

Trinity College – Registrar’s Office

Registering for Classes – Step-By-Step

Be sure you 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.

Prior to Your Registration Day

Find Your Registration Appointment Date/Time

- Log into TCOOnline and select Self Service. On the Self-Service page, select Student Center. On this page, when the appointments have been assigned for the upcoming registration period, you can check your enrollment appointment, which is displayed on the right side of the page, in the Enrollment Dates box.

- In some cases, the appointment time listed in this box might be for a semester earlier than the one in which you want to enroll. If that is the case, and also to find more details about your enrollment appointments, click on “Details” to find your appointment times for the upcoming semester. You will then see detailed information about your appointment dates and times.

Beth Bantam

[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Enrollment Dates

To view appointments and enrollment dates for another term, select the term and select Change.

Fall 2021 | Undergraduate | Trinity College

Enrollment Appointments						
Session	Appointment Begins	Appointment Ends	Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
Regular	November 2, 2021 7:00AM	November 3, 2021 11:59PM	4.75	4.75	4.75	3.50
First Quarter	November 2, 2021 7:00AM	November 3, 2021 11:59PM	4.75	4.75	4.75	3.50
Second Quarter	November 2, 2021 7:00AM	November 3, 2021 11:59PM	4.75	4.75	4.75	3.50
Regular	November 3, 2021 7:00AM	November 3, 2021 11:59PM	5.75	5.75	5.75	3.50
First Quarter	November 3, 2021 7:00AM	November 3, 2021 11:59PM	5.75	5.75	5.75	3.50
Second Quarter	November 3, 2021 7:00AM	November 3, 2021 11:59PM	5.75	5.75	5.75	3.50

Open Enrollment Dates by Session		
Session	Begins On	Last Date to Enroll
Second Quarter	November 4, 2021	December 21, 2021
Regular	November 4, 2021	December 21, 2021

Term Enrollment Limits			
Max Total Units	Max No GPA Units	Max Audit Units	Max Wait List Units
5.75	5.75	5.75	3.50


[Shopping Cart](#) [Add Classes](#)

Holds

- You can check your holds at any time using self-service. This is especially important to do before you prepare to register for classes.
- View your holds on the student center page by clicking on the link in the upper right corner of the page. A summary of your holds will appear, or it will say “No Holds” if there are none.

Academics

[Search](#)
[Plan](#)
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[My Academics](#)

 You are not enrolled in classes.

[Enrollment Shopping Cart](#) ▶

other academic... ▼ ⓘ

[Search for Classes](#)

▼ Holds

Advance Registration Hold

[Details](#) ▶

Hold Item Details ✕

[? Help](#)

Your Holds

Hold Item

Beth Bantam

Advance Registration Hold

Reason and Contact

Description Trinity College

Start Term

Start Date

Reason Enrollment Hold

Department Registrar's Office

Contact

Instructions

Student cannot register online prior to meeting with advisor.

[Return](#)

Fill Your Shopping Cart

- Prior to your registration appointment, use the Shopping Cart feature to search for classes. You won't be able to enroll in your classes until your appointment time, but adding classes to your shopping cart before that time will make the actual registration process much easier.
- From the Student Center page, click on the **Enroll** link or the Enrollment Shopping Cart link, or you can select it from the Self-Service page.

Beth's Student Center

Academics

Search
Plan
Enroll
My Academics

You are not enrolled in classes.

Enrollment Shopping Cart ▶

Search for Classes

Holds

Advance Registration Hold

Details ▶

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the Fall 2021 Regular session on November 2, 2021.

Details ▶

Advisor

Program Advisor
Mitchell A. Polin

Details ▶

- Search for classes you wish to add by clicking **Search**. If you know the class number already you can **Enter the Class Number** without searching for it.

Beth Bantam

go to ...

Search Plan Enroll My Academics

Shopping Cart | Course History

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Fall 2021 | Undergraduate | Trinity College

Open Closed Wait List

Add to Cart

Enter Class Nbr

Enter

Fall 2021 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

Search

My Fall 2021 Class Schedule

You are not registered for classes in this term.

- 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.

Class Search

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Shopping Cart](#) | [Course History](#)

Shopping Cart

Enter Search Criteria

Search for Classes

Trinity College | Fall 2021

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Subject

Course Number

Course Career

Show Open Classes Only

Open Entry/Exit Classes Only

▶ **Additional Search Criteria**

[Return to Shopping Cart](#)

 [Go to top](#)

- 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.

