

## MS Accounting Records & Registration Guide

### REGISTRATION

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#### Online System

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

#### Overview

Graduate Stern students register courses through the Lottery process. This process allows all students within a program to have equitable advantage of registering into a course. Students request courses during the lottery submission period. Following, 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, contact Stern Undergraduate Advising at 212-998-4020. For technical assistance, contact Stern Records & Registration at 212-998-0660.

#### Dates

Lottery submission period is the beginning of March through the end of March. Lottery results and the start of the add-drop period is in the beginning of April. For exact dates, please visit the Stern Records & Registration – Academic Calendar web ([www.stern.nyu.edu/Registrar/Calendars](http://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 open the lottery system.
2. In the lottery system, click on "Search" to see all MS Accounting courses. Follow the directions on each screen. Once done, click on "Exit Session."
3. Retrieve a confirmation of lottery submission which details the course selections you submitted via email. 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 column. Click on "Add-Drop Summer [year]" to open the add-drop application and view registered schedule.
2. For changes, follow the directions in the add-drop application. Once done, click on "Exit Session." Review the Stern Records & Registration – Course Info web ([www.stern.nyu.edu/Registrar/CourseInfo](http://www.stern.nyu.edu/Registrar/CourseInfo)) for details about the last day to add and last day to drop.

For advising assistance, please contact Stern Undergraduate Advising at 212-998-4020 or the 6<sup>th</sup> floor of Tisch. For technical assistance, please contact Stern Registration at 212-998-0660 or the 6<sup>th</sup> floor of KMC.

### GRADES

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Graduate Stern students who do not submit a Course Faculty Evaluation by the deadline will not have access to the final grade for 30 days, counting from the each CFE deadline date.

### GRADUATION

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Graduate Stern students apply for graduation via the AIS system. The deadline for MS Accounting students is July 1<sup>st</sup> and directions will be emailed in June.

**REGISTRATION TIPS**

Master of Science Accounting program requires students register 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 comparison, alternative selections do not maintain a rank. The number assignment indicates the relationship with primary selections (e.g., selection #2a is the alternate course to be registered for Primary #2). There must be an equal amount of primary and alternative selections. Only in the situation that the system does not register a primary selection into a student's schedule would the corresponding alternative selection be reviewed. Should a seat in the alternative selection be available, it will be registered.

**REGISTRATION EXAMPLE (note: following courses does not reflect current program requirements)****Lottery Submission**

## Primary Selections

1	ACCT-GB.6215.60	IT Auditing	TR	4:30-7:25
2	ACCT-GB.6317.60	Acct for Fin Instruments	TR	9:00-11:55
3	ACCT-GB.6200.61	Financial Statement Modeling	M	1:00-3:55

## Alternate Selections

1a	ACCT-GB.6215.61	IT Auditing	TR	4:30-7:25
2a	ACCT-GB.6317.61	Acct for Fin Instruments	TR	1:00-3:55
3a	ACCT-GB.6200.60	Financial Statement Modeling	M	9:00-11:55

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

## Primary Selections

1	ACCT-GB.6215.60	IT Auditing	TR	4:30-7:25
2	ACCT-GB.6317.60	Acct for Fin Instruments	TR	9:00-11:55
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## Alternate Selections

1a	ACCT-GB.6215.61	IT Auditing	TR	4:30-7:25
2a	ACCT-GB.6317.61	Acct for Fin Instruments	TR	1:00-3:55
3a	ACCT-GB.6200.60	Financial Statement Modeling	M	9:00-11:55

**Lottery Results**

1	ACCT-GB.6215.60	IT Auditing	TR	4:30-7:25
2a	ACCT-GB.6317.61	Acct for Fin Instruments	TR	1:00-3:55
3	ACCT-GB.6200.61	Financial Statement Modeling	M	1:00-3:55

## Student Checklist – MS Accounting Records & Registration

- ☐ Reviewed the course schedule via the Stern Records & Registration – Course Info web ([www.stern.nyu.edu/Registrar/CourseInfo](http://www.stern.nyu.edu/Registrar/CourseInfo)).
  - Preliminary summer schedule is posted in late-February.
- ☐ Submitted lottery selections in AIS via Sternlinks.
  - Lottery submission period is **March 5 at 9:00am – March 26 at 11:59pm**. The lottery application is only available during the lottery period. Access required update of biography information, including cell phone and emergency contacts. Lottery submission included primary and alternative selections. While there is no advantage to submitting early, students are encouraged not to wait until the last minute to avoid any potential technical issues.
- ☐ Received email confirmation of lottery submission.
- ☐ Reviewed lottery results and changed schedule (optional) in AIS via Sternlinks
  - Lottery results and the add-drop application will be available **on April 8 at 9:00am**. Waitlist function not available for MS Accounting courses.
- ☐ Paid tuition and fees **by May 1**.
  - Contact Stern Bursar and Stern Financial Aid for detailed information.
  - Failure to pay tuition and fees does not automatically drop courses and withdraw students from the program. Students must self-drop courses and contact Stern Undergraduate Advising to officially withdraw from the program.
- ☐ Applied for September graduation from the MS Accounting program in AIS via Sternlinks.
  - Graduation application period is **June 1-July 1**.
- ☐ Completed Course Faculty Evaluations by each deadline.
  - Failure to complete a CFE by its deadline results in a grade-posting delay for 30 days, counting from the deadline.

