

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 Spring and Summer I 2021.

- 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 2021

Class of 2022

Class of 2023

Class of 2024

Dates of Appointment:

November 30 - December 7

December 1 - 7

December 2 - 7

December 3 - 7

Your appointment will begin at 7:00am on the appropriate day and remain available until 11:59 pm on 12/07/2020.

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 30th; if you have 19 – 27 credits your appointment begins on December 1st; if you have 10-19 credits your appointment begins on December 2nd, and if you have 9 or fewer credits your appointment begins on December 3rd.

- 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. You can update your Spring schedule using TCOOnline through **2/15/2021**. Summer I updates can be made through **6/2/2021**.
- 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 TCOOnline.
- Use email to communicate with your advisor
- Before your appointment, **check for any holds** that may prevent you from registering. 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 9 - 20 – Advising Weeks

November 30 - December 7 – Advance Registration for Spring and Summer I 2021

December 8 – Add/Drop period for Spring and Summer I 2021 begins