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Search Plan Enroll My Academics

Shopping Cart | [Course History](#)

Shopping Cart

Search Results

Trinity College | Fall 2021

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **American Studies**, Show Open Classes Only: **Yes**

● Open
 ■ Closed
 ▲ Wait List

[Return to Shopping Cart](#)

40 class section(s) found

▼ AMST 203 - Conflicts and Cultures in American Society

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1375	01-LEC Regular	MoWe 10:00AM - 11:15AM	TBA	Juliet M. Nebolon	09/07/2021 - 12/21/2021	●	<input type="button" value="Select"/>
3272	02-LEC Regular	MoWe 11:30AM - 12:45PM	TBA	Juliet M. Nebolon	09/07/2021 - 12/21/2021	●	<input type="button" value="Select"/>

▼ AMST 209 - African-American History

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2800	01-LEC Regular	MoWe 11:30AM - 12:45PM	TBA	Steven B. Marston	09/07/2021 - 12/21/2021	■	<input type="button" value="Select"/>

Notes: This is a combined section class

- To see detailed information about the course, click on the **Select** button. Once you have selected the class you would like to add, click the **Next** button and the course will be added to your Shopping Cart. Add additional courses to your Shopping Cart by following the same procedure until you have selected all of your desired courses.

Shopping Cart

1. Select classes to add - Enrollment Preferences

Fall 2021 | Undergraduate | Trinity College
AMST 203 - Conflicts & Cultures Am Society

Class Preferences

AMST 203-01 Lecture ● Open

Permission Nbr

Session Regular

Grading

Career Undergraduate

Units 1.00

Enrollment Information

- Meets Humanities Requirement

Requirement Designation Meets Humanities Requirement

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 10:00AM - 11:15AM	TBA	Juliet M. Nebolon	09/07/2021 - 12/21/2021

NOTES

Class Notes 6 seats reserved for sophomores, 13 for first year students.
 AMST majors: if you are a rising junior or senior and have not yet taken AMST 203, please contact the professor to be enrolled in this course.

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- Pay close attention to the **NOTES** section of each course listing. It contains information about prerequisites, reserved seats, etc. that might impact your ability to enroll in the class.

- If a class is full, and has a wait list that you wish to join, you can check the “Wait list if class is full” box. When you enroll, the system will automatically add you to the wait list if the class is full. (NOTE: If you haven’t checked that box, you can return to this page if you attempt to add a full class and receive a message indicating it is full.)

Beth Bantam [go to ...]

Search Plan **Enroll** My Academics

[My Class Schedule](#) | **Add** | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1 [] []

1. Select classes to add - Enrollment Preferences

Fall 2021 | Undergraduate | Trinity College
ENGL 265 - Intro to Film Studies

Class Preferences

ENGL 265-01 Lecture Wait List **Wait List** Wait list if class is full

Session Regular Permission Nbr []

Career Undergraduate Grading Graded [v]

Enrollment Information

- Meets Humanities Requirement

Units 1.00 Requirement Designation Meets Humanities Requirement

[Cancel] [Next]

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 10:50AM - 12:05PM	TBA	Jeffrey J. Bemiss	09/07/2021 - 12/21/2021
		Mo 6:30PM - 9:00PM	TBA	Jeffrey J. Bemiss	09/07/2021 - 12/21/2021

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Success: enrolled
 Error: unable to add class

Class	Message	Status
ENGL 265	Error: Class 3447 is full. If a wait list is available, select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	

[My Class Schedule]
[Add Another Class]

- As you fill your Shopping Cart you will see the display below. You are now ready for the opening of your enrollment window.

Beth Bantam

Search Plan **Enroll** My Academics

Shopping Cart | [Course History](#)

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

AMST 203 has been added to your Shopping Cart.

