TOURO COLLEGE

MEMORANDUM

To: Students in the M.A. Web and Multimedia Design
Program From: Alain Francoeur , Assistant to the Registrar
Re: On-line Registration for the Spring 2016 Semester
Date: November 19, 2015

TO ENSURE SUCCESSFUL REGISTRATION,
PLEASE READ THIS MEMO CAREFULLY

All students in the M.A. Web and Multimedia Design Program must register for their Fall 2015 courses using Touro's on-line web registration system. The registration period will begin at **9:00 AM on November 20, 2015 and end at 5:00 pm on January 10, 2016.**

The following step-by-step instructions will guide you through the on-line registration process:

1. To select your Spring 2016 courses, first obtain a list of eligible courses issued by your program office.

2. Go to the computer lab or access the Internet from any computer; log onto the Touro myPortal website at ***mytouro.touro.edu***. If you are experiencing an issues logging onto your portal account, please contact the portal help desk at 1.855.MYTOURO (855.698.6876).

3. If you have already synchronized your TC-Web account with the portal, you can access your TC-Web account by clicking the *student TC-Web* link located in the *Quick Launch Navigation* panel.

If you are a first time user or you have login difficulties please follow the instructions located on your portal account on the top of the welcome page.

If you forgot your password or have been locked out of TC-Web please get in contact with the Office of the Registrar to restore your TC-Web access by sending e-mail to alain.francoeur@touro.edu.

4. If there are any holds on your student's account, you will NOT be able to register for any courses until the hold has been cleared.   To clear your holds you should contact the department from which the hold originates and do whatever is necessary to have it removed:

   ➢ **Bursar Office**: Elena Sandalova – (212)463-0400, ext. 5297 or Elena.sandalova@touro.edu

   ➢ **Financial Aid**: (212)463-0400, ext. 5322 / 5324 / 5140

   ➢ **Registrar's Office (TC-Web)**: Alain Francoeur – (212)463-0400, ext. 5371 or alain.francoeur@touro.edu

   ➢ **Portal**: 1-855-myTouro (855)698-6876

5. First check the upper right-hand corner of the TCWeb screen to make sure you are in correct semester. If not click on "Change Terms" and click on semester you would like to register for.

6. Click on "Course Search". Under the "Search Criteria" option, make sure that the word "Graduate" appears on the screen in the "Division" field; if not, bring down the drop-down menu for this field and click on "Graduate" to change it.

7. Click on the "Department" field on the screen; a drop-down menu will appear. Click on "No limit"; the "Department" field will be highlighted. Type into it the letters "WMM"; you will see "WMM – Web & Media Design" displayed in the field.

8. Click on the "Find Classes" menu; on this menu, find the course number of the first course you are approved to register for, and click on "Add"; the course will appear on the registration screen. CAUTION: Be sure the section suffix which appears at the end of each class you selected is the correct one for each of your desired sections! VALID SECTION SUFFIXES FOR YOUR PROGRAM are "MA and OL".

9. Repeat step 8 for each course you are approved to register for**. REMEMBER:**

- ➢ **You are allowed to register only for the courses approved by your advisor.**
- ➢ **You may not register for more than TWELVE (12) credits; if you attempt to register for more than this number of credits, the on-line system will automatically block you.**
- ➢ **Two types of courses are ineligible for on-line registration: (1) undergraduate courses that you may need to take and (2) possibly certain other courses in your program – contact your program office to find out which courses they are. You will need to register for both types in person.**

10. When you have finished entering all of your courses, click on the link shown to go to the "My Schedule" to review your registration carefully to make sure all of the information is correct, then print the screen showing the completed registration and keep it for future reference.

11. Be sure to log out from TC-Web screen by clicking "Log out" on the upper right-hand corner of the screen.

NOTE: On-line registration for your program will be restricted to the time period indicated above. If you need to register after is has ended, please contact your program office to find out about in-person manual registration.

REMINDER: YOU ARE RESPONSIBLE FOR YOUR REGISTRATION.
Although the Registrar's Office monitors the records of on-line registrants, it cannot assume responsibility for your errors or any attempts to circumvent the system, which may have serious consequences for you. This holds true whether such problems are discovered immediately or later on in your academic career at Touro.