bharadwaj Rao	LC 401D	718-260-3617	brao@poly.edu
Telecommunication Networks (MS)	ECE	Yong Liu	LC 258	718-260-3959	yongliu@poly.edu
Transportation Management (MS)	CE	Elena Prassas	RH 400A	718-260-3788	eprassas@poly.edu
Transportation Planning and Engineering (MS)	CE	Elena Prassas	RH 400A	718-260-3788	eprassas@poly.edu
Transportation Planning and Engineering (PhD)	CE	Elena Prassas	RH 400A	718-260-3788	eprassas@poly.edu
Urban Systems Engineering and Management (MS)	CE	Ilan Juran	RH 401A	718-260-3717	ijuran@poly.edu
Wireless Innovation (ME)	ECE	Xiao-Kang Chen	LC 205	718-260-3056	xkchen@poly.edu

Departments Legend:

- AP - Applied Physics
- CBE - Chemical and Biological Engineering
- CBS - Chemical and Biological Sciences
- CE - Civil Engineering
- CSE - Computer Science and Engineering
- ECE - Electrical and Computer Engineering
- FRE - Finance and Risk Engineering
- MATH - Mathematics
- ME - Mechanical and Aerospace Engineering
- OTHER - Other Departments
- TCS - Technology, Culture and Society
- TM - Technology Management

7.3 NYU-Poly Program Codes 2011-2012

PROGRAM CODES	SUBJECT DESCRIPTION	PROGRAM CODES	SUBJECT DESCRIPTION
AE	Aerospace Engineering	LS	Life Sciences
AH	Art History	LW	Law
AM	Mechanical and Aerospace Engr.	MA	Mathematics
AN	Anthropology	MD	Media Studies
B20	STERN: Information Systems †	ME	Mechanical Engineering
BE	BioEngineering	MG	Management
BI	Bioinformatics	ML	Modern Language
BMS	Biomolecular Science	MN	Manufacturing Engineering
BT	Biotechnology	MS	Military Science
BTE	Biotechnology and Entrepreneurship	MT	Materials Science
BULK	Bulk Credits	MU	Music
CAM	Culture, Arts, and Media	NU	Nuclear Engineering
CBE	Chemical and Biological Engr.	NYU	NYU Student Alliance
CE	Civil and Environmental Engr.	OB	Organizational Behavior
CH	Chemical Engineering	OR	Operations Research
CM	Chemistry	P11	Wagner Public Administration †
CP	Co-op Education Program	PE	Physical Education
CS	Computer Science	PH	Physics
DL	Distance Learning	PL	Philosophy
DM	Integrated Digital Media	PO	Political Science
E85	Steinhardt Music and Music Prof †	PS	Psychology
EC	Economics	RE	Registrar
EE	Elect. Engineering - EE UGRD	SA	SA
EG	General Engineering	SE	Systems Engineering
EL	Elect. Engineering - EL GRAD	SEG	Society, Environmnt, and Globaliz
EN	English	SL	Student Life
EP	Electrophysics	SS	Social Science
ES	Environmental Science	ST	History of Science
FE	Financial Engineering	STS	Science and Technology
FIN	Finance	TC	Technical Communications
FL	Foreign Language	TE	Technical Elective
FRE	Finance and Risk Engr.	TR	Transportation
G17	GSAS Biomaterials †	URB	Urban Studies
G22	GSAS Computer Science †	V18	CAS Social and Cultural Analysis †
G23	GSAS Biology †	V22	CAS Computer Science †
G25	GSAS Chemistry †	V23	CAS Biology †
G31	GSAS Economics †	V27	CAS Classics †
G63	GSAS Mathematics †	V31	CAS Economics †
G89	GSAS †	V33	CAS East Asian Studies †
GS	General Studies	V36	CAS Environmental Studies †
H56	Tisch Film and Television †	V43	CAS Art History †
H79	Tisch: Interactive Telecommun †	V45	CAS French †
H95	Tisch School Open Arts Curric †	V53	CAS Politics †
HC	Honors College	V57	CAS History †
HE	Higher Educ Opportunity Pgm	V63	CAS Mathematics †
HI	History	V78	CAS Religion †
HU	Humanities	V83	CAS Philosophy †
HUSS	Humanities and Social Sciences	V85	CAS Physics †
IE	Industrial Engineering	V89	CAS Psychology †
IM	Institute of Imaging Science	V91	CAS Russian and Slavic Studies †
IS	Interdisciplinary Studies	V93	CAS Sociology †
JW	Journalism	V95	CAS Culture †
LA	Liberal Arts	X30	SCPS American Language Inst †

† Courses from other New York University schools require permission before registering. Check with your advisor.

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Information Systems

8.1

Policy on E-Mail Communication

Website: www.poly.edu/life/student-0/information/e-mail

NYU-Poly's Communication Policy

In our ongoing campaign to be environmentally aware by “going green” and to increase the safety, efficiency and speed of our communication with students, NYU-Poly has instituted a communication policy in which NYU-Poly will no longer use paper communication with students. All NYU-Poly students have a Polytechnic Institute of NYU E-mail account and, through the PeopleSoft Blackboard integration, access to MyPoly for institutional information, information concerning the classes for which they are registered and organizational information and services. Because of this robust electronic access, NYU-Poly faculty and administration will contact students with important information and notices electronically only through the various communication technologies and environments provided by the Institute. To ensure that students both receive and are responsive to important notices from all departments and offices at NYU-Poly, students need to observe the following policy:

- The NYU-Poly E-mail account is a student's official point of contact. Students are expected to directly access this account at least once each school day.
- Students must be aware of notices posted on MyPoly. It is the student's responsibility to check this portal during the drop/add period of registration and regularly during the term in order to verify the accuracy of his/her schedule and to read any official Institute notices. Schedules should be verified by students at least once during the first two weeks of the term and once after midsemester. The Academic Calendar that delineates the different registration periods is also available on MyPoly. Students should be familiar with this calendar and follow it accordingly.
- Students are required to be aware of course-related information available on their course environment on Blackboard, such as course syllabi, resources, calendar, assignment expectations, special announcements, grades, etc.

SPECIAL NOTE: New NYU-Poly students may not have access to MyPoly until August 1st. All other access is open to new students once they activate their accounts.

8.2

NYU NetID Information

Website: <http://www.nyu.edu/its/faq/poly/>

How do I access it?

NYU Information Technology Services (ITS) assigns a University ID number and a NetID to all current Polytechnic Institute of NYU students, faculty and staff. The NYU University ID is a unique identifying number composed of a string of numbers and starts with an “N.” The NYU NetID (Network Identification) is a combination of initials and a few random numbers, e.g., aqe123. You will need to activate your NetID; once activated, your NetID is the key to many NYU online resources.

Where do I find my NYU University ID Number and NetID?

Polytechnic Institute of NYU students can access their credentials by logging into the personal information section of PeopleSoft (PS Data). Once you have your information you will then need to activate your NetID.

