

To: School Psychology Students

Re: Fall 2009 Online Payment & Registration Information

Date: July 21, 2009

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**PLEASE READ VERY CAREFULLY!**

**ALL REGISTRATION FOR FALL 2009 CLASSES WILL BE DONE ONLINE**

**The registration time period will begin at 9AM on July 21, 2009 & will end at 12 midnight on August 21, 2009. After 8/21/09 there will be a \$50 late registration fee.**

**Step I. Payment**

You must first pay for your courses & then you can go to Step II (Official Registration).

1. All past Spring and/or Summer balances must be paid in full.
2. Prior to registering you must first pay 35% of your Fall tuition, plus a \$100 registration fee:
  - o 1 course – 35% = \$420 + \$100 reg. fee = \$520
  - o 2 courses – 35% = \$840 + \$100 reg. fee = \$940
  - o 3 courses – 35% = \$1260 + \$100 reg. fee = \$1360
  - o 4 courses – 35% = \$1680 + \$100 reg. fee = \$1780
3. In addition students taking Psy 622 or Psy 701 must pay an additional \$100 materials fee.
4. If you want to pay in full for your classes – each course is \$1200 tuition, plus a \$100 registration fee & if you're registering for Psy 622 or Psy 701 there is an additional \$100 materials fee per course.
5. **Payment procedures:**

In order to ensure that your deposit and tuition are paid you have the options listed below:

  - a) Go to Touro website at [www.touro.edu](http://www.touro.edu) & click on Students Services tab, then go to TCWeb-Web-Based Students Services. Enter your Touro student ID & your password (by default it's the last 4 digits of your social security number) then login. Click the QuickPay tab and follow the instruction to make your payment. If your account information has not been updated on QuickPay, please call the bursar's office at **212-463-0400, ext 5294, 5297, 5363, 5379.**
  - b) You can make a payment by calling the bursar's office with your credit or debit card information at **212-463-0400, ext 5297.**
6. Students, who have Financial Aid (loan) must be certain that your financial aid/loan has been fully approved (FOR THE June 2009-May 2010 School Year) by our Financial Aid office. You can call **212-463-0400 x 5322/5324** with any questions about financial aid.

## Step II. Registration Procedure

Now that you have gotten through the payment process, you are ready to register for your Fall courses. You must register the same day you pay.

1. See attached list of your approved courses.

### EXCEPTIONS TO REGISTRATION

- **BAYSHORE students are required to wait until August 5 to register. By that time we will determine whether we are offering courses at this campus.**
- **BILINGUAL COURSES. Students should register for all courses in the School Psychology Program & will have to register in early August for Bilingual courses Edps 671 & Edps 672 because the schedule for the Bilingual program is not available yet.**

2. Log onto the Touro website at ***tcweb.touro.edu***. Use any computer with Internet access or go to a Touro computer lab.
3. Log onto the system by entering in the on-screen boxes your student ID number and your password, which defaults to the last four digits of your Social Security number if you have not previously changed it. Then click on "Login."  
**NOTES: (1) Default settings for your login information are subject to change.  
(2) The system may prompt you to change your password.**
4. If you find that your access to the on-line system is blocked, please ***contact the Registrar's office immediately at 212-463-0400 ext. 5206*** to determine the problem.
5. 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.
6. 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 "**PSY**"; you will see "**Psychology**" displayed in the field.
7. 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 select matches exactly that of each course for which you are approved to register! VALID SECTION SUFFIXES FOR YOUR PROGRAM are "MD," "ME," "MF," "OL" or "ON."**
8. 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.**

9. When you have finished entering all of your courses, 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.
10. Be sure to log out 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 it 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.

***Do not call School Psychology office for Bursar or Registrar questions.***