Table of Contents

03
What are PINs?

04
How do I use a PIN?

09
FAQ’s
What are PINs?

PIN stands for ‘Permission of Instructor’. It’s an easy way for students to register for courses that require special permission. PINs are five or six digit codes instructors or departments distribute to students who are interested in taking their classes!

PINs can override the following error messages:

- Requisites Not Met
- Class is full
- Department consent required

PINs do NOT override:

- Maximum allowed Units for a Term
- Time Conflicts
How do I use a PIN?

You just received a PIN from an instructor, and now it’s time to use it! But...how do you do that?

1. 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 the class for which the instructor issued the PIN by clicking **Search**. If you know the class number already you can Enter the **Class Number** without searching for it.

**PLEASE NOTE:**

PINs are section specific. You **cannot** use a PIN number on any course or section other than the one it is assigned to. **PINs also cannot be used more than once.** Once a PIN is used (either by you or someone else) it is **no longer valid.**

Verify the **course** and **section** of the class the **PIN** is for.
3.1 Specific section that the PIN was assigned to
3.2 Professor of the course
3.3 Once you verify the section and professor, click Select

Specific section that the PIN was assigned to
Professor of the course
Once you verify the section and professor, click Select
Now that you have verified and selected the right section, you will need to input the PIN number that was assigned to you by the instructor or department!

Course PINs are like the code to a lock, you want to make sure you input the right combination, otherwise the lock won’t open!
Once you have selected your classes for the next semester, all that’s left is to finish *enrolling*!

If you get an error message for a course for which you received a PIN, try these trouble shooting tips!

1. Follow the steps again and verify that the PIN has been entered correctly.
2. Reach out to the instructor/department to verify that the PIN assigned is correct.
   - If the instructor realizes that the PIN has already been used, they will issue you a new one.

Remember: If you have already used this PIN to enroll into the course, but then dropped it, the PIN will no longer be usable, and you will need to reach out to the instructor for a new one if you wish to add the course back into your schedule.
1. Can I share my PIN with my friends?

You should not share your PIN with other students. If another student uses the same PIN you were issued, then that PIN will be considered ‘Used’ and will not work again. If you decide not to add the course, do not give the PIN to another student. That student should contact the instructor or the department to request a PIN.

2. I want to swap into a closed class, can a PIN help?

Yes! Add the course into your shopping cart using the instructions provided in this guide. Once the course is in your shopping cart, you can now swap into it by using TCOntline’s course swap function.

If you’re unsure how to swap, Click Here to be taken to our registration guide.

3. If I don’t use a PIN this semester, could I save it for next?

No. Not only are PINs valid only for corresponding sections of a course, but they only work in the semester it was issued. PINs also have an expiration date (Add/Drop deadline) so there would be no use in saving them.

4. Who can issue a PIN?

Only instructors and departments have the ability to distribute PINs to students.
5. I’m using the PIN correctly, but I’m still getting error messages, what can I do?
Here are some things to consider if a PIN is not working.

• The PIN might have been issued to multiple students by mistake.
• There is a time conflict with another course.
• You have enrolled in the maximum amount of credits you’re allowed to take in a semester.
• The instructor might have issued you an incorrect PIN.

If you are still getting an error message after troubleshooting, reach out to the Registrar’s Office (registrar.office@trincoll.edu) with your Student ID, the course, and the PIN.