

**TOURO COLLEGE GRADUATE SCHOOL OF SOCIAL WORK  
43 WEST 23<sup>RD</sup> STREET -8<sup>TH</sup> FLOOR  
NEW YORK, N.Y. 10010  
(212) 463-0400 EXTENSION 5542**

**REGISTRATION PROCEDURES  
Fall 2009**

Please note that the Fall 2009 course schedule was emailed to you; is currently posted on the Graduate School of Social Work's website (<http://www.touro.edu/msw/>) under "Quick Links"; and a "hard copy" was distributed. Please bring one (1) copy of the fall 2009 course schedule to your meeting.

**I. BEFORE ADVISEMENT (April 23, 2009 – ADVISEMENT MEETING)  
IMPORTANT:**

If there are any "holds" which may be due to payment issues, timely submission of immunization paperwork or any other issue(s), please follow up to ensure that these "holds" are removed. Failure to cancel these "holds" completely and totally will prohibit your registration from being approved.

Follow all of the directions listed in section "A." below. Access the web site listed below, view and then print a copy of your "UNOFFICIAL" transcript. If you do not have access to a computer and/or a printer, you may log onto the web site listed below and print your report in any Touro College computer lab.

**A. How to view and print your "unofficial transcript" from the Touro web-site**

1. If you do not already know it, obtain your Touro College student ID number from the Registrar's office.
2. Log onto <https://tcweb.touro.edu> from any computer with Internet access.
3. Follow the instructions under "Login" by entering your ID number and then your password, which defaults to the last 4 (four) digits of your Social Security number.
4. Click on "My Grades" from the menus at the top of the page; you will see an overview for your division.
5. Click on "Final Grades, All Divisions, All Terms"; you will see all of your semesters and courses displayed.
6. To print a report with a Touro College logo and heading on it, click on the "Print" option from the "File" menu on the toolbar at the top of the

screen; the words "This is an unofficial grade report" will print at the top and bottom of the report.

7. FOR YOUR PROTECTION, CHANGE YOUR PASSWORD TO A PERSONALIZED ONE KNOWN ONLY TO YOU: Click on "My Profile"; you will see certain personal and academic information displayed. Click on the spot indicated for changing your password, then follow the instructions on the "Change Password" screen. Be sure to click on the "update" button to submit the change before logging off. Try to make your password easy to remember. If you forget it, contact any Registrar's office listed in the "Contact Information" section to have it reset to the last 4 digits of your Social Security number; you can then change it again.

**B. ADVISEMENT MEETINGS (Thu. April 23, 2009 –Tuesday May 18, 2009)**

You have viewed the website and printed a copy of your “unofficial transcript” according to the instructions listed above. Please bring this document to your advisement meeting. Advisement meetings will be held according to the schedule listed below.

**BROOKLYN**

*Professor Maher's Integrative Seminar: Thursday, April 23, 2009, 8:00 PM, Room 201, Yeshiva of Flatbush High School (regular and usual meeting room)*

*Professor Marvit's Integrative Seminar: Thursday, April 23, 2009, 8:00 PM, Room 201, Yeshiva of Flatbush High School (regular and usual meeting room)*

*For all other Brooklyn students: Advisement meetings will be held on Sunday, May 3 at 1:00 P.M., Room 403 (Fourth floor- next to the elevators), Avenue J campus.*

**MANHATTAN**

*Professor Pollack's Integrative Seminar: Monday, May 11, 2009, 3:00 P.M. in the usual and regular meeting room.*

All students in the Manhattan sections of the Integrative Seminar, please consult with your integrative seminar instructor.

*For all other Manhattan students: Advisement meetings will be held on Monday, May 11 between 1:30 PM and 4:30 P.M. in the Large Conference Room, 8th floor, 43 West 23<sup>rd</sup> Street.*

During the advisement meeting, we will review your “unofficial transcript” with you, which you have viewed, printed and brought with you to this meeting. We will help you during the meeting with program planning; prerequisite and co-requisite fulfillment concerns; course selection; scheduling; and answering any of your other summer school

questions, concerns, issues or problems.

**PLEASE NOTE:**

**NO** tuition or fee bill(s) and/or payment reminders will be sent to you. You are required to follow up and contact the Bursar's office at (212)463-0400 extension 5379 regarding payment arrangements of all tuition, fees and any other expenses.

