

Check-in and Add/Drop Instructions – Fall 2019 Office of the Registrar

In preparation for the Fall 2019 semester, please read the following carefully. Consider printing it and saving it for future reference. Please pay special attention to the section that describes your obligation to provide the College with updated Emergency Contact and off-campus address information.

- Check-in begins on Saturday, August 31st, and ends on Friday, September 6th.
- Completing the Check-in process verifies that you are on campus this semester, have reviewed your Fall 2019 schedule as it currently exists, and have updated your personal information such as home address, emergency contacts, etc.
- Please note: IDP students and students currently studying abroad *do not* need to complete check-in.

HOLD INFORMATION:

Please review your holds by navigating to TCOOnline, Self Service, Student Center. *Holds that will prevent you from registering for classes and/or making changes to your schedule are as follows:*

Advance Registration Hold – contact your Advisor
Financial Hold – contact Student Accounts (x2028)
Health Center Hold –contact the Health Center (x2018)
International Programs Office Hold – contact the Study Abroad Office (x2005)
Quantitative Center Hold - contact the Q Center (x5331)
Writing Center Hold – contact the Writing Center (x2468)
No Major Hold – contact the Registrar's Office (x2118)
Degree Application Hold – contact the Registrar's Office (x2118)

Please see further details and instructions below:

CHECK-IN INSTRUCTIONS:

Please complete check-in using TCOOnline. Check-in begins at 7 a.m. on Saturday, August 31st and ends on Friday, September 6th. Trinity charges a \$50 penalty fee if you do not complete check-in by the deadline, so please don't forget to do so.

Step 1: Launch your web browser and navigate to TCOOnline.

Step 2: Enter your User ID and Password. Click "Login."
If you have trouble signing-on to TCOOnline because of a problem with your Username or Password, please contact the Information Services Desk (x2100)

Step 3: Your Personal Information will automatically appear. Please scroll through and review. You must make changes to your Personal Information after completing check-in.
If you are not living in campus housing this semester, you must enter your off-campus address and phone number in your Personal Portfolio, even if it is the same as your permanent address and phone.
Please note: If you are living in a fraternity or sorority house, this is considered off-campus housing and you must report off-campus address and phone information in your Personal Portfolio.

Step 4: After scrolling through your Personal Information, please click Review Class Schedule. View and print your Fall 2019 schedule.
Please note: Courses you are enrolled in but then dropped during Advance Registration will appear on your schedule, with the notation "Dropped" under the Status column on the right side of the screen.

Step 5: After scrolling through your Class Schedule the check-in page will automatically appear. To check-in, read the agreement and click "I agree."

Step 6: Update your Personal Information by navigating to Personal Information. Please remember:
You must report an off-campus address and phone number (fraternity & sorority houses are considered off-campus).
You must update your Emergency Contact information. This information is REQUIRED of all students. Please report current Emergency Contact information to the Registrar's Office. The college reserves a right to place a hold on your record if you do not provide this information.

You have now officially checked in!

ADD/DROP INFORMATION:

Add/Drop and last day to declare a class Pass/Low Pass/Fail ends at 11:59 p.m. on Tuesday, September 10th for full semester or 1st Quarter classes.

Add/Drop ends at 11:59 p.m. on Friday, October 25th for 2nd Quarter classes.

You may make changes to your schedule through TCOOnline as long as space is available in a class and special permission is not required.

If permission of the Instructor is required, be sure to obtain a PIN from the instructor of the course before attempting to enroll online.

If you wish to add a course that is full or for which you have not met the prerequisite, please submit a completed Course Override form (signed by the instructor) to the Registrar's Office no later than 4:30 p.m. on Tuesday, September 10th, 2019.

Special Registration forms are used to register for Thesis, Independent Study, Teaching Assistantships, Research Assistantships, etc. Forms are available online (see link below) and in the Registrar's office, and are due by 4:30 p.m. on Tuesday, September 10th, 2019.

<http://www.trincoll.edu/Academics/registrar/Documents/Combined%20Special%20Reg%20Form.pdf>

You will use TCOOnline if you wish to designate one course to be graded on the Pass/Low Pass/Fail grading basis; the deadline for doing so is 11:59 p.m. on Tuesday, September 10, 2019. If you experience difficulty designating the grading basis of a class to Pass/Low Pass/Fail, please contact the Registrar's Office. We are open Monday – Friday, 8:30 a.m.-4:30 p.m.

Please note: If you wish to make changes to your schedule after the Add/Drop Period ends, you will be required to submit a petition (see link below) to the Academic Affairs Committee. You may be charged a \$100 late fee if the Committee approves the change.

<http://www.trincoll.edu/Academics/registrar/Documents/AAC%20Petition%20Instructions%202014%20Updated.pdf>

The Registrar's Office will post an announcement on Trinity Today once we have finished processing all course override and special registration forms. We will set a Course Review hold that requires you to view your final schedule before gaining access to TCOOnline and/or Moodle. We ask that you immediately bring any discrepancies to our attention.

SPECIAL NOTE FOR STUDENTS SIGNING UP FOR MUSIC LESSONS:

You must add Music Lessons using a Course Override form (see link below); please see Patricia Kennedy in the Music department office for approval.

<http://www.trincoll.edu/Academics/registrar/Documents/courseoverrideform.pdf>

All of us in the Registrar's Office wish you a productive and satisfying Fall 2019 semester. Please contact us at any time if we can be of assistance (registrar.office@trincoll.edu).