

# **Advisement & Registration**

## **Policy and Procedures**

### **Advisement and Registration**

Academic advisement is scheduled during designated advisement periods for each semester. A review of courses taken and those yet to be completed is considered in helping students plan their course schedule for the following semester. This process must be completed before the end of the semester.

Not every course is offered each semester. Missing a particular course in sequence can prevent a student from taking more advanced courses during the following semester(s) and result in a delayed graduation date.

Students who fail to complete the registration with the registrar and bursar will not be permitted to attend classes until the registration is completed. During this period of time, a student's absence shall be treated as an unexcused absence.

After completing academic advisement, students must submit their tuition payment and register for courses using the online registration system accessible through TouroOne.Touro.Edu, Touro College's web-based student services. After logging on to TouroOne, a student can register for approved classes, and view his or her class schedule and academic record. It is the student's responsibility to ensure that he or she is properly registered. Students who are not registered may **NOT** attend classes under any circumstances or for any reason, I.E., students are not allowed to audit, attend, or receive academic credit for any class for which they are not registered.

Registration usually ends one month before the start of the semester. Late registration extends from one month from one month before the start of class to the day before class begins. A late fee of \$100 is charged to students who register during this time.

### **Dropping and Adding Courses**

Once a student has registered for courses, the online registration system cannot be used to drop or add a course. A student who wishes to change his/her course must fill out a Drop – Add form. The student can, after speaking with their advisor, obtain a Drop – Add form, complete the form, and have the form signed by the associate dean. This must be done in person. Students who leave a class during the semester without filling a Drop – Add form may receive a failing grade in class. Students who drop courses after the first two weeks of the semester may nevertheless be liable for all or part of the tuition for those courses.

**Students may add courses to their program within either the first two weeks of the Fall and Spring semesters or the first week of the summer semester.**

**The policy for dropping classes is as follows:**

- **Classes dropped through the second week of classes during the Fall and Spring semesters or the first week of summer session will not appear on the students official transcript;**
- **Courses dropped from the third week through the eighth week of classes during the Fall and Spring semesters or the second week of the summer session are listed on the transcript with the grade “W” (Withdrawal), which is not calculated in the GPA.**
- **After the eighth week, students may withdraw from a course only for the most urgent reasons and only with the written permission of the Dean or Associate Dean; in such cases, the grade of “W” is again assigned.**

**The effective date of the program change is the day it is signed by the academic advisor, provided it is filed with the office of the Registrar promptly.**

**Students who withdraw from a class after the start of the semester will have a partial or full tuition obligation for that course. Withdrawal from a course may also affect the individuals standing as a full-time student and eligibility for financial aid. Students should consult with their advisors and the office of Financial Aid prior to withdrawing from a course.**

## **Leave of Absence and Withdrawal**

**A student who, for personal reasons, must interrupt his/her graduate studies, may request permission to take a leave of absence. A Leave of Absence is granted for a semester or an academic year, and may be renewed by filing additional requests. The maximum allowable time for a leave of absence is four (4) semesters.**

**If the student decides to take a leave of absence, he/she should complete a “Request for a Leave of Absence” form and submit it to the Registrar’s office. The Director, a financial aid officer, and the Bursar must sign this form.**

**Before taking a Leave of Absence, you should meet with the Financial Aid Office to become familiar with the financial aid implications of a Leave of Absence. Students granted a leave of absence or who withdraw will not be enrolled for purposes of financial aid and must also contact**

the financial aid office. If the student has any outstanding student loans made by the college, a loan exit counseling session must be completed.

## **The Advisement & Registration Procedure**

**Step 1: Please schedule an appointment to meet with Harriet Fenner for Advisement by calling (212) 742 – 8770, ext # 2400**

**Step 2: Once advisement has been completed, please use the tuition worksheets to calculate the full amount of tuition.**

**Step 3: Login to TouroOne to make your tuition payment. (From the GSB homepage, GSB.Touro.Edu; Click on “TouroOne” on the top right corner)**

**Step 4: You are permitted to register on TouroOne after receiving an Alternative Pin # and guidance from your advisor. Payments must be received through “TouchNet” located on your TouroOne portal. Please allow 24 hours for your payments to proceed.**

**Note: Please carefully review the due dates on the registration materials which will be given to you.**