Trinity College – Registrar's Office

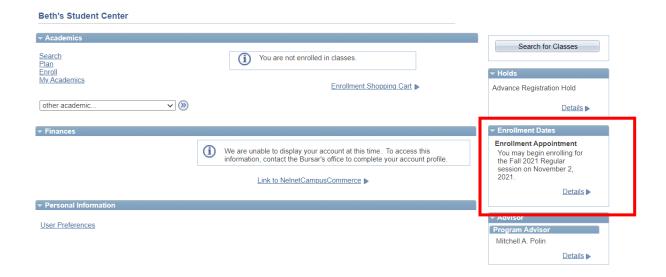
Registering for Classes - Step-By-Step

Be sure you know your TCOnline 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.

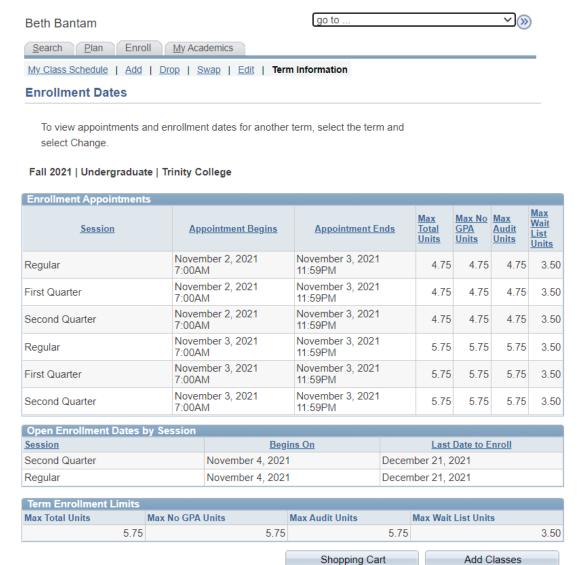
Prior to Your Registration Day

Find Your Registration Appointment Date/Time

Log into TCOnline 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.



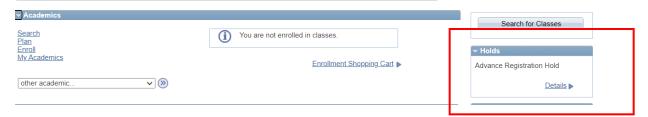
• In some cases, the appointment time listed in this box might be for a semester earlier than the one in which you want to enroll. If that is the case, and also to find more details about your enrollment appointments, click on "Details" to find your appointment times for the upcoming semester. You will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

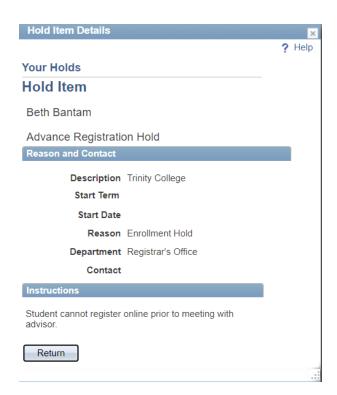


Holds

- 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.

Beth's Student Center



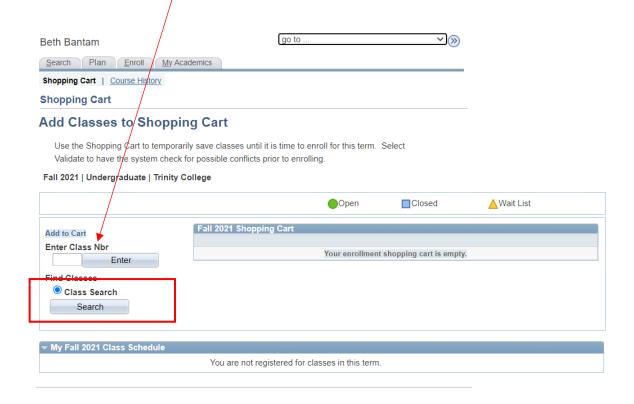


Fill Your Shopping Cart

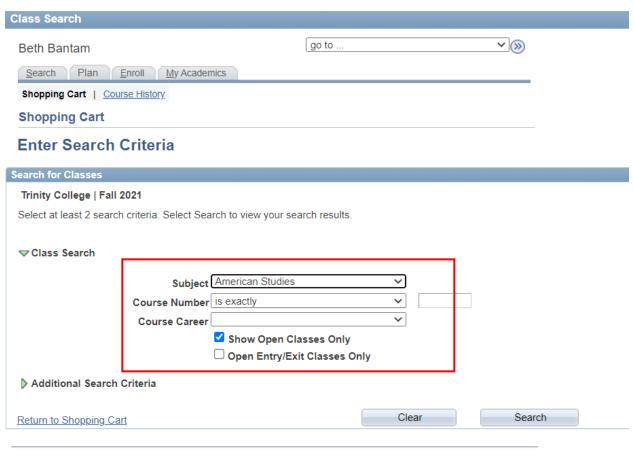
- Prior to your registration appointment, use the Shopping Cart feature to search for classes. You
 won't be able to enroll in your classes until your appointment time, but adding classes to your
 shopping cart before that time will make the actual registration process much easier.
- From the Student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



• 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.