How do I activate my NYU ID?

You can activate your NetID at any time, from any Internet-connected computer:

Go to start.nyu.edu.

1. Scroll down and enter Your NetID. (Leave the password field blank.)
2. Click "START!" and then, on the next page, click "Continue."
3. Read the next page and click "I agree to abide by these statements."
4. Enter your new NYU University ID number. (Remember the "N" is upper case.)
5. Enter your date of birth in month/date/year form.
6. Enter a proposed password. (Please read the strong password rules carefully.)
7. Re-enter your new password to confirm.
8. Select a "Hint" and provide an answer. Then click "Continue."
9. You should see "Success! Your password has been set." Your NetID is now active and your new password will be valid almost immediately. If you need assistance, please call the ITS Client Services Center at 1-212-998-3333.

Please note: For security reasons, NYU requires that you change your password at least once each year (no exceptions). You will receive notifications from ITS when your password is about to expire. Also note that you can change your password more frequently than once a year and avoid the reminder messages altogether. There is no limit on the number of times you may change your password.

8.3

How to Login to Blackboard/MyPoly

NYU-Poly uses the Blackboard Learning Management System for all course document distribution and communication between students and faculty. New students will receive a login ID and initial password from the Office of Information Technology.

NYU·poly
POLYTECHNIC INSTITUTE OF NYU

my poly

Welcome to My Poly, a personalized portal that provides access to tools for the delivery of online coursework, as well as announcements of interest to the Poly community.

Students
Use your LABS username and password.
If this is your first time logging in, use your Poly ID number as a temporary password. We urge you to change your password after logging in the first time.

Faculty or Staff
Use your VISION2000 username and password.

Need Help?
For technical problems, contact the Help Desk at **718-260-3123** or **help@poly.edu**.
Please direct all suggestions and comments to the **Blackboard Administrator**.

LOGIN HERE

Please enter your credentials and click the Login button below.

USERNAME:

PASSWORD:

Login

What you will find here:

- Registered Course Contents
- Classes
- Campus Community Information
- Graduate School Community
- Graduate Center Scholarship
- Graduate Students Employment and Training
- Human Resource Information
- International Students Section

8.4

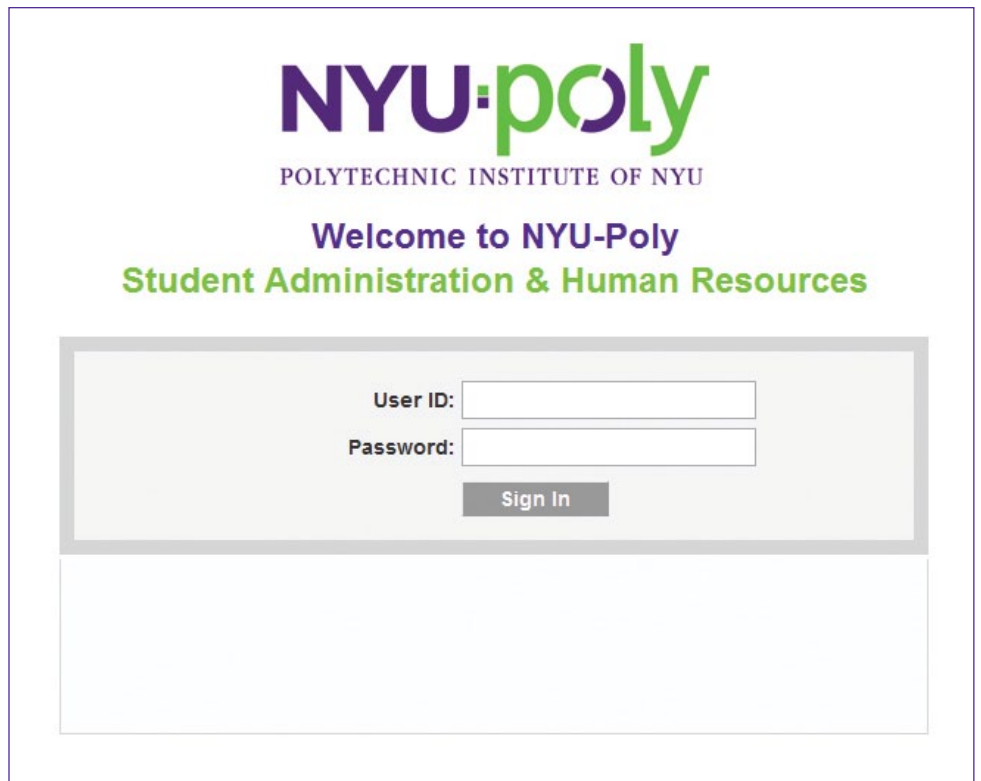
PS DATA

On-Campus: sahr.poly.edu

Off-Campus: vpn-students.poly.edu

Online access to PS DATA, NYU-Poly's student information system, allows you to view:

- Documents that may be needed to complete your aid package
- Your aid package for the year with award types and amounts
- Your tuition bill listing all tuition charges, payments and financial aid



The screenshot shows the login page for NYU-Poly's Student Administration & Human Resources system. At the top, the NYU-Poly logo is displayed in purple and green, with the text 'POLYTECHNIC INSTITUTE OF NYU' below it. The main heading reads 'Welcome to NYU-Poly Student Administration & Human Resources'. Below this is a login form with two input fields: 'User ID:' and 'Password:'. A 'Sign In' button is positioned below the password field. The entire form is enclosed in a light gray border.

What you will find here:

- Register/Enroll for Classes
- Add/Drop Classes
- View Unofficial Transcripts
- Pay/View Tuition Bills
- NYU NetID Details

For off-campus/on-campus link to PeopleSoft visit my.poly.edu.

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How To Get an ID Card

How To Get an ID

Website: www.poly.edu/onecard

About The NYU-Poly OneCard

As an NYU-Poly student you are required to have an NYU-Poly photo ID card to gain access to all buildings on campus. As a member of the NYU-Poly community you are required to swipe your NYU-Poly ID card at the reader to gain access to each building. Your ID card must be carried at all times and should be worn so that it is visible. Never lend your ID card to anyone for any reason as you will be subject to disciplinary action for fraudulent use of the NYU-Poly ID card.

How To Get Your NYU-Poly ID OneCard

Verification

The Facilities Management Office located in JB 152 houses the ID equipment and handles all related issues for ID cards. A student trying to obtain an NYU-Poly ID Card will have their eligibility verified in the Facilities Management Office (JB 152). All students must bring proof of registration for the current semester (class schedule) and proof of identification (State Driver's License, State Photo ID or Passport).

Photos

New Graduate Students will have the opportunity to take ID photos during New Graduate Student Orientation week. The NYU-Poly ID Card station will be in One-Stop-Shop during the week. To get your permanent NYU-Poly Student ID card at One-Stop-Shop, please present your Registration Receipt and Photo ID. If you are not able to make your NYU-Poly ID Card at this time, you may go to the Facilities Management Office, located in JB 152, to have one made.

