

Registering for Classes

- 1.) You will first want to check your enrollment appointment. This will be displayed on the right side of the Student Center Page once the appointments have been assigned for the upcoming registration period.

The screenshot shows the 'Academics' section of a student center. On the left, there are links for 'Search', 'Enroll', and 'My Academics', along with a search dropdown menu containing 'other academic...'. The main area features a 'This Week's Schedule' table with three rows of class information. On the right, there are three panels: 'SEARCH FOR CLASSES', 'Holds' (showing 'Financial Accounts Hold'), and 'Enrollment Dates'. The 'Enrollment Dates' panel contains the text 'Enrollment Appointment' circled in black, followed by 'You may begin enrolling for the Spring 2009 Regular session on November 2, 2008.' and a 'details' link.

This Week's Schedule	
Class	Schedule
ENGL 265-01 LEC (2351)	Tu 2:40PM - 3:55PM McCook Auditorium Th 2:55PM - 4:10PM McCook Auditorium We 6:30PM - 9:30PM McCook Auditorium
ENGL 495-01 SEM (3567)	MoWeFr 11:00AM - 11:50AM 115 Vernon Street 106
HIST 252-01	Tu 11:20AM - 12:35PM Austin Arts Center 320

Once Add/Drop begins, the appointment will disappear, and a link for **Open Enrollment Dates** will appear.

This screenshot is similar to the previous one but shows the 'Enrollment Dates' panel with the text 'Open Enrollment Dates' highlighted by a red box. The 'Enrollment Appointment' text is no longer present.

- 2.) Check to make certain that you have no holds that will block your registration, **including your advisor hold**.
- 3.) From the **Student Center** page, click on one of the **Enroll** links:

- ▷ My Favorites
- ▽ Self Service
 - ▷ Class Search / Browse Catalog
 - ▷ Enrollment
 - ▷ Campus Personal Information
 - ▷ Academic Records
 - Student Center
 - My Personalizations
 - My Dictionary

Academics

[Search](#)
[Enroll](#)
[My Academics](#)

other academic... »»

Deadlines URL

This Week's Schedule

	Class
3:00	ENGL 265-01 LEC (2351)
3:00	ENGL 495-01 SEM (3567)

4.) Select the appropriate term and click **Continue**.

Search

Enroll

My Academics

my class schedule

add

drop

swap

edit

term information

Add Classes



Select Term

Select a term then click Continue.			
	Term	Career	Institution
<input type="radio"/>	Fall 2008	Undergraduate	Trinity College
<input type="radio"/>	Spring 2009	Undergraduate	Trinity College

CONTINUE

5.) You will now select the classes you wish to add. You can do a search for classes or you can enter the four-digit Course Number if you know it.

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2009 | Undergraduate | Trinity College [change term](#)

● Open ■ Closed

Add to Cart:

Enter Class Nbr
 [enter](#)

Find Classes

Class Search
 My Requirements

[search](#)

Spring 2009 Shopping Cart

Your enrollment shopping cart is empty.

My Spring 2009 Class Schedule

You are not registered for classes in this term.

[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

6.) To find a Course Number, look under **Find Classes** then click **Search**.

Add Classes



Enter Search Criteria

Trinity College | Spring 2009

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Requirement Designation

Course Subject

Course Number

Course Career

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#)

CLEAR CRITERIA

SEARCH

[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

- 7.) You can now put in your information in order to search for classes and add the appropriate class. Make sure to add at least one search criteria before clicking the search button. You can search by requirement designation (Social Science, Humanities, Natural Science, etc.) or by subject. When you do a subject search you can search for a particular class by entering a course number (PSYC 101) or leave that blank for all classes in that department (PSYC). This will default to Show Open Classes Only, but to find other classes that are closed, you can uncheck that box.

There are additional search criteria that might be useful, such as looking for specific days of the week or 1st or 2nd quarter classes. When you click the search button, you will see the results, and you can select a class from that page.

