

IMPORTANT REGISTRATION INFORMATION

1. **ACADEMIC ADVISING**

Each academic department of Trinity College provides advising for majors and non-majors. Advising information is available from First-Year Seminar instructors, your assigned advisor, department chairpersons, interdisciplinary program directors, and minor coordinators. Academic advisors will provide information about the College's General-Education program and the various opportunities embodied in the curriculum. They also serve as a link between the student and administration and, when appropriate, provide referral information about the resources available at the College.

2. **REGISTRATION**

Registration in April and November are the most important registration opportunities for all students at Trinity. Each begins a cycle that is neither tentative nor temporary. It results in an actual enrollment, and carries with it the expectation of attendance, the prospect of a final grade, and tuition payment. Completion of registration at these times is required of all students who intend to enroll in the following semester.

While students who are not full-time at the completion of a semester incur academic probation, your schedule need not be complete by the end of Advance Registration. Therefore, you are expected to register only for those courses you intend to complete and for which you expect to be billed by the College. Do not enroll in courses you do not intend to complete simply because you believe you need a full schedule at this time. Conversely, no more than 5.75 course credits may be elected during this registration period without approval from your academic advisor. An additional tuition charge is generally assessed in such cases.

You should select your courses for next term carefully. It is possible that certain courses, which fail to attract sufficient enrollments, may be rescheduled or canceled altogether before the start of the semester. Therefore, it is critical that you be as precise as possible about your intentions.

If you have notified the Office of International Programs of your definite plans to be away for domestic or foreign leave for the semester, a hold will be placed on your record and you will not be able to register for courses at Trinity for that semester. If your plans have changed, you must notify the Office of International Programs in order to have this hold removed.

The Add/Drop period starts shortly after the registration period closes, and ends on the sixth day of classes. You will be allowed to make changes to your schedule during that time. Please see the calendar for specific dates for second quarter classes. The end of the Add/Drop period is also the *last day to declare a class Pass/Low Pass/Fail*.

Students will enroll classes using TCOonline (<http://tconline.trincoll.edu>). Students must use their TCOonline loginID and passwords to register. If you have lost your password, you must contact the Help Desk to have it reset.

During Advising Week, students are expected to meet with their advisors to review their completed desired classes and alternates in the event first choices are full. Students also obtain Permission of Instructor Numbers (PINs) from instructors whose classes require permission. Advisors will release a "registration hold" for each student, after reviewing the Advance Registration Worksheet with the student. If the "hold" is not removed by your advisor, you cannot register online. Therefore, **failure to meet with your advisor during Advising Week will prevent you from registering for classes during Advance Registration!**

3. **PERMISSION OF INSTRUCTOR**

The April and November Registration cycles provide the opportunity for all students to seek enrollment into courses with special prerequisites, such as the prerequisite of the instructor's written permission. All courses requiring the Permission of the Instructor ("PI") are so indicated in this edition of the *Schedule of Classes* with a "Y" (yes) in the "Permission Required" column. To enroll in these "PI" courses, students must obtain a Permission of Instructor Number (PIN), a 6-digit number that students will enter online when registering for that course. Students obtain the PIN from the instructor during Advising Week. It will be printed on a label that the instructor will give to the student, and it should be placed on the student's Advance Registration Worksheet.

Some classes may be made Permission of Instructor after the start of the registration period, generally because the course is closed and the instructor is maintaining a waiting list of student wishing to enroll. If this status has changed, you will need to contact the instructor in order to register.

GRADUATE COURSES: Students who wish to enroll in a graduate course (800-level) should verify that the course is open to undergraduate student enrollment, as indicated in this edition of the *Schedule of Classes*. Undergraduate students must secure permission of the instructor, if required.

4. **THE HARTFORD CONSORTIUM FOR HIGHER EDUCATION**

In consortium with Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College Hartford Seminary, Manchester Community College, Rensselaer at Hartford, the University of St. Joseph, St. Thomas Seminary, UCONN, and the University of Hartford. Students who have earned at least 18.00 course credits may not enroll in courses at Capital Community College or Manchester Community College. There is no additional expense above Trinity's full-time tuition to the student who takes a course (except for instrumental or voice lessons, or courses which require separate lab fees) in one of these institutions as part of a regular program. Enrollment in courses through the Consortium program is on a space-available basis only. Cross-Registration Forms are available in the Registrar's Office and must be approved by your faculty advisor and the Registrar of Trinity College.

5. **COURSES OF INSTRUCTION**

Courses are identified by numbers that range from 100 to 999:

- 100 - 299 = Lower Division courses
- 300 - 499 = Upper Division courses
- 800 - 999 = Graduate courses

6. **COURSE CREDITS AND COURSE LOAD**

Thirty-six course credits are required for graduation. A normal course load is four or five course credits per semester, or nine course credits per academic year. Students who enroll in more than 5.75 credits in a term are generally charged an additional tuition fee. A student who completes fewer than 4.00 course credits in a semester will automatically incur Academic Probation for the term. Please Note: **A student who repeats a course in which he or she received a passing grade shall receive no credit for the second enrollment, but shall have both grades included in the calculation of the GPA. A repeated course may not be counted toward the 4.00 course credits required within a term, nor toward the 36.00 required for the degree, even though the duplicated course may temporarily appear as an earned credit on the student's record.**

7. **GRADING SYSTEM**

Undergraduate Grades

GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
A+	4.333	C	2.000
A	4.000	C-	1.667
A-	3.667	D+	1.333
B+	3.333	D	1.000
B	3.000	D-	0.667
B-	2.667	F	0.000
C+	2.333		

Detailed information concerning other Trinity grades and the College's academic standards and degree requirements is published in the Trinity College *Bulletin*, *Student Handbook*, and the *Graduate Bulletin*. You should become familiar with these publications and consult your academic advisor if you have any questions regarding the policies of the College.