Lost or Stolen ID Cards

Replacement ID cards are available from the Facilities Management Office. You must first pay the \$20 replacement fee at the Financial Services window on the 2nd floor of the Jacobs Building. Then, bring your receipt, photo ID and class schedule to JB 152 for a replacement. Individuals whose IDs have been stolen and who possess a police report may have the \$20 fee waived.

10

Graduate Tuition and Fees

In order to reserve a place in the upcoming academic term, you should send a non-refundable tuition deposit of \$300. Your deposit is credited to your first semester's tuition bill. You can pay for your tuition by demand draft, money order, bank wire, bank check or traveler's checks. You will need your NYU-Poly student ID number in order to complete the tuition deposit transaction. Your student identification number is located in the heading of your admission letter. Please contact the Graduate Center if you do not know your Poly ID number.

Tuition fees must be paid each semester. You can make a single payment at the beginning of the semester or you can arrange to pay in installments throughout the semester. You can pay for your tuition by credit card, demand draft, money order, bank wire, bank check or traveler's checks. For additional information, contact the Office of Student Accounts (stuacct@poly.edu). Tuition is \$1,248* per credit for the 2011–2012 academic year (and subject to increase). International students in the United States on F-1 visas are required to maintain full-time status and must register for a minimum of 9 credits. For more information on tuition and fees visit www.poly.edu/admissions/financial/costs.

*Subject to change

10.1

Fees

Graduate

Tuition

Graduate Tuition, per credit	\$1,248
Accelerated Management of Technology (AMOT), per credit	\$1,248

Institute Fees

Full-time (9 credits or more), per semester	\$754
Part-time (6 credits), per semester	\$501
Part-time (3 credits), per semester	\$265

Insurance

Health Insurance, per semester**	\$363
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Executive Format MS Programs

Per Semester

Management of Technology	\$12,500
Information Systems Engineering	\$11,372

** Full-time students (9 credits or more) must have health insurance from an authorized vendor. International students must buy insurance from NYU-Poly.

10.2

Liability/Refund Schedule

When you register for a course at NYU-Poly, you become responsible for all tuition and fees associated with that registration.

To remove or reduce tuition liability, you must officially drop or withdraw from a course. The amount of tuition you are responsible for depends on the date you withdraw from a course. Download the refund schedule at www.poly.edu/tuition-liability to see how much you will be liable for/refunded based on your withdraw date and the semester for which you are inquiring. (Please note that your

Payment Methods

Traditional

Payment can be made in the form of cash, check or money order at the Student Financial Services office located in Jacobs Building, Room 256. It is not recommended that you travel with cash. Or, to pay by mail make checks or money orders payable to Polytechnic Institute of New York University and mail to:

Polytechnic Institute of New York University
PO Box 27716
New York, NY 10087-7716

Monthly

This interest-free payment plan is offered through Tuition Management Systems (TMS). There is a \$90 non-refundable enrollment fee for the plan. Payments are made directly to TMS except for the first payment, which is made to NYU-Poly at the time you enroll in the plan. For more information on TMS Enrollment please visit www.afford.com/poly; our school code is 0475.

Third Party Sponsorship

Polytechnic Institute of New York University will accept authorization to bill a third party (e.g., company, government agency or organization sponsoring a student). The authorization must be in writing and state that the third party will pay Polytechnic Institute of New York University directly. Payment is due upon receipt of the bill and must not be contingent on grades. If for any reason payment is denied, you are 100% liable for your tuition.

Students should contact Student Financial Services at (718) 260-3700 for more information.

Students are required to identify the funds with their name, date of birth and student identification number.



Graduate School Funding

Fellowships, Graduate Center Scholarships and Corporate Education Discounts are applied against tuition. Repayment is not required. Students may receive funding for up to four semesters.

Graduate Center Merit-Based Scholarship for Current Students

This program is administered by the Graduate Center Office. Graduate students currently enrolled in a master's degree program are applicable. Those who qualify may receive a new scholarship or scholarship upgrade. Scholarships and upgrades are awarded to students who have completed at least one semester at NYU-Poly.

Students interested in applying can do so by obtaining an application from the Graduate Center. Applications will be available every December for the spring semester, and every May for the fall semester.

Departmental Fellowships

Many departments offer fellowships or scholarships to current NYU-Poly students. Fellowships are mainly for current students with excellent academic records who demonstrate good teaching skills. Openings for these positions vary from semester to semester. In order to find out about funding opportunities offered from your department, please visit your academic department.

External Scholarship Opportunities

The Graduate Center seeks to help current students of NYU-Poly find new scholarship opportunities to help fund their education. A listing dedicated to outside scholarships can be found on the my.poly.edu website, located in the Graduate School community.

Financial Aid

At NYU-Poly we make every effort to assist you as you apply for the wide variety of financial aid, scholarships, grants and loans available to graduate students. We offer a range of scholarships, work-study and graduate assistantship programs that reduce education costs for students of need and merit.

We also support your efforts to obtain grant money and loans and are available to provide guidance whenever possible. In this section, you will find a comprehensive listing of resources that help you navigate the many options available for financial aid. We encourage you to contact us to address any questions you may have regarding the cost and financing of your graduate education at NYU-Poly.

Other Reputable Scholarship Search Sites:

www.studentscholarshipsearch.com

www.wiredscholar.com

www.scholarships.com

www.fastweb.com

For more information contact the Graduate Center at (718) 260-3182.

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On-Campus Jobs

Graduate Student Employment and Training Program (GSET)

As a graduate student, you will have the opportunity to empower your career and gain vital work experience through NYU-Poly's Graduate Student Employment and Training Program (GSET). This extensive program not only provides employment, but also supplies you with the expert training to meet industry challenges and thrive in the professional world. The GSET is a superior advantage for all graduate students looking to gain a unique professional edge.

There are two basic tracks under this program:

1. Graduate Academic Experience: This track offers students an opportunity to work on research projects and related academic work. The varied duties involved in this track may include conducting surveys, studying projects, laboratory projects, market research and similar duties.
2. Graduate Administrative Experience: This track offers students an opportunity to work with the Administration sector of the school. Administrative Experience involves administrative and academic departmental support duties. The students covered under this track will be involved in administrative, clerical, advising, planning, maintenance and similar duties.

All new students must participate in the training workshops offered in the GSET program. More information will be available during the New Graduate Student Orientation.

How to apply for on-campus jobs (GSET):

1. All on-campus jobs are posted on "CareerNET," which is the official online job portal at NYU. To access CareerNET, go to www.nyu.edu/careerdevelopment/.
2. All new students will receive login credentials for CareerNET during orientation and after registering for classes.

Please log in to your MyPoly account and visit the Graduate School Community to learn how to upload your résumé on CareerNET and how to apply for jobs.