Fall 2021 | Undergraduate | Trinity College

Open Closed Wait List

Add to Cart

Enter Class Nbr

Find Classes
 Class Search

Fall 2021 Shopping Cart						
Select	Class	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AHIS 103-01 (2564)	MoWe 11:30AM - 12:45PM	TBA	Y. Sena	1.00	
<input type="checkbox"/>	AMST 203-01 (1375)	MoWe 10:00AM - 11:15AM	TBA	J. Nebolon	1.00	
<input type="checkbox"/>	HIST 102-01 (2657)	TuTh 9:25AM - 10:40AM	TBA	K. Kete	1.00	
<input type="checkbox"/>	PHIL 101-01 (3246)	WeFr 1:15PM - 2:30PM	TBA	D. Marcano	1.00	

for selected

My Fall 2021 Class Schedule

You are not registered for classes in this term.

IMPORTANT! Be sure to check enrollments in the courses in which you wish to enroll the night before your appointment so that you don't waste time trying to enroll in courses that are already closed. A list of closed courses is updated throughout the day, every day, during Advanced Registration. It is available on TCOOnline – a link can be found on the right hand side of your Student Center page.

The screenshot shows the 'Beth's Student Center' interface. On the left, there are navigation tabs for 'Academics', 'Finances', and 'Personal Information'. The 'Academics' tab is active, showing a search bar with the text 'other academic...' and a dropdown arrow. Below the search bar, there are links for 'Search', 'Plan', 'Enroll', and 'My Academics'. A message box states 'You are not enrolled in classes.' and provides a link to 'Enrollment Shopping Cart'. The 'Finances' tab shows a message: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete your account profile.' with a link to 'Link to NelnetCampusCommerce'. The 'Personal Information' tab shows a link to 'User Preferences'. On the right side, there is a sidebar with several sections: 'Search for Classes', 'Holds' (No Holds), 'Enrollment Dates' (Open Enrollment Dates), 'Advisor' (Program Advisor: Mitchell A. Polin, Details), 'TC Student Services' (Moodle, Financial Aid Status, Trinity Portal), and another 'TC Student Services' section which is highlighted with a red box. This section contains links for 'Closed Sections - Fall 2021' and 'Closed Sections - J-Term 2022'. Below this, there is another 'TC Student Services' section with links for 'TCommerce', 'Trinity College Website', and 'Trinity College Directory'.

Registration Day

Registration windows open at 7:00 AM on the day assigned to your class, and will remain open until the end of advance registration. You can register or make changes to your enrollment any time after your appointment opens, through the end of the add/drop period. During the advance registration window, you may enroll in up to 4.75 course credits and after add/drop opens you can enroll in up to 5.75 course credits. Be sure to keep only one window open to TCOOnline at a time. If you have more than one window open you could get logged out of your enrollment session, causing you to have to log in again.

- At your appointment time, after you have selected all of your classes, click on the **Enroll** link again. 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.

Beth's Student Center

Academics

- [Search](#)
- [Plan](#)
- [Enroll](#)
- [My Academics](#)

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2021 | Undergraduate | Trinity College

Open Closed Wait List

Add to Cart

Enter Class Nbr

Find Classes
 Class Search

Delete	Class	Days/Times	Room	Instructor	Units	Status
	AHIS 103-01 (2564)	MoWe 11:30AM - 12:45PM	TBA	Y. Sena	1.00	
	AMST 203-01 (1375)	MoWe 10:00AM - 11:15AM	TBA	J. Nebolon	1.00	
	HIST 102-01 (2657)	TuTh 9:25AM - 10:40AM	TBA	K. Kete	1.00	
	PHIL 101-01 (3246)	WeFr 1:15PM - 2:30PM	TBA	D. Marciano	1.00	

My Fall 2021 Class Schedule
You are not registered for classes in this term.

Beth Bantam

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes



2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
AHIS 103-01 (2564)	Intro to Asian Art (Lecture)	MoWe 11:30AM - 12:45PM	TBA	Y. Sena	1.00	●
AMST 203-01 (1375)	Conflicts & Cultures Am Society (Lecture)	MoWe 10:00AM - 11:15AM	TBA	J. Nebolon	1.00	●
HIST 102-01 (2657)	Europe Since 1715 (Lecture)	TuTh 9:25AM - 10:40AM	TBA	K. Kete	1.00	●
PHIL 101-01 (3246)	Intro to Phil (Lecture)	WeFr 1:15PM - 2:30PM	TBA	D. Marcano	1.00	●

Cancel Previous **Finish Enrolling**

Beth Bantam

go to ...

