

MS CPA Student Records and Registration Guide

REGISTRATION

Online System

The official registration system for Graduate Stern students is AIS, accessible via Sternlife.

Overview

Graduate Stern students register courses through the Lottery process. This process allows all students within a program to have equal chances of registering into a course. Students request courses during the lottery submission period. Once submitted, the system reviews and randomly registers courses into students' schedules. Schedule results are announced at the end of the lottery process. Students wishing to change their schedules may add and drop courses, should space be available, during the add-drop period. For advising assistance, please contact Stern Undergraduate Advising at 212-998-4020. For technical assistance, you may contact Stern Records & Registration at 212-998-0660.

Dates

The lottery submission period kicks off at the beginning of March and continues through the end of the month. Posting of lottery results and the start of the add-drop period occur at the beginning of April. For exact dates, please view the academic calendars posted on Stern's Records & Registration website: (www.stern.nyu.edu/Registrar/Calendars).

Directions

Lottery submission

1. Log into AIS and find the "Registration" section of the menu. Click on "Lottery Summer [year]" to launch the lottery system.
2. In the lottery system, click on "Search" to see all MS Accounting courses. Follow the instructions on each screen. Once done, click on "Exit Session."
3. Via email, you will receive automatic confirmation of your lottery course selections. If an email confirmation is not received, lottery selections were not correctly submitted. There is no advantage to submitting lottery selections early but **please do not wait until the last day as you may run into technical issues.**

Lottery results and schedule changes (optional)

1. Log into AIS, find the "Registration" section of the menu. Click on "Add-Drop Summer [year]" to open the add-drop application and view your registered schedule.
2. To make changes, follow instructions on the add-drop application. Once done, click on "Exit Session." Review the Stern Records & Registration Course Info page (www.stern.nyu.edu/Registrar/CourseInfo) for details regarding the last day to add and last day to drop.

For advising assistance, contact Stern Undergraduate Advising at 212-998-4020 or visit them at Tisch Hall, 6th floor. For technical assistance, contact Stern Registration at 212-998-0660 or visit us at KMC, 6th floor.

GRADES

Graduate Stern students who do not submit a Course Faculty Evaluation (CFE) by the deadline will not have access to their final grade for that course for a period of 30 days (counting from the deadline date for each CFE).

GRADUATION

Graduate Stern students apply for graduation using the AIS system. The deadline for MS Accounting students is July 1st; instructions will be emailed in June.

REGISTRATION TIPS

The Master of Science Accounting program requires students to register for 16 credits during the summer.

It is to students' advantage to submit both primary and alternative course selections. Submit primary selections in rank order of preference (e.g., the most desired course should be ranked #1). The lottery system reviews primary selections in rank order and registers students up to seat capacity.

In contrast, alternative selections do not maintain a rank. The number assigned to the alternate course indicates the relationship with its primary selection (e.g., selection #2a is the alternate course to primary #2). There must be an equal amount of primary and alternative selections (i.e., you cannot have an alternate course without a primary selection). The lottery system only reviews an alternate selection if it cannot place the student into the corresponding primary (e.g., alternate course #1a will be evaluated only if primary #1 is not available). Should a seat in the alternative selection be available, the student will be registered into the course.

REGISTRATION EXAMPLE (note: the following courses may not reflect current program requirements)

Lottery Submission

Primary Selections

1	ACCT-GB.6415.60	Internal Controls & Acct Info Sys	TR	4:30-7:25
2	ACCT-GB.6317.60	Acct for Fin Instruments	TR	9:00-11:55
3	ACCT-GB.6300.61	Financial Statement Modeling	M	1:00-3:55

Alternate Selections

1a	ACCT-GB.6415.61	Internal Controls & Acct Info Sys	TR	4:30-7:25
2a	ACCT-GB.6317.61	Acct for Fin Instruments	TR	1:00-3:55
3a	ACCT-GB.6300.60	Financial Statement Modeling	M	9:00-11:55

Lottery Review (note: Primary 2 was not registered thus Alternative 2a was reviewed)

Primary Selections

1	ACCT-GB.6415.60	Internal Controls & Acct Info Sys	TR	4:30-7:25
2	ACCT-GB.6317.60	Acct for Fin Instruments	TR	9:00-11:55
3	ACCT-GB.6300.61	Financial Statement Modeling	M	1:00-3:55

Alternate Selections

1a	ACCT-GB.6415.61	Internal Controls & Acct Info Sys	TR	4:30-7:25
2a	ACCT-GB.6317.61	Acct for Fin Instruments	TR	1:00-3:55
3a	ACCT-GB.6300.60	Financial Statement Modeling	M	9:00-11:55

Lottery Results (note: in this example, the system registered the student into Primary 1, Alternate 2a, and Primary 3)

1	ACCT-GB.6415.60	Internal Controls & Acct Info Sys	TR	4:30-7:25
2a	ACCT-GB.6317.61	Acct for Fin Instruments	TR	1:00-3:55
3	ACCT-GB.6300.61	Financial Statement Modeling	M	1:00-3:55