Facts and things to consider:

- Each year the GSET accommodates more than 600 students in various on-campus jobs.
- The GSET is performance-based and the positions are offered on a competitive basis to any full-time graduate student.
- Students employed under this program are paid a stipend and given a work schedule under an assigned supervisor.
- Students employed under this program can work no more than 20 hours per week.
- Graduate students are expected to progress in their studies and maintain a 3.0 GPA. Failure to do so will result in a student being placed on academic probation and that student will not be allowed to participate in the GSET program.

To learn more visit <http://www.poly.edu/graduate-school/current-students/GSET>.

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Health and Immunization

Immunization

In accordance with New York State law, all entering students must show proof of immunity against measles, mumps and rubella. The law prohibits NYU-Poly from allowing any student to register for classes without documented proof of immunization against these diseases. Students must have the enclosed immunization form completed by the physician or health care provider who administered their vaccinations. Once completed, the Immunization Record should be submitted to the Graduate Center at Polytechnic Institute of New York University. To expedite your registration you should complete this process well in advance of your arrival at NYU-Poly.

For more information or to download the forms, visit www.poly.edu/life/health/immunization.

Health Insurance for International Students

International students will be automatically enrolled in the Institute-sponsored health insurance plan. The cost of this insurance policy will be added to your student tuition account. The insurance at NYU-Poly is mandatory for all international students. No other insurance policies are accepted and you cannot waive the Institute-sponsored insurance plan. Medical costs in the United States are very high and are not paid for by the government.

The individual must be prepared to pay for their own hospital, doctor, medicines and other medical costs. This insurance policy will pay for most of these costs in case of illness or accident. The policy also makes certain that the health care coverage for international students meets the school, state and federal requirements. The coverage is good worldwide.

For more information and to view the insurance fees visit www.poly.edu/life/health.

Health Insurance for Domestic Students

If you are enrolled for more than nine credits you will be automatically enrolled in the Institute-sponsored health insurance plan. The cost of this insurance policy will be added to your student tuition account. This insurance option is required for students who do not have insurance, whose current family health coverage is about to expire, or whose health insurance is with an HMO or restricted PPO out of the area.

If you have private insurance with comparable coverage, you can request to waive the Institute plan (applying for a waiver does not automatically waive you out of the plan). You will be contacted by the insurance carrier if there are questions regarding your waiver.

For more information or to apply for a health insurance waiver, visit www.poly.edu/life/health.

NYU Health Center

NYU-Poly students have access to many services at the NYU Student Health Center (SHC). Students will be responsible for their co-pay, co-insurance, any portion of the bill not paid by the insurance company and SHC service fees. The office visit co-pay will be requested at the time of service.

The NYU Student Health Center is located in Manhattan at 726 Broadway, 3rd and 4th floors, New York, NY 10003. Call (212) 443-1000 for an appointment. Many same-day appointments are available. Students seeking care can walk in to the 3rd floor center without an appointment, but an additional \$10 walk-in fee (not covered by the insurance plan) will be assessed.

For more information about hours of operation and available services visit www.nyu.edu/shc/.

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Counseling

Counseling: Consultation, Counseling and Psychotherapy

Website: www.poly.edu/life/health/counseling

E-mail: counseling@poly.edu

Phone: (718) 260-3456

Visit: 358 Jacobs Administration Building – Monday - Friday; 9:00 a.m. - 5:00 p.m

Current Students

NYU-Poly's Counseling and Psychological Services (CAPS) center offers a variety of services to help students achieve their maximum potential both academically and professionally, as well as socially and emotionally. If you are an NYU-Poly student, you can meet with a professional staff member, a licensed psychologist or social worker (or with a supervised trainee) for consultation and referral, short-term individual counseling and psychotherapy, as well as group counseling and psychotherapy. Consultation, counseling and psychotherapy are confidential* and included as part of your registration fees, so there is no additional cost to you.

Family, Faculty and Staff

We also offer consultation to friends, family, faculty and staff members who are concerned about an NYU-Poly student. (Note: We cannot disclose information about a particular student, without his/her written consent, nor can we disclose whether or not a student has received or is receiving services at CAPS.)

NYU-Poly Community

We are also available as an educational resource and to present workshops on a variety of topics to NYU-Poly organizations, clubs and departments.

Take a Free, Anonymous Online Self-Evaluation

These websites provide excellent resources, referrals and education on a host of mental health and wellness related issues, as well as an anonymous telephone hotline, all designed for university students. Students are encouraged to explore the resources at these valuable sites:

- Visit "e-chug" at <https://interwork.sdsu.edu/echug2/?id=POLY&hfs=true> to evaluate your alcohol use
- Visit "e-toke" at <http://interwork.sdsu.edu/etoke/index.php?id=POLY> to self-evaluate your marijuana use
- Visit "ULifeline" at <http://www.ulifeline.org/schools/polynyu> to self-evaluate depression, anxiety, alcohol/drugs, PTSD, eating disorders, bipolar illness, stress, suicidal thoughts/feelings and self-injurious behavior

*All legal/ethical limits to confidentiality will be either discussed with you by a staff member or presented to you in writing prior to your disclosing any information to us.

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Living and Housing

On-Campus Housing

Whether you are a prospective, international or current student, NYU-Poly's on-campus housing gives you the resources and support of a close community of like-minded students. It is a great place to meet new people from all over the world and develop friendships that can last a lifetime.

The Institute offers on-campus housing that provides excellent facilities with High Speed Internet, WiFi, Direct TV, Cable TV, Meal Plans, Electricity, etc. Students from many countries stay in the dorms, providing them with exposure to students from various cultures. It is a great way to establish close friendships, to get involved in social/cultural activities, to join student council and to meet fellow students from across the country and the world. This housing is not appropriate for married students seeking housing for families.

The space is limited and works on a "first-come, first-served basis," primarily with double occupancy and a meal plan. Hence, graduate students are strongly encouraged to apply early. All graduate students should commit to living in the Institute Residence Halls for the entire academic year (Fall and Spring semesters).

Registering for On-Campus Housing

Students who choose to live on campus are required to submit a housing application form included in the admission package, which can also be downloaded online.

The students have the choice of selecting the type of room, roommates and other specifications. For more information, students are requested to contact the Office of Residence Life.

Telephone: (718) 260-4160

Fax: (718) 260-4195

E-mail: reslife@poly.edu

Website: www.poly.edu/life/campus

Temporary Housing

In the event that you arrive in New York in advance of the scheduled residence hall check-in date or you arrive when the Housing office is closed, the following is a list of residences that accommodate international students on a walk-in basis:

International House
500 Riverside Drive
New York, NY 10027
(212) 316-8400
www.ihouse-nyc.org

International Student Center
38 West 88th Street
New York, NY 10024
(212) 787-7706
www.nystudentcenter.org

Educational Housing Services
31 Lexington Avenue
New York, NY 10010
(800) 385-1689
www.studenthousing.org

The St. George
Studio Bldg. Residence
100 Henry Street (at Clark)
Brooklyn Heights, NY 11201
Reservations: (212) 977-9099

Off-Campus Housing

New York City is home to over eight million people who enjoy the many great things the city has to offer. There are a number of options available for off-campus housing and many students take advantage of this option, although students who choose to stay off campus do so at their own personal responsibility.

