OFFICE OF THE REGISTRAR
FALL 2012 REGISTRATION INSTRUCTIONS
FOR MPH STUDENTS

Please read the following instructions carefully!!

Registration for the fall 2012 session will open on Wednesday June 20, 2012 and close on July 11, 2012.

The fall session begins on August 27, 2012 and ends on December 14, 2012.

The following is a step-by-step instruction which will guide you in the registration process. Instructions are also available on the Registrar’s webpage.

1. Your Registration will open and be available at 12:01 AM on June 20, 2012.

2. You can log onto the Touro Student Web Based Services at www.tcweb.touro.edu The link is also located on Touro University web page under the current students section, click on Registrar and on the left hand side of the Office of the Registrar page you can click on TC Web.

3. Once at the TC Web page you can log onto the system by entering your student ID number and your password. Your password is defaulted to the month/date of birth, last two numbers of your ID and your first initials of your first and last name. It should look like this -010139habo

4. If you have any difficulty or are unable to gain access your account, please contact the Registrar's office immediately via email tucaregistrar@tu.edu

5. Once the system is set to the correct semester, select “Course Search” from the menu. You will need to register for each course you are taking individually by entering the course information into the “Search Criteria” section.

Please note: There is an option under Course Search that will allow you to
register directly for a course if you know all the course information. We strongly suggest using “Search Criteria” instead as the direct registration option does not take into account all TUC courses and sections.

6. Select (ALL) in the "Division" drop down box.

7. Enter the 2 to 4 letter portion of the course number in both “Department” drop down boxes (i.e. Enter CLIN for course CLIN 705, PHRM for course PHRM 703, PA for PA 632, PH for PH 618, EDU for EDU 795, SEPS for SEPS 711 or ED for ED 601).

8. Enter the number portion of the course number in both “Course Number” drop down boxes (i.e. Enter 705 for course CLIN 705, 703 for course PHRM 703, 632 for PA 632, 618 for PH 618, 795 for EDU 795, 711 for SEPS 711 or 601 for ED 601).

9. Press the “Find Classes” button to display all sections of the specified course being offered during the semester.

10. Select "ADD" next to the course to register for the class.

11. Repeat steps 5-10 to register for more courses.

12. Once you have finished registering for your courses, select “My Schedule” from the menu to view and print your schedule. If you incorrectly register for a course or need to make changes to your schedule, you will need to complete an add/drop form.

13. Make sure that before you exit the screen that you print a copy of your Schedule before logging out of TC Web.

Although the Registrar's Office monitors the records of on-line registration, we are not responsible for any errors or any attempts to circumvent the system which may result in serious consequences for you. Students who are not registered, are ineligible to attend classes.

Should you have any questions or need assistance, please do not hesitate to contact our office at tucaregistrar@tu.edu