Students are required to clear any and all outstanding balances and to make a 45% or more payment of their tuition and fees for this semester prior to the deadline listed below for approval of their registration for this semester.

The deadline for the completion of all payment arrangements for the fall 2009 semester, as well as the satisfaction of all outstanding balances, immunization paperwork submission and all other advisement/registration details is **5:00 PM on Thursday, July 30, 2009**. If you have any outstanding balances and/or any other payment issues and/or any other "holds" after the above deadline date (5:00 PM on Thursday, 7/30/09), we cannot and will not approve your registration. Your name will **NOT** be added to the class roster as a result of your unapproved registration. Unless and until you have cleared any "holds" or payment problems and secured the requisite signatures on the registration form(s) indicating that you are free of any "holds", you will not be allowed to attend classes.

We strongly urge and advise students NOT to wait until the deadline (5:00 PM on Thursday, July 30, 2009) to complete the registration process. Class rosters will be filled quickly with the names of students whose registrations are fully approved **ONLY**. Please note that class size is limited and the classes are filled on a first come first served basis.

**II. PAPER FLOW FOR SOCIAL WORK FALL 2009 REGISTRATION**

(After YOUR Advisement meeting until 5:00 P.M. Thursday, July 30, 2009)

At the end of the advisement meeting, both the advisor and the student sign the whole registration form. The advisor then pulls out the signed bottom carbon form which is called "major declaration" copy, and submits it to Professor Marvit.

The student then goes to the 3<sup>rd</sup> (third) floor of 43 West 23<sup>rd</sup> Street. The student then proceeds to Financial Aid, Bursar and Registrar with the white, yellow and pink copies of the registration form. **Please note that for all students of the Graduate School of Social Work: ALL Financial Aid, Bursar and Registrar transactions must take place at the Manhattan site (3<sup>rd</sup> floor of 43 West 23<sup>rd</sup> Street) ONLY and at no other Touro site. Failure to complete this step in Manhattan can and will result in significant delays in approving your registration.**

### **III. FINANCIAL AID**

The student will proceed to the financial aid office, located on the 3rd Floor of 43 West 23<sup>rd</sup> Street, to receive clearance from the Financial Aid office. The student must receive clearance from the financial aid office regardless of their tuition and fee payment option(s). Financial Aid clears the student by signing the registration form.

### **IV. BURSAR**

The student will then proceed to the Bursar, who is also located on the 3<sup>rd</sup> (third) floor of 43 West 23<sup>rd</sup> Street. If the Bursar does not clear the student, the Bursar returns the entire registration form (white, yellow and pink copies) to the student and instructs the student to return to the Bursar when the student's financial issues are resolved. (Please note that the deadline for completing all registration "paperwork" and resolving any financial issues is 5:00 PM on Thursday, July 30, 2009.) The Bursar clears the student by signing the registration form.

### **V. REGISTRAR**

The student will then proceed to the registrar, who is also located on the 3<sup>rd</sup> (third) floor of 43 West 23<sup>rd</sup> Street. Registrar clearance will not be granted if:

- a) The class is filled with students who have had their registrations approved; or
- b) If a student lacks the prerequisites or co-requisites for entry to the class; or
- c) For any other administrative and/or academic reason.

If clearance is not granted, then the student goes back to their advisor to revise his/her schedule. After the advisor signs off on the revised registration (if appropriate), the student returns to the Registrar.

If the Registrar processes the registration, the registrar signs the form and keeps the white signed copy; gives the pink signed copy to the student; and later returns the "yellow" signed program copy to the SW program.

**IMPORTANT:** You must bring the "pink copy" of the registration form with the five (5) required signatures (Your signature, the Advisor's signature, Financial Aid's signature, Bursar's signature and Registrar's signature) to the first (1st) meeting of **EACH** class. Each of your instructors will ask to see this document during the first class meeting to verify the approval of your registration. Failure to bring and produce your signed "pink copy" will affect your continued participation in the class.

Prior to the first day of class, you will receive via an email 1) a list of books to purchase, 2) the room numbers for class meetings, and 3) the Fall 2009 calendar. In addition, you may view this information on our website. You will also receive either via email or via United States Postal Service (U.S.P.S.) a written confirmation of the classes for which your registration has been approved.

See you in the Fall.

Elhanan Marvit, LCSW  
Director of Administrative Services  
Coordinator, Brooklyn Division  
(212) 463-0400 extension 5542  
May 7, 2009