NYU-Poly is located at MetroTech, the largest urban industrial research park in the world, and is surrounded by corporations. Thus, there are few housing options immediately adjacent to campus. However, dozens of buses and subway trains connect you to all parts of New York City.

Additionally, NYU-Poly students can access the NYU Off-Campus Housing Office at the Washington Square Campus. This Office offers resources and guidance with the process of finding safe and affordable off-campus housing. They also provide roommate listings. NYU-Poly students can visit the Office in person (4 Washington Square Village/northwest corner of Mercer and Bleecker; be sure to bring your Student ID Card) or can contact the Office at:

Phone: (212) 998-4620

E-mail: offcampus.housing@nyu.edu

Website: www.nyu.edu/housing/offcampus/

Links for Off-Campus Housing

www.apartmentguide.com

www.metrointl.org/programs/housingbooklet/listings.html

newyork.craigslist.org/hhh

classifieds.sulekha.com/new-york.htm

Networking Groups

E-mail: polybrooklyn@yahoogroups.com

Facebook: www.facebook.com/grad.nyupoly

Twitter: twitter.com/NYU_Poly_Grad

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Guide for International Students

Office of International Students and Scholars

The Office of International Students and Scholars (OISS) is the channel connecting the U.S. Citizenship and Immigration Services (USCIS) and NYU-Poly. OISS will assist all international students with government agencies, immigration regulations and the required documentation for study at NYU-Poly. Students are encouraged to visit the OISS with any questions or contact the Office directly at:

Office of International Students and Scholars

Visit: 158 Jacobs Building

Phone: (718) 260-3805

Fax: (718) 260-3710

E-mail: oiss@poly.edu

Website: www.poly.edu/international-student

Visa for Students

International students will need an F-1 or J-1 visa in order to study in the United States.

- **F-1 Visa:** This is the designation for a student visa and is the most frequently used classification of visa for international students. To obtain an F-1 visa, the student will need a Certificate of Eligibility for Non-immigrant (F-1) Student Status, known as an I-20, sent to you in the admissions package.
- **J-1 Visa:** This visa classification is normally given to students who are required by their sponsors to have a J-1 visa. To obtain a J-1 visa, the student will need a Certificate of Eligibility for Exchange Visitor (J-1) Status, known as DS-2019, included in your admissions package.

Once the student receives the appropriate form, an appointment may be made for the corresponding visa stamp at the closest U.S. Consulate or Embassy. The U.S. Consulate or Embassy may issue a visa approximately 120 days before the scheduled program start date at Polytechnic Institute of New York University. But, the student will be allowed to enter the United States no earlier than 30 days before the beginning date of the academic program, as listed on the I-20 or DS-2019.

The list of the documents to be carried to the U.S. Consulate can be obtained from travel.state.gov/visa/index.html. Also, please check with the local U.S. Consulate for any additional information and documentation required for the student's visa interview. The Consulate Officer will verify that the student has the academic ability, English skills and the financial resources to complete his/her study at NYU-Poly.

Canadian citizens entering the United States from Canada will need only to present the I-20 or DS-2019 and evidence of adequate funding for their studies at the port of entry to the U.S.

Transfer Students

If a student is already in the United States on an F-1 visa attending another school and wants to transfer to Polytechnic Institute of New York University, they must comply with the following procedure in order to receive an I-20/DS-2019 from NYU-Poly:

- On receipt of the admission letter and transfer letter, the student must prepare and submit to NYU-Poly a Declaration and Certification of Finances and supporting documents (if not done earlier).
- Notify the International Students Office (at the student's current school) that they plan to transfer to NYU-Poly.
- Fill out the Polytechnic Institute of New York University Transfer Request Form and ask the International Students Office at the student's current school to complete this form and return it by fax or mail to the Office of International Students and Scholars (OISS) at NYU-Poly.
- Request the student's current school to release and transfer the student's Student and Exchange Visitor Information System (SEVIS) record electronically to Polytechnic Institute of New York University.
- Once the student's SEVIS record is transferred to Polytechnic Institute of New York University, and upon submission of adequate financial information, NYU-Poly will issue the student a new I-20 or DS-2019 document. This I-20 document will be validated only after the student checks in at the Office of International Students and Scholars at NYU-Poly (JB -158) and registers for his/her program of study. This must be done within 10 days of the student's arrival at NYU-Poly.

Students on "Optional Practical Training" and who want to pursue studies at NYU-Poly should follow the "transfer" procedure outlined above with the school that authorized their post-completion employment.

Students who are on H, E, A, L, G non-immigrant visas can attend Polytechnic Institute of New York University. However, they will not be eligible for certain benefits associated with the F-1 status, such as on-campus and off-campus employment.

SEVIS

SEVIS (Student and Exchange Visitor Information System) is a new electronic status verification system mandated by the U.S. Government for international students and scholars on F-1 or J-1 visas. Use the I-20 issued by the school in order to pay the fee online at www.fmjfee.com. The system is supported by the fees collected from prospective applicants for J and F visas. Consequently, once a student receives an I-20 or DS-2019, he or she will have to pay a \$100 government SEVIS fee before starting an application for a visa. The student will have to print the receipt and bring it to the consulate interview as proof of payment in order to qualify for the F-1 visa. For detailed information about SEVIS fees and application procedures please refer to <https://www.fmjfee.com/index.jhtml>.

Extension Letter for Late Arrivals

A student who, under a special circumstance or because of an emergency, wants to arrive in the U.S. late should contact the Office of International Students and Scholars at Polytechnic Institute of New York University and request an extension letter stating the reason for the extension. The same letter needs to be produced at the Emigration Check upon arrival at any U.S. port of entry.

Entering the United States

All international students are required to fill out a form called an "I-94," which will be provided on the plane. The student will have to provide his/her SEVIS fee receipt, passport, visa, I-20, financial information and I-94 card at the port of entry to the Immigration Officer. The Officer will stamp the passport, I-20 and I-94 card, all of which the student will have to bring to NYU-Poly for immigration processing in order to register for classes.

Please note that once the student has entered the United States with an I-20 or IAP-66 issued by Polytechnic Institute of New York University, the student is required by the U.S. Immigration and Naturalization Service to attend Polytechnic Institute of New York University.

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Bookstore and Textbooks

Website: www.bookstores.nyu.edu

Once you have registered for your classes, you will be able to find the required and recommended textbooks for your classes through the NYU Bookstore website. All you need are the catalog numbers for all your classes, and the bookstore's website will provide you with a list of books required for your courses.

