



TOURO COLLEGE

Graduate School of Education
M.S. in Teaching Literacy Program
Prof. Antonio Stancato, Coordinator

1700 Union Blvd., Ste. 125E
Bay Shore, New York 11706
(631) 665-1600, Ext. 6322

November 4, 2009

Dear Literacy Program Student,

Registration for the Spring 2010 semester Bay Shore classes will take place at the Bay Shore campus from November 30 through December 10. It is best to email for an appointment, although you may walk in. Scheduled appointments will take precedence over walk-ins. The Teaching Literacy Program office is located at 1700 Union Blvd., Rm. 125E, Bay Shore, NY 11706; telephone 631-665-1600, Ext. 6322. Please email antonio.stancato@touro.edu for an appointment. The schedule for Bay Shore classes is attached.

Please keep in mind the following when registering:

- Any outstanding balances from previous semesters must be paid in full before you will be permitted to register. Tuition is \$1200 per course. However, Bay Shore students will receive a scholarship, and will pay a discounted tuition rate of \$1150 per three-credit course for classes taken at the Bay Shore campus. There is a \$100 fee per semester in addition to the tuition charges
- Students are permitted to register for no more than 12 credits
- You must pay at least 35% of your total bill at the time of registration
- If you know in advance that you have a social event such as a wedding, vacation, etc. which conflicts with a class, please do not register for the class. Students have been disappointed when they did so with the expectation that they could miss several classes and then submit a makeup assignment. This is not the policy of the Literacy department
- If you become ill or some other misfortune occurs and you miss more than two classes you should drop the class. Submission of a note from a doctor will not be a rationale to continue the class. It is merely an explanation of why you missed the class
- You may take a maximum of 15 credits online. No exceptions!
- Register early for online classes as they fill up quickly. The first 15 spaces are reserved for NYSUT students. NYSUT students must complete the first eighteen credits with NYSUT before they can take online courses. If they attempt to register without having finished the first eighteen credits they will be rejected. All students taking online courses must fill out a registration form for the online classes including NYSUT students otherwise they are not considered to be registered. There is a maximum of 25 students per class so metro area students are allowed the remaining ten spaces.
- Although 665, 667, 620 and 650 are offered by other departments, literacy students must take these courses through the literacy department. No exceptions will be made
- Students should familiarize themselves with the Policies and Procedures section of the Touro College catalogue so they are aware of requirements, policies and expectations for graduate students
- Students should note carefully the guidelines for dropping classes and if they need to drop a class should request a form to be mailed to them or should come in person to drop the class. Absolutely no drops or adds over the phone will be permitted
- If you are a non-matriculated student, please note that you may not take any courses once you have taken the maximum of 9 credits. If you wish to continue with us, you must complete the matriculation process

Sincerely,

Prof. Antonio Stancato