[Return to Add Classes](#)

START A NEW SEARCH

● Open ■ Closed

▼ **PSYC 101 - General Psychology**

Requirement Designation

View All Sections First ◀ 1-2 of 2 ▶ Last

Section 01-LEC(4570)		Status ●	select class
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Laura J. Holt	01/20/2009 - 05/08/2009

Section 02-LEC(4588)		Status ●	select class
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	TBA	Miguel A. Moreno	01/20/2009 - 05/08/2009

[Return to Add Classes](#)

START A NEW SEARCH

8.) Once you have selected the class you would like to add (or if you entered the digit directly into the box), click the **Next** button.....

Search		Enroll		My Academics	
my class schedule	add	drop	swap	edit	term information

Add Classes



1. Select classes to add - Enrollment Preferences

Spring 2009 | Undergraduate | Trinity College

PSYC 101 - General Psychology

Class Preferences

PSYC 101-01 Lecture ● Open

Permission Nbr

Grading

Session Regular

Units 1.00

Career Undergraduate

Enrollment Information

- Meets Social Sciences Requirement

Requirement Designation

Meets Social Sciences Requirement

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture		TBA	Laura J. Holt	01/20/2009 - 05/08/2009

[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

9.) and the course will be added to your "Shopping Cart."

Add Classes



1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

PSYC 101 has been added to your Shopping Cart.

Spring 2009 | Undergraduate | Trinity College [change term](#)

Open
 Closed

Add to Cart:

Enter Class Nbr

 [enter](#)

Find Classes

Class Search

My Requirements

[search](#)

Spring 2009 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	PSYC 101-01 (4570)		TBA	L. Holt	1.00	<input checked="" type="radio"/>

[PROCEED TO STEP 2 OF 3](#)

My Spring 2009 Class Schedule

You are not registered for classes in this term.

10) You can add additional courses to your shopping cart by following the same procedure until you have selected all of your courses.

Once you have selected all of your classes, click on the **Proceed to Step 2 of 3** button.

11) Here you will confirm the classes you have selected:

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open
 Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
HISP 202-01 (4711)	Interm Span II (Lecture)	Tu 9:55AM - 11:10AM Th 9:25AM - 10:40AM	TBA TBA	A. Lambright	1.00	<input checked="" type="checkbox"/>
PBPL 113-01 (5149)	Introduction to Law (Lecture)	Tu 6:45PM - 9:15PM	TBA	T. Smith	1.00	<input checked="" type="checkbox"/>
PSYC 101-01 (4570)	General Psychology (Lecture)		TBA	L. Holt	1.00	<input checked="" type="checkbox"/>

And then click on the **Finish Enrolling** button to complete the transaction.

Add Classes



3. View results

View the following status report for enrollment confirmations and errors:

Spring 2009 | Undergraduate | Trinity College

	Success: enrolled		Error: unable to add class
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Class	Message	Status
HISP 202	Error: Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.	
PBPL 113	Error: Instructor Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	
PSYC 101	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	



[Search](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) [Add](#) [Drop](#) [Swap](#) [Edit](#) [Term Information](#)

go to ...

The enrollment results will be displayed. The green checkmark indicates the transaction was successful, and the red X indicates an error. The reason for the error will be displayed. From here you can view your class schedule or enter additional courses to add to your schedule.

12) In addition to enrolling in classes, you can also drop, swap or “edit” (change a grading basis to pass/low pass/fail) courses from the Enrollment page. The transactions are processed the same way as adding a class, with a green check indicating success and a red X indicating an error.

Main Menu > Self Service >

Enrollment

View appointments, plan and enroll in classes, view student and exam schedules.

Enrollment Dates View your enrollment appointments.	My Class Schedule View your class schedule for a specified term.	My Weekly Schedule View your weekly schedule in a calendar format.
Enrollment: Add Classes Enroll in classes from your Shopping Cart.	Enrollment: Drop Classes Drop classes from your schedule.	Enrollment: Edit a Class Change preferences and options for a selected class.
Enrollment: Swap Classes Replace a selected class with another.	View My Grades View or print a listing of your grades and check your current grade point average.	