Step 1: Have the catalog numbers ready for all your classes. You can find these numbers on your student schedule, which is available through PS Data once you are registered. You can also find these numbers on the class schedule page on the NYU-Poly website (<http://www.poly.edu/academics/class>).

Here are sample catalog numbers for NYU-Poly courses:

CS 5403 section 1328*

CM 1014 section 1689

DM 6153 section 2322

*If your catalog number is only three digits, then add a "0" (zero) to the end of it:
Example: CS.392 becomes CS.3920

Step 2: On the NYU Bookstore Home page, click on the link:

"Textbook Inquiry and Ordering."

This link will bring you to a page titled "Find a Book/Inquiry and Ordering."

The screenshot shows the NYU Bookstores website. At the top, there is a navigation bar with links for Home, About Us, NYU Authors, Hours & Locations, Events, FAQs, and Contact. Below this is a sidebar with links to Main Bookstore, Computer Store, Professional Bookstore, Health Sciences Bookstore, NYU Clothing & Gifts, and Faculty Services. The main content area features a large banner for the "NYU BOOKSTORE EVENT SERIES" with a featured event by Marion Nestle on June 28th. Below the banner, there is a "Search for a Book" section with a link to "Textbook Inquiry and Ordering". A green box highlights this link, and a green arrow points to it from the text "Click Here" below. To the right of the search bar, there are links for "Search Books" and "View Book Bag". At the bottom, there are social media links for Facebook and Twitter.

Step 3: Once you're on the "Find a Book/Inquiry and Ordering" page, locate the heading "By Course."

Select the term "Fall11." In the "Department" field enter your department initials, in the "Course ID" field, enter your four-digit catalog number and in the "Section #" field, enter your four-digit class number, then click on the "Go" button.

Example:

Step 4: This will provide you with a list of the course materials required for the course you have entered. You will need to repeat steps 1-3 for each course you are taking. From this list you may choose to purchase your books either through the NYU Bookstore or via an alternate method. Popular online booksellers that students have used in the past are Alibris.com, Amazon.com and Half.com.

If you complete the process and there are no textbooks listed, it means that the professor has chosen not to use the NYU Bookstore for his/her particular class. You will then find out any needed textbooks on the first day of class. Should you have any questions about this process, please contact the NYU Main Bookstore:

18 Washington Place,
New York, NY 10003

Phone: (212) 998-4667

Fax: (212) 995-4118

E-mail: Book.web@nyu.edu

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How to Use The Library/Website Services

Bern Dibner Library of Science and Technology

Website: library.poly.edu

Phone: (718) 260-3530

E-mail: blibrary@poly.edu

General Hours

Monday – Friday: 9 a.m. – 11 p.m.

Saturday and Sunday: 10 a.m. – 9 p.m.

The Dibner Library provides the following services:

- Borrowing Materials – Borrow up to 20 circulating items for a 28-day period. Reference materials may not be used outside the library.
- Course Reserves – Textbooks and other class materials are available behind the service desk for use in the library for a three-hour period.
- Computing – Wireless access and workstations in the atrium are available for searching the library catalog and databases as well as the Internet. Computers in the workrooms in the rear of the main floor provide MS Office.
- Databases – The library subscribes to many databases covering a variety of academic disciplines and peer-reviewed publications. Access full text articles 24/7 on-campus or off via the library website.
- Interlibrary Loans – If Dibner Library does not have the item you need, request it from another library by filling out the Interlibrary Loan form on the library website: library.poly.edu/services/interlibraryloan or at the service desk.
- Printing and Copying – Self-service copiers and a printer are available on the main floor of the library.
- Remote Reference – Service Chat with a librarian about your research needs during library hours by phone at (718) 260-3530 or online. For online help, go to library.poly.edu/research/ask, Monday through Friday, 10 a.m. to 5 p.m. During off hours, you can e-mail your question to: blibrary@poly.edu.

Access to Bobst and other NYU Libraries

You can visit and borrow materials from the Bobst Library and Courant Institute of Mathematics Library using your NYU-Poly Student ID Card. Use your NYU NetID and password to access NYU's electronic resources while at the libraries or off-campus. To activate your NYU NetID refer to the instructions on page 13 of this Enrollment Guide or visit www.nyu.edu/its.

Access to Local Libraries

The Dibner Library belongs to the Metropolitan New York Library Council (METRO), which allows you on-site use access to 268 libraries in the New York Metropolitan area. Ask for a METRO referral card at the service desk. The Dibner Library also has borrowing privileges with the Academic Libraries of Brooklyn (ALB). Ask for an ALB card at the service desk.

Online Guides

Check poly.libguides.com for a series of subject and research guides that will help you find and use the library's resources more efficiently.

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Career Services and Internships

Website: www.poly.edu/business/career

E-mail: careermgmt@poly.edu

Phone: (718) 260-3650

Visit: 359 Jacobs Administration Building

Polytechnic Institute of New York University's Career Management Center will connect you with leading companies that are searching for highly skilled, market-ready individuals prepared to take on the challenges and opportunities of the 21st century. Our Career Management Center helps graduate students seek positions where their refined technical, analytical and communication skills can best be put to use.

Internship Programs

NYU-Poly's Internship programs allow students to gain real-world experience, while giving employers a chance to identify future talent. Students can participate in one or more semester- or year-long internships before they graduate, demonstrating the high standard of excellence at NYU-Poly. NYU-Poly and partner companies give students an edge over their competition with the professional experience and connections to succeed, and, because of this, many NYU-Poly students are hired by leading companies following graduation.

One-on-One Campus Recruiting

Each year more than 150 employers recruit on-campus and conduct interviews with graduate students. With our competitive campus-recruiting program, we connect students to nationally and internationally known major corporate employers. Interviews also allow companies to assess the best use of the student's skill set.

The Wasserman Center for Career Development

NYU-Poly students have access to the Wasserman Center for Career Development. Its mission is to empower NYU students and alumni to succeed at every stage of their professional development. The Center is committed to providing the highest quality personalized career development programs and services that prepare NYU students and alumni to compete in a global economy.

To learn more visit www.nyu.edu/careerdevelopment/students/poly/.

CareerNET

CareerNET is NYU's online job search resource connecting students to employers. CareerNET, part of the the NACElink Network, is a new collaboration, bringing together the best of the National Association of Colleges and Employers (NACE), DirectEmployers Association and Symplicity Corporation, an advanced technology provider for higher education and government. These changes mean that NYU CareerNET will offer enhanced functionality, including a faster, easier-to-navigate interface. These exciting changes will facilitate your job and internship searches, and make it easier for you to connect to The Wasserman Center for Career Development and our affiliated employers.