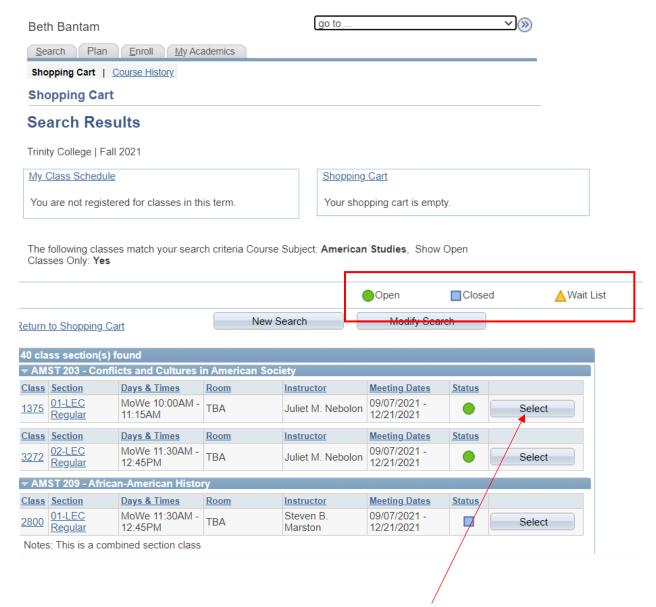


• You can search for a particular class by entering a course number (PSYC 101) or leave the number blank for all classes in that department (PSYC). This will default to **Show Open Classes**Only, but to find other classes that are closed, you can uncheck that box.

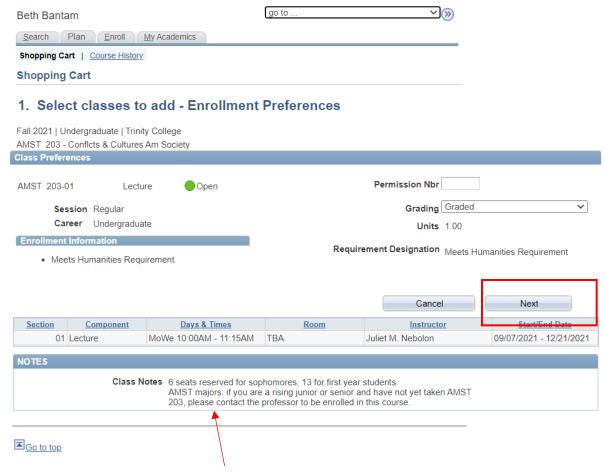


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• The status of the course will appear in the course list. A green circle means open, a blue square means closed, and a yellow triangle means the course has an active online waitlist.

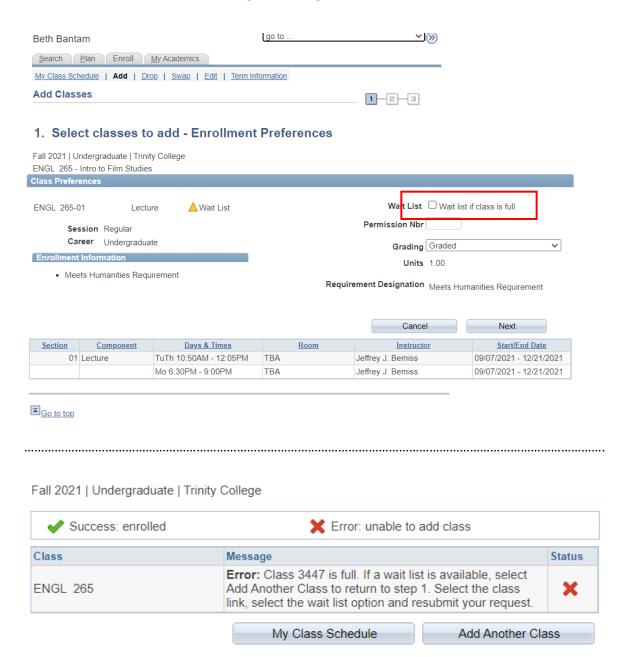


 To see detailed information about the course, click on the Select button. Once you have selected the class you would like to add, click the Next button and the course will be added to your Shopping Cart. Add additional courses to your Shopping Cart by following the same procedure until you have selected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

