Trinity College
HARTFORD CONNECTICUT

TCONLINE

Abstract
Information on: Logging into TCOnline, Accessing the Student Center, Registering for Classes, Viewing Class Schedules, and Viewing Grades

Contents

IMPORTANT REGISTRATION INFORMATION

> NOTE: Prior to first registration and 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.

Registration in April and November are the most important registration opportunities for all students at Trinity. 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.

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.

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.

Starting in the second semester, degree students can enroll in classes using TCOnline (http://tconline.trincoll.edu). Students must use their TCOnline login ID and passwords to register. If you have lost your password, you must contact the Help Desk to have it reset. Information regarding accessing TCOnline and instructions on how to view schedules and grades follow.

I. Logging into TCOnline:

1. To access TCOnline, please click here.   To login, enter your Trinity username and password in the appropriate spaces.

   a. Click Login and you will go to the TCOnline home menu. (You may also access TCOnline through the Portal (my.trincoll.edu) which will skip this step and take you directly to the TCOnline home menu.)

2. When you get to the TCOnline home menu, click on the **Self Service** link.
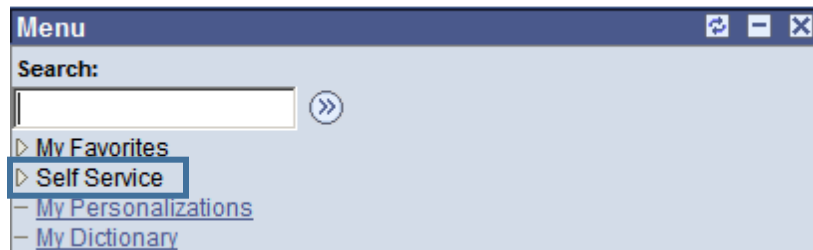
II.   Accessing the Student Center:

1. Your menu will appear in two different ways, a summarized menu on the left and a more detailed menu on the rest of the page. You can access pages using either version. This page includes links not only for your class information but for your academic records, personal information (address updates) and a class and catalog search. Click on **Student Center** link either on the side menu or on the Main Menu.
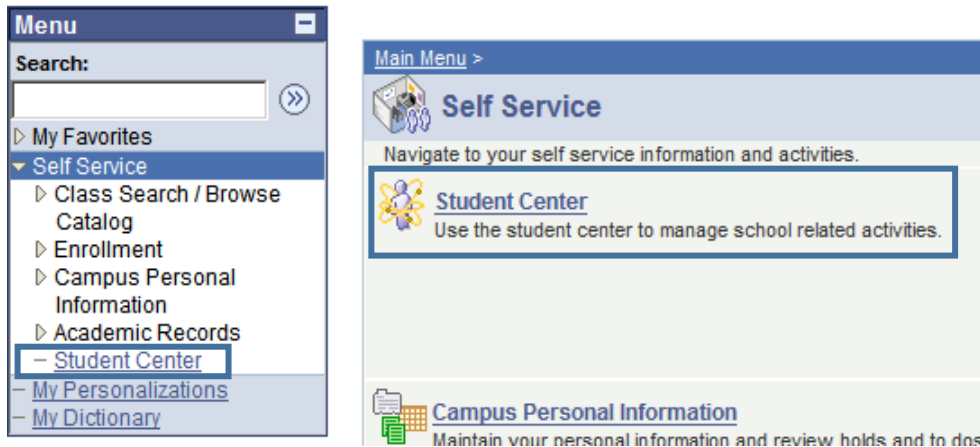
III.   Registering for Classes

1. Log into TCOnline and select Self Service. On the Self Service page, select Student Center. On this page, you can check your enrollment appointment. This is displayed on the right side of the Student Center Page in the Enrollment Dates box when the appointments have been assigned for the upcoming registration period. Once Add/Drop begins, the appointment will disappear, and a link for Open Enrollment Dates will appear.
2. Check to make certain that you have no holds that will block your registration. Your holds are displayed on the right side of the Student Center page, right above the appointment information.
3. From the Student Center page, click on the Enroll link, or you can select it from the Self Service page. You will have several options including Add Classes, Drop Classes, Swap Classes, and Edit a Class. To start registering, select Add Classes.
4. Select the appropriate term and click 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.
6. To find a course number, click Search. Enter the course subject. You can search for a particular class by entering a course number (PSYC 101) or leave the number 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. The status of the course will appear in the course list. A green circle means open, a blue square means closed, and a yellow triangle means the course has an active online waitlist.
7. 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 and the course will be added to your "Shopping Cart."
8. You can add additional courses to your shopping cart by following the same procedure until you have selected all of your courses.

9. Once you have selected all of your classes, click Proceed to Step 2 of 3.Then click Finish Enrolling. 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.
10. In addition to enrolling in classes, you can also drop or swap courses from the Enrollment page.
    a. Drop Classes: On your list of current courses, check the box next to the course you wish to drop. Then click Drop Selected Class and Finish Dropping.
    b. Swap Classes: On your list of current courses, select the class you wish to drop. Next enter the course you wish to add (use the search function or enter the four digit number). Click enter, then next, and finally Finish Swapping.
    c. The difference between Drop and Swap: When you use Swap, the computer will only process the drop if it is able to add you to the new class. Therefore, the Swap option is recommended unless you are certain you want to drop a course. Finish processing by following the steps as outlined on the page.

IV.   Viewing your Weekly Schedule:

1. A summary of your schedule for the current semester appears on the Student Center page. To see your schedule in a grid format, click on the **Weekly Schedule** link. **Note:** The schedule will default to show your schedule as of the current date. If you wish to view your schedule for a future semester (such as right after pre-registration or over the summer or holiday break) change the date in the box to one that falls during that semester.

V.   Looking Up Grades:

1. There are several ways to view your grades. If you go to the **Student Center** page, you can click on **My Academics** link.

2. On the **My Academics** page you are going to see the heading that says **Course History** and next to this heading you click the icon that says **View My Course History**. You will also have a link to view your **Unofficial Transcript** here. Course History will show you all of your courses alphabetically, while the Unofficial Transcript shows the courses in term order.

3. You can also view your grades from the **Enrollment** link.

a. You can select a specific term to view.

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

View My Grades

○	Fall 2008	Fall 2008	Undergraduate	Trinity College
○	Summer 2008	Summer 2008	Undergraduate	Trinity College

VI. Signing Out:

1. Look all the way at the upper right hand corner of the **Student Center** page. You will see an icon, that you can click, that says **Sign Out**. **For extra security, close your internet browser.**

Home | Worklist | Add to Favorites | Sign out

CH FOR CLASSES