

Department of Sociology Fall 2019 Registration Information

REGISTRATION CLEARANCE FOR SOCIOLOGY MAJORS ON CAMPUS

March 25, 2019 - April 19, 2019

Located in the Puck Building, 295 Lafayette Street, 4th Floor. Please sign-in at the Sociology Department Front Desk Area. Please block off at least 20 minutes for registration advising appointments.

ADVISING APPOINTMENTS

***For Appointments OR Walk-ins**

1. **Print out a copy of your unofficial transcript (from Albert) and bring it to Registration Advising.** To print your transcript in the Student Center in Albert: Click on the drop-down menu called, "Other Academics," and click on Transcript-Unofficial. Under "Report Type" click on Undergrad/Graduate, and then "View Report." Your transcript should appear in a separate window as a PDF. Save, print, and bring with you to your clearance appointment.
2. **Complete the [Sociology Department Planned Schedule Form](#) and bring it to Registration Advising.** Remember, please complete the form as much as possible BEFORE you speak with an advisor. This expedites the process significantly for all parties.
3. Please review Albert for the [Fall 2019 Course Schedule](#) and include courses you would like to consider taking on your Planned Schedule Form.

*You **DO NOT** need to make an appointment for Walk-in Hours. **Walk-in Hours:** Monday, Tuesday, Wednesday and Thursday from 10:00 am - 12:00 pm and 2:00 pm - 4:00 pm.

*You **MUST** come in person for registration advising in order to be cleared (**emailed documents will only be accepted under approved circumstances OR for students studying abroad**). Please email the [Sociology Academic Administrator](#) with any questions about exceptions.

*You may be cleared for registration via a Sociology Grad Student Advisor OR by the Sociology Academic Administrator. Sign up with a Sociology Grad Student Advisor [HERE](#) or directly with the Sociology Academic Administrator [HERE](#). Advising sessions to include but are not limited to:

- Review of courses for course selection
- Review of degree progress
- Next steps
 - Continued academic planning and/or
 - Discuss opportunities to further academic development
 - Career Planning
- Sign-off on upcoming course schedule.

DOUBLE MAJORS (GPH/SOC)

All double majors can be cleared for registration by *either* major department. We strongly advise that you see both GPH and Sociology advisors to make sure you are correctly completing both [major requirements](#). If you have specific questions about the GPH portion of the dual major, please contact Director of Student Services, Kristen Bush (kristen.bush@nyu.edu). Students should schedule an advising appointment with Kristen using her "calendly" link: calendly.com/kristen-bush.

All questions regarding the Sociology portion of the double major should be sent to the [Sociology Academic Administrator](#) or by scheduling an appoint [HERE](#).

INFORMATION FOR SOCIOLOGY MAJORS STUDYING ABROAD

Sociology majors currently studying abroad must send a completed [Planned Schedule Form](#) to the [Sociology Academic Administrator](#) along with an unofficial transcript (see above for instructions). Please include the classes you intend to take during Fall 2019 on your Planned Schedule Form. **Only students that are currently studying abroad may be cleared via email.*

INDEPENDENT STUDY & INTERNSHIP

If you are interested in taking an Independent Study course or an Internship, please [visit our site](#) for more information and follow the directions listed. Please note, before submitting the application, you **MUST** have prior approval of the [Director of Undergraduate Studies](#), and be sponsored by a member of the Department of Sociology Faculty in order to qualify for an Independent Study or Internship.

SOCIOLOGY HONORS

If you are interested in Sociology Honors, please [visit our site](#) for information and requirements. In order to be considered for Sociology Honors, you will need to submit the [Sociology Honors Application](#) to the [Director of Undergraduate Studies](#) **PRIOR** to enrollment.

Plan ahead!

The earlier you meet with us for clearance, the better! Albert Registration appointments are assigned according to the amount of credits earned. You should be cleared to register *before* your enrollment appointment. By planning ahead, this will allow you the opportunity to register for courses during your assigned appointment date and time.

As always, feel free to contact socstudentadvising@nyu.edu with additional questions. Someone will get back to you as soon as possible.