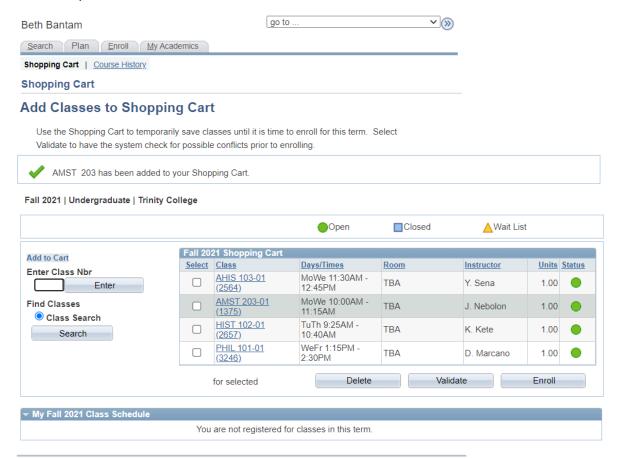


• Pay close attention to the **NOTES** section of each course listing. It contains information about prerequisites, reserved seats, etc. that might impact your ability to enroll in the class.

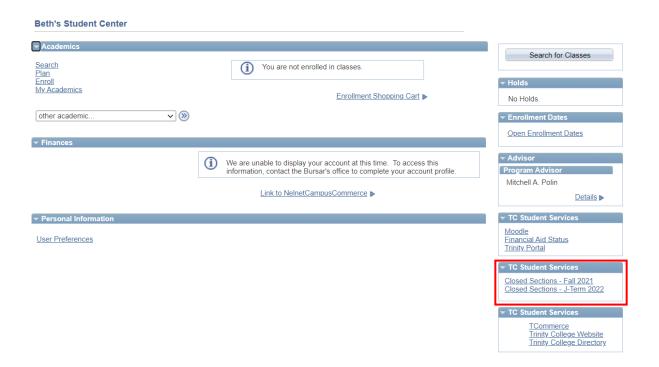
• If a class is full, and has a wait list that you wish to join, you can check the "Wait list if class is full" box. When you enroll, the system will automatically add you to the wait list if the class is full. (NOTE: If you haven't checked that box, you can return to this page if you attempt to add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



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



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 TCOnline – a link can be found on the right hand side of your Student Center page.

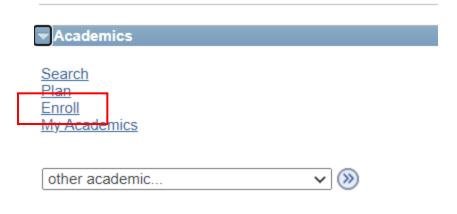


Registration Day

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 TCOnline 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

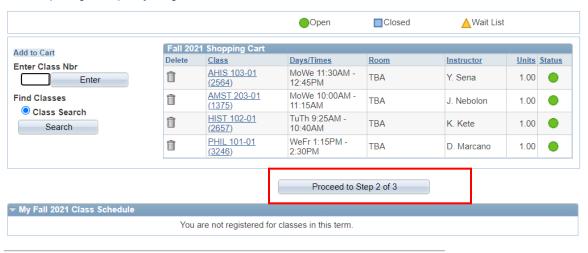


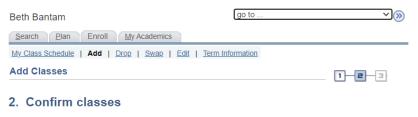


1. Select classes to add

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.

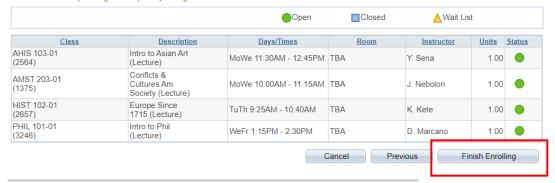
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Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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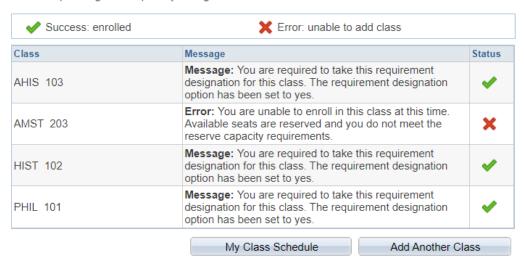


