



INDIVIDUAL COURSE REGISTRATION INSTRUCTIONS

**** NOTE: **** NOTE: Before you begin online registration, you should have your student ID number, your TC Web password and your list of courses available. Consult with your program chair/faculty advisor to identify the specific courses you should be registering in for the semester. You will need to know the exact course name and number including any section numbers. ******

1. Go to the TC Web website at www.tcweb.touro.edu.
2. Log into the system by entering your student ID number and your password. Your default TC Web password is the month of your birth, the day of birth, the last two digits of your student ID and the first two letter of your first and the first two letter of your last name.

EXAMPLE:

If your name was Green Hornet and you were born on 1/1/1970 with a student ID number of 246800 then your default password would be: 010100grho.

3. Select the "Academics" tab at the top of the page.
4. Look at the upper right hand corner to see what semester the system is currently set to. The semester listed must match the semester you are trying to register for. If you need to change the semester, select "Change Terms" from the menu then select the appropriate semester.
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.