

Students in the MS programs in School Leadership can now register for their courses using **TOURO'S ON-LINE WEB REGISTRATION SYSTEM.**

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

1. Before you begin the on-line process, make sure that your Bursar account is clear.
2. To select your courses, first obtain a list of eligible courses issued by your program office.
3. Log onto the Touro website at ***tcweb.touro.edu***. Use any computer with Internet access or go to a Touro computer lab.
4. 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.)**
5. 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. 5544 to determine the problem.
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 "EDU"; you will see "Education" 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 select is the correct one for each of your desired sections! VALID SECTION SUFFIXES FOR YOUR PROGRAMS ARE "BG," "BH," "LB," "MG," "MH," "OL," "OM," or "QG."**
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, 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 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.