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Advocacy, Compliance and Disabilities

Website: www.poly.edu/life/health/students

About the Law

Section 504 of the Rehabilitation Act of 1973: Handicapped Persons' Rights Under Federal Law provides disabled students protection from discrimination and entitles them to an equal educational opportunity. According to the law, students with disabilities should "receive better and more integrated educational services which, in turn, enable them to fully develop their potential."

NYU-Poly's Commitment

At NYU-Poly we do not discriminate in our admissions practices and we base acceptance decisions primarily on academic records. We are committed to assisting students with disabilities in developing the personal as well as academic skills necessary to fully participate in NYU-Poly student programs. To that end, we provide services to students with disabilities based on their individual needs. We are also committed to working with these students so they may become effective self-advocates. Services for students with disabilities do not include the waiving of academic course requirements, nor the changing of course subject matter.

Responsibility as a Student with a Disability

Although not every student with a disability requires services, registering with the Office of Student Development is advised. Once you are accepted to NYU-Poly, you should contact the Office of Student Development for an appointment to discuss your request for services. Be prepared to submit documentation verifying your disability. Do not wait until after classes have begun and you are experiencing difficulty before you contact Student Development. If you fail to contact Student Development in a timely manner, your opportunity for services can be lost or delayed. Under such circumstances, your instructors are not obligated to make any adjustments to accommodate you. Therefore, we urge you to contact Student Development, even if you would like to try to get along without assistance. If your disability requires the services of note takers or readers, you will be asked to participate in the process of identifying an appropriate fellow student for that purpose. Student Development will compensate your note taker or reader.

Confidentiality

When appropriate, the only information about your disability that is shared with other members of the NYU-Poly community (instructors, counselors) is its type, such as legally blind or visually impaired, deaf or hearing impaired, medically impaired, physically disabled, learning disabled. If you think it is helpful for your instructors and/or the counselors to know more about your situation, you may give us permission to share the information.

Temporary Disability

If you are the unfortunate victim of an accident, illness or crime, and are rendered temporarily disabled, Student Development must be contacted.

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Contacts and Services Provided

Office or Department	For Questions Regarding
Graduate Center Room: RH 102 Telephone: (718) 260-3182 E-mail: gradinfo@poly.edu http://www.poly.edu/admissions/graduate	<ul style="list-style-type: none">• Admissions information• Application inquiries
Graduate Student Services Room: JB 158B Telephone: (718) 260-4149 E-mail: gradlife@poly.edu	<ul style="list-style-type: none">• Student activities• Student clubs and organizations• Graduate Student Life
Student Accounts Room: JB 256 Telephone: (718) 260-3700 E-mail: stuacct@poly.edu http://www.poly.edu/studentaccounts/	<ul style="list-style-type: none">• All questions and issues related to payment of tuition
Registrar Room: JB 256 Telephone: (718) 260-3486 E-mail: registrar@poly.edu http://www.poly.edu/registrar/	<ul style="list-style-type: none">• Registration-related issues• Requests for transcripts• Making changes to your personal or major information in PeopleSoft
Office of the Dean of Student Affairs Room: JB 156B Telephone: 718-260-3918 E-mail: studentaffairs@poly.edu http://www.poly.edu/life/student	<ul style="list-style-type: none">• Health insurance, orientation programs and general student advocacy• Services for students with disabilities• Disciplinary issues
Security Telephone: (718) 260-3537	<ul style="list-style-type: none">• Safety policies
IS Help Desk Room: RH 337 Telephone: (718) 260-3123 E-mail: help@poly.edu http://www.poly.edu/computing/index.php	<ul style="list-style-type: none">• PeopleSoft logon or password problems• Poly e-mail password or logon problems• Installation of software for use in your classes
Residence Life Room: Othmer Residence Hall 103 Telephone: (718) 260-4160 E-mail: daniello@poly.edu http://www.poly.edu/life/campus	<ul style="list-style-type: none">• Dorm room options• Building amenities
Veteran Affairs Telephone: (718) 260-3146 E-mail: wgreen@poly.edu http://www.poly.edu/admissions/graduate/veterans	<ul style="list-style-type: none">• How to utilize the GI Bill and Yellow Ribbon Program
OneCard Office Room: RH 333 Telephone: (718) 260-3934 E-mail: wfiguero@poly.edu	<ul style="list-style-type: none">• Any problems with your student ID card

Office or Department

For Questions Regarding

Career Management Center

Room: JB 359
Telephone: (718) 260-3650
E-mail: careermgmt@poly.edu
<http://www.poly.edu/career/>

- Researching careers, jobs and employers
- Résumé development
- Part-time jobs, work-study and graduate assistantships
- Career fair, career workshops and on-campus recruiting
- Information regarding internships and the co-op program
- Interviewing for full-time positions

Facilities Department

Room: JB 152
Telephone: (718) 260-3020
E-mail: facility@poly.edu

- Poly photo ID card
- Lost and found

Financial Aid Office

Room: JB 256
Telephone: (718) 260-3300
E-mail: finaidb@poly.edu
<http://www.poly.edu/financialaid/>

- All issues related to financial aid

International Students and Scholars Office

Director: Michael Gendel
Room: JB 158
Telephone: (718) 260-3445
E-mail: mgendel@poly.edu
<http://www.poly.edu/international/>

- International student visas and issues

For NYS TAP Information:

NYS Higher Education Services Corp 1-888-NYSHESC
www.hesc.com 1-888-697-4372

IRS

For Tax Return Copies 1-800-829-1040
www.irs.ustreas.gov

FAFSA 1-800-4-FEDAID
www.fafsa.ed.gov 1-800-433-3243
NYU-Poly FAFSA Code: 002796
NYS TAP: 5070

For Health Insurance Information:

Collegiate Insurance Resources 1-800-322-9901
www.cirstudenthealth.com/poly

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Required Forms and Waivers

These forms are required to be completed and submitted prior to start of classes:

- **Immunization Form** - if not already submitted
- **Community Compact**
- **Media Rights Waiver**

Please detach completed forms and return to the Office of Student Affairs. Forms can be mailed or submitted during New Student Orientation.

Send to:

**Office of Student Affairs
Polytechnic Institute of NYU
Six MetroTech Center
Brooklyn, NY 11201**

Student MMR Immunization Form

2011-2012 – STUDENT IMMUNIZATION REQUIREMENTS

REQUIRED

RETURN FORM TO:

Office of Student Affairs • Six Metrotech Center Brooklyn NY 11201 • Phone 718-260-3245 • Fax 718-260-3197

Name: _____ School: _____

Date of Birth: ____/____/____ University I.D. Number: _____

***Persons born before January 1, 1957 are exempt from this requirement and do not need to submit this form**

TO BE IN COMPLIANCE, YOU MUST HAVE BOTH ITEMS IN SECTION A

A) M.M.R. (Measles, Mumps, Rubella) If given instead of individual immunization.

