

## NYTS OFFICE OF THE REGISTRAR

To: Master's Program Students  
From: Lydia Rodríguez-Bumgardner, Registrar  
[lbumgardner@nyts.edu](mailto:lbumgardner@nyts.edu)  
Date: November 2018  
Re: 2019 Spring Semester Registration Instructions

**In-Person Registration for the 2019 Spring Semester will be held on Jan. 15, 16 & 17, 2019, 12:30 – 5:30 PM.**

-If you are unable to register on these dates & times please **EMAIL** the Registrar's Office to make an **appointment** to register at another date/time. You may also register via Email to [lbumgardner@nyts.edu](mailto:lbumgardner@nyts.edu)

### IN-PERSON REGISTRATION PROCESS:

1. Sign in at Waiting Area
2. Pick up registration materials in Waiting Area
3. Meet with your Advisor
4. See Financial Aid Officer (if needed)
5. Pay tuition at the Business Office
6. Go to Registrar's Office:
  - submit Registration Form with all necessary initials
  - obtain Spring 2019 validation sticker
  - obtain Spring Retreat information (also posted on Moodle)
  - apply for May 2019 Graduation (if you have not done so already)
  - New Students only:** Go to Receptionist at NYTS Front Desk and have your ID photo taken

**ON-LINE REGISTRATION & SERVICES:** (Spring semester access begins Jan. 2, 9am through Feb. 15, 3pm)

Most students (after their first semester) are able to register and pay on-line providing that:

- They have a zero balance from the previous semester
- They are paying in full at time of registration (no payment plans online)
- They have had their program approved by their advisor in advance

The **Student ID Number** (found at the bottom of your ID card) is your **USER ID**. The initial **PIN** is **1212**.

You can access CampusAnywhere online services from the link on our website, 24 hours a day, 7 days a week! You can make payments, view and print your transcript (grades), make address and other changes, as well as register for courses.

### REGISTRATION THROUGH EMAIL:

To register via **EMAIL**, download registration form from MOODLE SITE NEWS or NYTS website; fill it out and email it to [lbumgardner@nyts.edu](mailto:lbumgardner@nyts.edu)

Call in your payment to the Business Office at 212-870-1219.

### SPRING RETREAT:

All students: attendance required; details subject to change; please watch for updates on Moodle Site News)

- Feb. 8-9, 2019 (Friday 6-9pm & Saturday 8am-4pm); at Stony Point, NY (venue subject to change)
- Details about the retreat and travel directions will be available at registration and posted on Moodle Site News.
- If you have any questions and/or concerns, please contact your advisor or my office by email.

Blessings for a Happy New Year and Wonderful Spring Semester!