

## OFFICE OF THE REGISTRAR

July 2019

To: All Master's Program Students  
From: Lydia Rodríguez-Bumgardner, Registrar  
Email: [lbumgardner@nyts.edu](mailto:lbumgardner@nyts.edu)  
Re: Fall 2019 Semester Registration

**In-Person** registration for the 2019 Fall Semester will be held on:

New Students: Aug. 27, 28, 29 (12:30pm - 5:30pm)  
Returning Students: Sep. 3, 4, 5 (12:30pm - 5:30pm)

-If you are unable to register on these dates and times please **EMAIL** the Registrar to **make an appointment** to register at another time.

-Classes begin:

New Students: Sep. 3, 4: Intro to Theological Education (6 - 9:30 pm)  
New & Returning Students: Sep. 5 for Thursday classes;  
Sep. 9, 10, 11 for Monday, Tuesday, Wednesday courses

Please go to **Moodle Site News** or our website, [www.nyts.edu](http://www.nyts.edu) to download your copy of the Fall Course Listings.  
**Please bring your copy with you to registration.**

### IN PERSON REGISTRATION PROCESS:

1. Go to Waiting Area in the back , sign in for services
2. Pick up registration materials
3. Meet with your Advisor
4. Pay tuition at the Business Office (and see Financial Aid if needed)
5. Go to Registrar's Office:
  - submit registration form with all necessary initials
  - obtain fall 2019 validation sticker
  - apply for graduation (candidates for May 2020 commencement)

**ON-LINE REGISTRATION & SERVICES:** (Fall semester access begins Aug. 15, 9am through Sep. 30, 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 CampusAnyware 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 OR FAX:

To register via email, download registration form from **Moodle Site News**; fill it out and email it to the Registrar.  
Call in your payment to Business Office at 212-870-1219 or include payment on the form.

To register via fax, download registration form from **Moodle Site News**; fill it out and fax to 212-870-1236, attention Registrar. Call in your payment to Business Office at 212-870-1219 or include payment on the form.

**Fall Retreat:** All Master's students: Attendance **REQUIRED**; Fri, Sep. 6, 5pm – Sat, Sep. 7, 3pm; at Stony Point, NY.