Department of Sociology
Spring 2020 Registration Information

REGISTRATION CLEARANCE FOR SOCIOLOGY MAJORS ON CAMPUS
October 28, 2019 – November 15, 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

- 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. How to print an unofficial transcript is also listed HERE.
- 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.
- Please review Albert for the Spring 2020 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 Advisor 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 dual 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 Spring 2020 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. All steps listed on our website, including the completed application, must be followed in order for the Independent Study or Internship to be considered. No exceptions.

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. All steps listed on our website, including the completed application, must be followed in order for your Honors Application to be considered. No exceptions.

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. It is an exceptionally hectic time, and we want to ensure that you don’t get lost in the shuffle.

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