Search Plan **Enroll** My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes



3. View results

View the following status report for enrollment confirmations and errors

Fall 2021 | Undergraduate | Trinity College

✓ Success: enrolled ✗ Error: unable to add class

Class	Message	Status
AHIS 103	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
AMST 203	Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✗
HIST 102	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
PHIL 101	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

My Class Schedule Add Another Class

- In addition to enrolling in classes, you can also drop, swap or “edit” (change a grading basis to pass/low pass/fail, or add a PIN) courses from the Enrollment page.

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.

Beth Bantam

Search Plan Enroll My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

Fall 2021 | Undergraduate | Trinity College


Enrolled
 Dropped
 Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	AHIS 103-01 (2564)	Intro to Asian Art (Lecture)	MoWe 11:30AM - 12:45PM	TBA	Y. Sena	1.00	✓
<input type="checkbox"/>	HIST 102-01 (2657)	Europe Since 1715 (Lecture)	TuTh 9:25AM - 10:40AM	TBA	K. Kete	1.00	✓
<input type="checkbox"/>	PHIL 101-01 (3246)	Intro to Phil (Lecture)	WeFr 1:15PM - 2:30PM	TBA	D. Marcano	1.00	✓

Drop Selected Classes




▶ My Fall 2021 Class Schedule

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.

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[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[My Class Schedule](#) | [Add](#) | [Drop](#) | **[Swap](#)** | [Edit](#) | [Term Information](#)

Swap a Class   

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule

With This Class

Search for Class

----- OR -----

Select from Shopping Cart

----- OR -----

Enter Class Nbr

[My Fall 2021 Class Schedule](#)

- 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.

Edit a Class: This is where you can make a class Pass/Low Pass/Fail or enter a PIN. Select the course you want to change, and on the next page change the status of “Graded” to “Convert ABCDF to PLF.”

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Search Plan Enroll My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | **Edit** | [Term Information](#)

Edit Class Enrollment Options 1 2 3

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

Fall 2021 | Undergraduate | Trinity College

Classes you are allowed to edit

Select from your schedule

[Proceed to Step 2 of 3](#)

My Fall 2021 Class Schedule

Beth Bantam

Search Plan Enroll My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | **Edit** | [Term Information](#)

Edit Class Enrollment Options 1 2 3

1. Select a class to edit - Enrollment Preferences

Fall 2021 | Undergraduate | Trinity College
AHIS 103 - Intro to Asian Art

Class Preferences

AHIS 103-01 Lecture ● Open Permission Nbr

Session Regular **Grading**

Career Undergraduate Units 1.00

Enrollment Information

- Meets Art and Global Requirements

Requirement Designation Meets Art and Global Requirements

[Cancel](#) [Previous](#) [Next](#)

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWe 11:30AM - 12:45PM	TBA	Yunchiahn C. Sena	09/07/2021 - 12/21/2021

- This same screen is where you will enter a PIN given to you by the department or the instructor offering the course.

Beth Bantam

Search Plan **Enroll** My Academics

[Shopping Cart](#) | [Course History](#)

Shopping Cart

1. Select classes to add - Enrollment Preferences

Fall 2021 | Undergraduate | Trinity College
 BIOL 141 - Globl Pers Biodiversity&Conserv

Class Preferences

BIOL 141-01 Lecture ● Open

Session Regular **Grading** Graded

Career Undergraduate **Units** 1.00

Enrollment Information

- Instructor Consent Required to enroll in this class
- Meets Natural Science and Global Requirements

Requirement Designation Meets Natural Science and Global Requirements

Cancel Previous Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	MoWeFr 9:00AM - 9:50AM	TBA	Amber L. Pitt	09/07/2021 - 12/21/2021

NOTES

Class Notes 15 seats reserved for first-years, 9 for sophomores, 5 for juniors and 5 for seniors.

When you are done registering or making changes, you can review your updated schedule by clicking on the **My Class Schedule** link on the Enrollment page.

Add/Drop

The Add/Drop period starts on the day following the end of Advance Registration, and ends on the sixth day of classes. You will be allowed to make changes to your schedule during that time and add an additional course credit, up to the limit of 5.75 course credits, if desired. Please see the calendar for specific dates for first quarter and regular, and second quarter classes. The end of the Add/Drop period is also the last day to declare a class Pass/Low Pass/Fail.