From the Registrar’s Office

Tips for Advising Week and Advance Registration

Here are some tips that we hope will help you through online registration for the fall 2016 semester.

- Know your TCOnline id and password before your appointment (this is the same as your Trinity Email id and password)
- Know when your appointment is scheduled!!

<table>
<thead>
<tr>
<th>Class Year:</th>
<th>Dates of Appointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class of 2017</td>
<td>April 11 – 18</td>
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<tr>
<td>Class of 2018</td>
<td>April 12 – 18</td>
</tr>
<tr>
<td>Class of 2019</td>
<td>April 13 – 18</td>
</tr>
</tbody>
</table>

7:00 a.m. start last names L - Z
7:10 a.m. start last names A - K

For IDP Students the date of your appointment is determined by the number of credits you currently have earned and are enrolled in this term. For students who have 28 or more credits your appointment begins on April 11; if you have 19 – 27 credits your appointment begins on April 12; if you have fewer than 19 credits your appointment begins on April 13, and will be determined by the first letter of your last name.

For students in the class of 2017 or 2018 your appointment will begin at 7:00 am on the appropriate day and remain available until 11:59 pm on April 18.

For students in the class of 2019, your appointments will begin at 7:00 if your last name begins with the letters L-Z and at 7:10 if your last name begins with the letters A-K. Your appointment will remain open until 11:59 p.m. on April 18.

“Appointment Begin Time” is the earliest time you may register on the first day of your appointment period, but you can register ANY TIME during the appointment.

- Don’t try to register online before your appointment begins!!!
- You do NOT need to register immediately during your appointment – your appointment is LONG and lasts from your start time until Monday, April 18 at 11:59 pm. You can register or make changes ANYTIME during that period!!
- Check enrollments in the courses in which you are interested in the night before your appointment so that you don’t waste time trying to enroll in courses that are closed. A list of closed courses is updated throughout the day, every day, during Advance Registration—it is available on your TCOnline screen.
- Use e-mail to communicate with your advisor!!
- First Year Students, you can also get help from your mentor!!
- Check for any holds that may prevent you from registering before your appointment. Advance Registration, Student Account, Quantitative Literacy, Writing Center, “Not Anymore” video not viewed, or Study Abroad holds will all prevent you from registering. Be sure to resolve any of these prior to your enrollment appointment. You are able to view your holds on the Student Center page of TCOnline, they will be found on the right hand side of the screen.
- Members of the class of 2018 who have not declared a major will have a registration hold preventing enrollment! This is in addition to the regular advising hold and can only be released by submitting a Major Declaration Form.
- Use the shopping cart feature of TCOnline

Important Dates to Remember

April 4 - 8 – Advising Week
April 11 – 18 – Advance Registration for Fall 2016
April 20 - Add/Drop period for Fall 2016 begins (and runs through September 13)