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3. View results

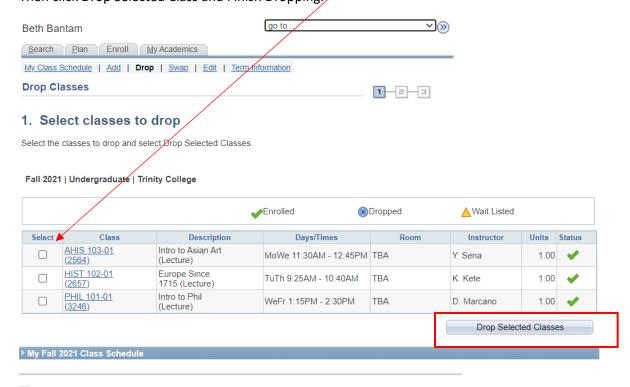
View the following status report for enrollment confirmations and errors

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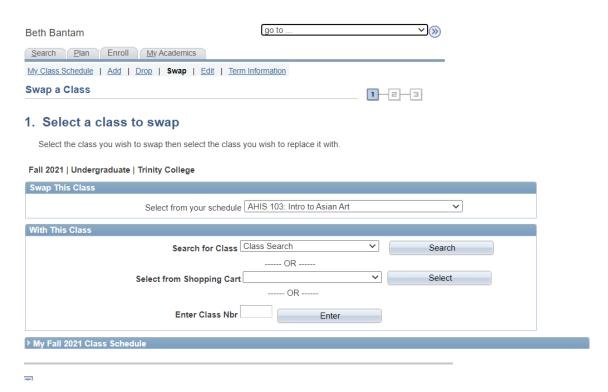


• In addition to enrolling in classes, you can also drop, swap or "edit" (change a grading basis to pass/low pass/fail, or add a PIN) courses from the Enrollment page.

<u>Drop Classes</u>: 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.

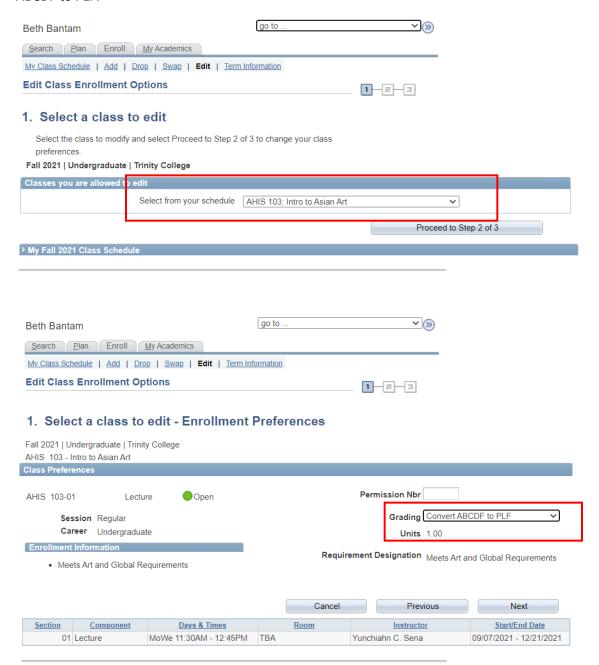


<u>Swap Classes</u>: On your list of current courses, select the class you wish to drop. Next enter the course you wish to add (use the search function or enter the four-digit number). Click enter, then next, and finally Finish Swapping.

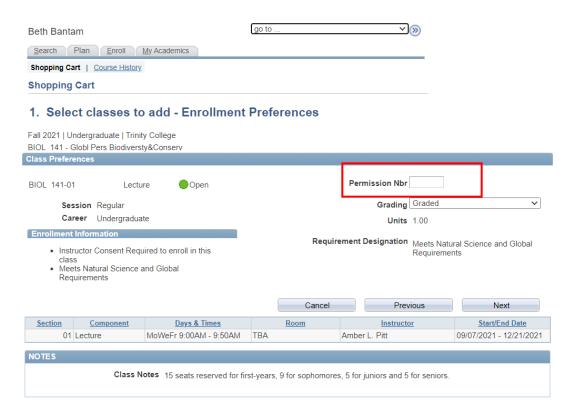


• The difference between **Drop** and **Swap**: When you use Swap, the computer will only process the drop if it is able to add you to the new class. Therefore, the Swap option is recommended unless you are certain you want to drop a course.

<u>Edit a Class</u>: 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."



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



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.