Full Summer

Course	Sec Title	Professor	Cred	M	T	W	R	F	Alt	Sched	S Hr	S Min	E Hr	E Min	S Dt	EDt
ACCT-GB.6200	70 FINANCL STATEMENT MODELNG	Perkal, David	2 X								9	0	11	55	7/7/2014	8/16/2014
ACCT-GB.6200	71 FINANCL STATEMENT MODELNG	Perkal, David	2 X								13	0	15	55	7/7/2014	8/16/2014
ACCT-GB.6215	60 IT AUDITING	Lanz, Joel	2	X							9	0	11	55	5/27/2014	7/5/2014
ACCT-GB.6215	61 IT AUDITING	Lanz, Joel	2		X						13	0	15	55	5/27/2014	7/5/2014
ACCT-GB.6317	60 ACCT FOR FIN INSTRUMENTS	Ryan, Stephen G.	3 X								9	0	11	55	5/27/2014	7/5/2014
ACCT-GB.6317	61 ACCT FOR FIN INSTRUMENTS	Ryan, Stephen G.	3 X								13	0	15	55	5/27/2014	7/5/2014
ACCT-GB.6326	70 ADV ACCT CONCEPTS	Bildersee, John S.	3	X							9	30	12	25	7/7/2014	8/16/2014
ACCT-GB.6326	71 ADV ACCT CONCEPTS	Bildersee, John S.	3		X						13	0	15	55	7/7/2014	8/16/2014
MCOM-GB.6205	60 TOPICS:ADV COMM IN ACCT	Latessa, Linnæ	2						TBA							
MCOM-GB.6205	61 TOPICS:ADV COMM IN ACCT	Seinfeld, Eyal	2						TBA							
MCOM-GB.6205	62 TOPICS:ADV COMM IN ACCT	Stollow, David	2						TBA							
MGMT-GB.6251	60 JUDGMENT&DECISION MAKING	Morwitz, Vicki G.	2 X			X					9	0	11	55	6/16/2014	7/5/2014
MGMT-GB.6251	61 JUDGMENT&DECISION MAKING	Morwitz, Vicki G.	2 X			X					13	0	15	55	6/16/2014	7/5/2014
MGMT-GB.6259	70 COLLABORATN,CONFLICT&NEGTN	Boyle, Elizabeth	2 X								9	0	11	55	7/7/2014	7/26/2014
MGMT-GB.6259	71 COLLABORATN,CONFLICT&NEGTN	Boyle, Elizabeth	2 X					X			13	0	15	55	7/7/2014	7/26/2014

Summer I

Course	Sec Title	Professor	Cred	M	T	W	R	F	Alt	Sched	S Hr	S Min	E Hr	E Min	S Dt	EDt
ACCT-GB.6215	60 IT AUDITING	Lanz, Joel	2	X							9	0	11	55	5/27/2014	7/5/2014
ACCT-GB.6215	61 IT AUDITING	Lanz, Joel	2		X						13	0	15	55	5/27/2014	7/5/2014
ACCT-GB.6317	61 ACCT FOR FIN INSTRUMENTS	Ryan, Stephen G.	3 X								13	0	15	55	5/27/2014	7/5/2014
ACCT-GB.6317	60 ACCT FOR FIN INSTRUMENTS	Ryan, Stephen G.	3 X								9	0	11	55	5/27/2014	7/5/2014
MCOM-GB.6205	60 TOPICS:ADV COMM IN ACCT	Latessa, Linnæ	2						TBA							
MCOM-GB.6205	61 TOPICS:ADV COMM IN ACCT	Seinfeld, Eyal	2						TBA							
MCOM-GB.6205	62 TOPICS:ADV COMM IN ACCT	Stollow, David	2						TBA							
MGMT-GB.6251	60 JUDGMENT&DECISION MAKING	Morwitz, Vicki G.	2 X			X					9	0	11	55	6/16/2014	7/5/2014
MGMT-GB.6251	61 JUDGMENT&DECISION MAKING	Morwitz, Vicki G.	2 X			X					13	0	15	55	6/16/2014	7/5/2014

Summer II

Course	Sec Title	Professor	Cred	M	T	W	R	F	Alt	Sched	S Hr	S Min	E Hr	E Min	S Dt	EDt
ACCT-GB.6200	70 FINANCL STATEMENT MODELNG	Perkal, David	2 X								9	0	11	55	7/7/2014	8/16/2014
ACCT-GB.6200	71 FINANCL STATEMENT MODELNG	Perkal, David	2 X								13	0	15	55	7/7/2014	8/16/2014
ACCT-GB.6326	71 ADV ACCT CONCEPTS	Bildersee, John S.	3	X							13	0	15	55	7/7/2014	8/16/2014
ACCT-GB.6326	70 ADV ACCT CONCEPTS	Bildersee, John S.	3		X						9	30	12	25	7/7/2014	8/16/2014
MGMT-GB.6259	71 COLLABORATN,CONFLICT&NEGTN	Boyle, Elizabeth	2 X								13	0	15	55	7/7/2014	7/26/2014
MGMT-GB.6259	70 COLLABORATN,CONFLICT&NEGTN	Boyle, Elizabeth	2 X					X			9	0	11	55	7/7/2014	7/26/2014