



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE TOURO COLLEGE AND UNIVERSITY SYSTEM

OFFICE OF THE UNIVERSITY REGISTRAR

Dear Students,

The TouroOne Portal available with many conveniences for students, including the ability to register yourself, view financial aid, and make payment arrangements online.

Here are the steps to register yourself:

1. Review the course offering located [here](#).
 - Note the 5-digit CRNs (course reference numbers) for the classes you are interested in. The CRNs are the class numbers you will use when you register.
2. Contact your academic advisor for approval of your desired class schedule.
 - Your academic advisor will give you your registration (also called “alternate”) PIN number. You will need this to register.
 - Don’t know who your advisor is?
 - Go to the Student Resources course site in Blackboard; the list is located under the registration topic.
3. Log in to the Portal at touroone.touro.edu
4. Click the **Registration** tab
5. Click **Add/Drop Classes**. (This will open as a new tab in your browser.)
6. Select the Term you want to register for. Submit.
7. Enter your registration/alternate PIN. Submit.
8. In the Add Classes Worksheet, type the CRNs into the boxes. Click Submit Changes.
9. The screen will refresh and you’ll now see these courses under “Current Schedule.”
10. If you are taking a class with credit options (e.g. it can be taken for 1 or 2 credits), it will default to the lowest value. To change this, click the default credit amount (should be in blue font). This will take you to a page where you can change the credit value.
11. Made a mistake? Choose Web Drop/Delete from the Action drop-down box next to the class you want to change. Submit. The screen will refresh and it will disappear. Type a replacement CRN into the boxes below.

That’s it – you’re done!

Want to make a change to your schedule? After consulting your advisor, you can do that online through the Add/Drop deadline. (Adds after the deadline will require special permission; please contact your advisor)

Having difficulties? Here are some common errors & tips:

- **Can’t log in to the portal at all:** Contact the TouroOne Help Desk at help.touroone@touro.edu or 646-565-6552.

- **For any registration error:** Double-check that you've entered the CRN correctly.
- **Class Closed error:** The class you would like to take is full. Please contact your advisor to discuss alternatives.
- **Prereq error:** You need to complete a different class before you can register for this one. Please consult with your advisor.
- **Degree / Major / Campus restriction:** You are not in the required program of study to register for this class. Please consult with your advisor.
- **Permission Required:** This class requires individual permission from the instructor. You should discuss your plan to take this course with your advisor.
- **Registration hold:** Contact the designated office. If the hold is lifted you may return to register.
- **"You are not permitted to register at this time":** You probably did not choose the current term in Step 6 above. Close the browser tab and return to the previous tab. Go back to Step 5 above.
- **Authorization Failure - Invalid Alternate PIN:** Re-enter the PIN you were given by your advisor.
 - Also, be sure you selected the current term in Step 6. If you did not, close the browser tab and return to the previous tab. Go back to Step 5 above.
- **Questions about your class schedule:** Please contact your academic advisor.
- **Other questions?** Email the Registrar's office at registrar@nymc.edu.

For more detailed instructions in pdf form, click [here](#). To watch a tutorial video, click [here](#).

To access additional features of the portal, including your NYMC email, class schedule with room locations, etc., close the Add/Drop Classes browser tab and return to the original Portal tab... then navigate from there.

To make payment arrangements or see the status of your financial aid, click the **Financial Services** tab. You will also receive an e-bill notification to your NYMC email account. The e-bill will show your tuition and fee charges, offset by any anticipated financial aid awards or payments already made. Please note that you must make satisfactory payment arrangements before the first day of classes in order to finalize your registration. To reach the Bursar's Office, please call 914-594-4319.

Best wishes,

Office of the Registrar