

### *Tips from the Registrar's Office for Advising Week and Advance Registration*

Here are some tips that we hope will help you through online registration for the Spring 2019 semester.

- Know your TCOOnline id and password before your appointment (this is the same as your Trinity Email id and password). Contact the Help Desk before your registration date if you need help resetting your password!
- Know when your appointment is scheduled.

#### Class Year:

Class of 2019

Class of 2020

Class of 2021

Class of 2022

#### Dates of Appointment:

November 12-19

November 13-19

November 14-19

November 15-19

**Your appointment will begin at 7:00am on the appropriate day** and remain available until 11:59 pm on November 19th.

**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 November 12th; if you have 19 – 27 credits your appointment begins on November 13th; if you have 10-19 credits your appointment begins on November 14<sup>th</sup>; and if you have 9 or fewer credits your appointment begins on November 15th.

- You can use the shopping cart feature of TCOOnline to start the registration process ahead of your appointment, but don't submit your registration until your appointment time starts.
- You can register or make changes to your enrollment **ANYTIME** once your appointment opens, through the end of the add/drop period **1/29/19**.
- 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 Advanced Registration. It is available on your TCOOnline screen.
- Use email to communicate with your advisor
- **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 the TCOOnline, they will be found on the right hand side of the screen.**

### **Important Dates to Remember**

**November 5<sup>th</sup>-9<sup>th</sup>, 2018**– Advising Week

**November 12<sup>th</sup>-19<sup>th</sup>, 2018** – Advance Registration for Spring 2019

**November 20, 2018** – Add/Drop period for Spring 2019 begins (and runs through **January 29, 2019**)