1st Dose: Immunized on or after first birthday, AND on or after January 1, 1972
2nd Dose: Immunized 15 months after birth or later, AND at least 28 days after first dose

Month / Day / Year
____/____/____
____/____/____

OR ONE EACH OF THE FOLLOWING: B, C AND D

B) MEASLES (Rubeola)

1. ____ Had the disease, confirmed by office record
2. ____ Has report of adequate immune titer - MUST SUBMIT COPY OF LAB REPORT
3. ____ Dose 1: Immunized on or after first birthday AND on or after January 1, 1968

____/____/____
____/____/____
____/____/____

AND

Dose 2: Immunized 15 months after birth or later AND at least 28 days after first dose

____/____/____

C) MUMPS

1. ____ Had the disease, confirmed by office record
2. ____ Has report of adequate immune titer - MUST SUBMIT COPY OF LAB REPORT
3. ____ Dose 1 Immunized on or after first birthday AND on or after January 1, 1969

____/____/____
____/____/____
____/____/____

AND

Dose 2: Immunized at least 28 days after first dose

____/____/____

D) RUBELLA (German Measles)

1. ____ Has report of adequate immune titer - MUST SUBMIT COPY OF LAB REPORT
2. ____ Dose 1 Immunized on or after first birthday AND on or after January 1, 1969

____/____/____
____/____/____

AND

Dose 2: Immunized at least 28 days after first dose

____/____/____

***NOTE: PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

PLEASE NOTE: This form will not be accepted if this section is not completed in its entirety.

Healthcare Provider Name (MD, NP, RN): _____

Signature: _____ Date: _____

Healthcare Provider Stamp or Office Stamp with Address: _____

Telephone: _____ Lic# _____

Student MMR Immunization Form

2011-2012 – STUDENT IMMUNIZATION REQUIREMENTS

New York State requires students attending colleges and universities in New York to comply with Public Health Laws 2165 and 2167 for measles, mumps, rubella and meningitis. These laws apply to all students registered for 6 or more credits and include graduates, undergraduates, and commuter, resident, domestic and international students.

Students must submit proper proof of immunity to the Office of Undergraduate Admission (Undergraduate Students) or the Graduate Center (Graduate Students) within (30) thirty days of their first class. Students who do not submit the required information will be excluded from class, the residence hall, and prohibited from further registration at NYU-Poly. Proof of immunity is as follows:

- **MEASLES (Rubeola): Two dates of immunization**

Both dates must be at least 28 days apart. A positive measles titer (blood test) or a disease statement from the diagnosing physician also constitutes valid proof of immunity.

- **MUMPS: One date of immunization**

The date must be on or after your first birthday. A positive mumps titer (blood test) or a disease statement from the diagnosing physician also constitutes valid proof of immunity.

- **RUBELLA (German measles): One date of immunization**

The date must be on or after your first birthday. A positive rubella titer (blood test) is also an acceptable proof of immunity in lieu of an immunization date.

- **MEDICAL EXEMPTIONS**

Medical exemptions can be demonstrated by having a licensed physician or nurse practitioner certify in writing that one or more of the required immunizations may be detrimental to the student's health or is otherwise medically contraindicated. The requirements will then be waived until such immunization is determined no longer detrimental or otherwise medically contraindicated. Students who have temporary medical exemptions will be kept on a separate listing and will be notified in writing of the need to submit immunization records after the temporary medical exemption date.

- **RELIGIOUS EXEMPTIONS**

Religious exemptions can be demonstrated by submitting a written and signed statement from the student, or in the event the student is a minor, from his/her parents or guardians, that they hold sincere and genuine religious beliefs, which prohibit immunization of the students. This statement must be detailed enough to prove to the Institute that the beliefs are religious, not philosophical, and sincerely and genuinely held.

Community Compact

2011-2012 – THE GRADUATE CENTER

NYU-POLY COMMUNITY COMPACT

NYU-Poly is asking all new students to sign a community compact to maintain the standards set by the community you are now joining. By signing this, you are acknowledging your agreement to:

- I. No physical abuse of another (on campus), including violence, a threat of violence, rape or any other sexual offense, or any conduct that threatens the health or safety of another (on campus).
- II. No sexual, racial, or other form of harassment of another (on campus).
- III. No academic dishonesty, including, but not limited to, cheating, fabrication, plagiarism, or any facilitation of academic dishonesty.
- IV. No forgery, alteration or misuse of any University document, record, key, electronic device, or identification.
- V. No unauthorized entry to, possession of, receipt of, or use of any University services (equipment and resources) or properties, including the University's name, insignia or seal.
- VI. No theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.
- VII. No theft or abuse of University computers and other University electronic resources such as computer and electronic communications facilities, systems and services. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services; or copyright infringement.
- VIII. No violation of policies regulations or rules governing University-owned or operated housing facilities.
- IX. No disorderly conduct or participation in a disturbance of the peace.
- X. No manufacture, distribution, sale of, or use, of controlled substances. No use of alcohol that is unlawful or not in compliance with University policy or regulations.
- XI. No possession or use of any firearm or explosive device.

NYU-Poly recommends that all new students acquaint themselves with the Polytechnic Institute of NYU Code of Conduct, which you can access at <http://www.poly.edu/academics/code-of-conduct> or read about in your Student Planner, pages 33-53.

Your signature below indicates that you promise to uphold all of those areas pertaining to student policies and expectations. Please sign and return this form to Judith Simonsen in the Office of the Dean of Student Affairs, 6 MetroTech Center, JB 158.

Printed Name

Student ID #

Signature

Date

Community Compact

2011-2012 – THE GRADUATE CENTER

Media Rights Waiver

2011-2012 – GENERAL MEDIA RELEASE

The undersigned hereby consents and grants to Polytechnic Institute of New York University (NYU-Poly) the unrestricted right to use my photograph, image, likeness and voice, together with biographical information, for all purposes related to NYU-Poly, including publicity, advertising, marketing and promotion in magazines, booklets, newsletters, promotional materials and on College websites, so long as there is no intent that the use be disparaging.

This consent covers all markets, media, technology and methods and extends to others on NYU-Poly's behalf. I release NYU-Poly and such others from any claims arising out of or related to these uses.

Please indicate your agreement by signing below.

Signature _____

Print Name _____

Address _____

Telephone _____

Date _____

If you are under 18 years of age, your parent or guardian must sign below:

I represent that I am a parent/guardian of the minor who has signed the above release and that in this capacity NYU-Poly has my consent and authorization to use the name, voice and/or likeness as described above.

Parent/Guardian:

Signature _____

Print Name _____

Date _____

PLEASE RETURN THIS FORM AT ORIENTATION OR SEND IT TO:

Office of Student Affairs
Polytechnic Institute of NYU
Six MetroTech Center
Brooklyn, NY 11201

Media Rights Waiver

2011-2012 – GENERAL MEDIA RELEASE



POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

Six MetroTech Center
Brooklyn, New York 11201
1-(800)-POLYTECH
www.poly.edu/graduate-school