8. **CURRICULAR REQUIREMENTS**

Students are responsible for enrolling in courses enabling them to attain writing and mathematics proficiency, and to satisfy the requirements for General-Education Distribution, as necessary. Consult the Trinity College Bulletin and the Student Handbook for a detailed explanation of those requirements and the courses appropriate to them.

9. **COURSES REQUIRED FOR INTERDISCIPLINARY MINORS**

In addition to the numerous courses offered by each department that may be used to fulfill interdisciplinary minor requirements, this *Schedule of Classes* includes a department entitled "Minors" where courses required by certain minor programs are listed.

10. **LANGUAGE ACROSS THE CURRICULUM**

Students may earn supplementary foreign language credit in a wide variety of courses across the curriculum. This option is generally open to all students who have completed the Intermediate level (fourth semester, or equivalent) in any foreign language currently taught at Trinity, and who are enrolled in any course in which the instructor, in collaboration with a member of the Classics or Modern Languages faculty, approves a supplementary reading list in the foreign language. For example, those studying Aristotle in a Philosophy course, or the Roman Empire in a History course, might study texts in Greek or Latin; those studying European history, the economy of Latin America, or Freud, could do supplementary readings in French, Spanish, or German; those studying Art History or the Modern Theater might do further readings in Italian or Russian, respectively; there are many other possibilities. Subject to satisfactory completion of the assigned work, such students will then be awarded an extra half credit for the course for which the extra work is completed. For further information, contact the Chair of either the Modern Languages or Classics departments.

To enroll in a Language Across the Curriculum course, complete an independent study Special Registration Form, available in the Registrar's Office. At the top of the form, indicate the course number and title for which you will earn an additional half credit. Write clearly across the top of the form "**Language across the Curriculum.**" The form must be signed by **both** the instructor of the course and the collaborating faculty member.

11. **INTERNSHIP REGISTRATION**

To receive credit for an internship, a student must complete an Internship Contract. Students must stop by the Career Development Center as soon as possible to pick up a contract. Internship registrations will not be valid until the Internship Contract has been approved by the Internship Coordinator. Once your internship contract has received final approval, you will be enrolled in the appropriate internship course, specific to the field in which your internship will be completed.

12. **ASSISTANTSHIP, INDEPENDENT STUDY, MENTORSHIP, THESIS, OR TUTORIAL**

Students must use the appropriate Special Registration Form (available in the Registrar's Office) to enroll in an assistantship (including Research in Biology, Chemistry, Computer Science, and Neuroscience courses), independent study (including SILP [Self-Instructional Language Program] courses and Senior Projects in American Studies, Music, and Theater and Dance), mentorship, thesis, or tutorial. **Students cannot register online for such courses.** You will not be enrolled until the Special Registration Form, bearing all appropriate signatures and credit information, has been received by the Registrar's Office. To enroll in a two-semester course (e.g., Classics Senior Seminar, two-credit thesis), you must submit a completed Special Registration Form in each term of the course.

13. **PHYSICAL EDUCATION CLASSES - SPECIAL NOTES**

Students Must Attend the First Meeting of Physical Education Courses.

All courses meet in the George M. Ferris Athletic Center (FAC), unless otherwise indicated. Some courses have prerequisites and some require a nominal fee. All Physical Education courses will be graded on a Pass/Fail basis, these Pass/Fail courses do not count towards the maximum of 4 courses Pass/Fail that a student is allowed to enroll in during their career. **As with all courses not inviting repeated enrollment, Physical Education courses may not be repeated.**

NOTE: Non-payment of a Physical Education course fee will not constitute automatic withdrawal from the course. As with all courses, an Add/Drop Form, signed by your advisor, must be submitted in order to withdraw from a fee-bearing course.

14. **QUANTITATIVE LITERACY CENTER COURSES - SPECIAL NOTES**

Students instructed to enroll in the Mathematics Proficiency course QLIT 101, Contemporary Applications of Mathematics, must obtain a PIN from the Quantitative Literacy Center.

Students MUST attend the first meeting of QLIT 101.

15. **MUSIC LESSONS - SPECIAL NOTES**

Students must register for Music 107 Music Lessons with a PIN number or signed Course Override form provided by Pat Kennedy, the Administrative Coordinator of the Music Lessons Program. The prerequisite for taking Lessons for credit is Music 101 Basic Musicianship. Students who already possess a sufficient knowledge of music theory may request that they be allowed to take a test to determine if they qualify for a waiver of the Music 101 prerequisite. Students seeking a waiver must contact Professor Jennifer Allen, Faculty Coordinator (Jennifer.Allen@trincoll.edu) or Pat Kennedy (Patricia.Kennedy@trincoll.edu / 860-297-5122). Lessons may also be taken not-for-credit, in which case the Music 101 prerequisite does not apply. Lessons instructors are area professionals invited to campus to teach. A fee to pay the instructor is required. Trinity Grant financial aid students taking Music Lessons for credit may apply for the limited number of awards available to cover instructors' fees. To begin the registration process, request the "Lessons Pre-Registration Questionnaire and Guidelines" by emailing patricia.kennedy@trincoll.edu.

16. **CHANGES TO THE COURSE LISTING**

Check the Course Listing on TCOOnline for up-to-date information on course offerings.