

# Trinity College – Registrar’s Office

## Important Registration Information – Fall 2022

### IDP Students

The date of IDP appointments is determined by the number of credits you currently have earned and are enrolled in this term. Specific registration appointment information can be found in the Enrollment Dates section of the Student Center page in TCOOnline.

### Courses of Instruction

Courses are identified by numbers that range from 100 to 999:

100 - 299 = Lower Division courses

300 - 499 = Upper Division courses

800 - 999 = Graduate courses

### Graduate Courses

Undergraduate students who wish to enroll in a graduate course (800-level) should verify that the course is open to undergraduate student enrollment, as indicated in this edition of the Schedule of Classes. If so, students must secure permission of their advisor, the course instructor, and the Office of Graduate Studies.

### Pass/Fail Courses

- 1.) A Pass/Low Pass/Fail course may not be used to fulfill requirements for your major, minor, general education/ distribution or rhetoric/quantitative literacy proficiency requirements. Courses associated with the First-Year Gateway programs and First-Year Seminars must also be taken for a letter grade.
- 2.) You may only elect to take one course Pass/Low Pass/Fail in any term, for a total of 4 courses overall.
- 3.) Some courses (such as Physical Education courses) are only offered on a Pass/Fail basis. You do not need to select this option, and they do not count towards the maximum number of Pass/Fail courses allowed.
- 4.) To change a Pass/Low Pass/Fail course back to a letter grade, complete a form and submit it to the Registrar’s Office no later than the last day of classes. You cannot make this change online.

### Permission of Instructor

All courses requiring Permission of the Instructor (“PI”) are so indicated with a “Y” (yes) in the “Permission Required” column. To enroll in these “PI” courses, students must obtain a Permission of Instructor Number (PIN), a 6-digit number that students will enter online when registering for that course. Students obtain the PIN from the instructor during Advising Week and they can enter this number during the registration process.

Some classes may be made Permission of Instructor after the start of the registration period, generally because the course is closed and the instructor is maintaining a waiting list of students wishing to enroll. If this status has changed, you will need to contact the instructor in order to register.

### **Curricular Requirements**

Students are responsible for enrolling in courses enabling them to attain writing and mathematics proficiency, and to satisfy the requirements for General-Education Distribution, as necessary. Consult the Trinity College Bulletin and the Student Handbook for a detailed explanation of those requirements and the courses appropriate to them. Students entering in Fall 2021 and later will be subject to the requirements of the Trinity + curriculum.

### **Course Credits and Course Load**

All students entering prior to Fall 2021 are able to graduate with a minimum of 34.5 credits provided that all other graduation requirements have been filled. Students entering in Fall 2021 and after are required to complete 35 course credits, at least 32 of which are academic credits. A normal course load is four or five course credits per semester, or nine course credits per academic year. Students who wish to enroll in more than 5.75 credits in a term must secure permission from their academic advisor and are generally charged an additional tuition fee.

### **Grading System**

#### Undergraduate Grades

GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
A+	4.333	C	2.000
A	4.000	C-	1.667
A-	3.667	D+	1.333
B+	3.333	D	1.000
B	3.000	D-	0.667
B-	2.667	F	0.000
C+	2.333		

Detailed information concerning other Trinity grades and the College's academic standards and degree requirements is published in the Trinity College Bulletin, Student Handbook, and the Graduate Bulletin. You should become familiar with these publications and consult your academic advisor if you have any questions regarding the policies of the College.

### **Full Time Status/Academic Probation**

While students must be full-time (at least 4.00 course credits) during the semester, your schedule need not be complete by the end of Advance Registration. Therefore, you are expected to register only for those courses you intend to complete and for which you expect to be billed by the College. Do not enroll in courses you do not intend to complete simply because you believe you need a full schedule at this

time. Conversely, no more than 5.75 course credits may be elected (only 4.75 during Advance Registration) during this registration period without approval from your academic advisor. An additional tuition charge is generally assessed in such cases.

Please Note: A student who repeats a course in which he or she received a passing grade shall receive no credit for the second enrollment, but shall have both grades included in the calculation of the GPA. A repeated course may not be counted toward the 4.00 course credits required within a term, nor toward the 36.00 required for the degree, even though the duplicated course may temporarily appear as an earned credit on the student's record.

### **The Hartford Consortium for Higher Education**

In consortium with Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College Hartford Seminary, Manchester Community College, Rensselaer at Hartford, the University of St. Joseph, St. Thomas Seminary, UCONN, and the University of Hartford. Students who have earned at least 18.00 course credits may not enroll in courses at Capital Community College or Manchester Community College. There is no additional expense above Trinity's full-time tuition to the student who takes a course (except for instrumental or voice lessons, or courses which require separate lab fees) in one of these institutions as part of a regular program. Enrollment in courses through the Consortium program is on a space-available basis only. Cross-Registration Forms are available in the Registrar's Office and must be approved by your faculty advisor and the Registrar of Trinity College.

### **Language Across the Curriculum**

Students may earn supplementary foreign language credit in a wide variety of courses across the curriculum. This option is generally open to all students who have completed the Intermediate level (fourth semester, or equivalent) in any foreign language currently taught at Trinity, and who are enrolled in any course in which the instructor, in collaboration with a member of the Classics or Modern Languages faculty, approves a supplementary reading list in the foreign language. For example, those studying Aristotle in a Philosophy course, or the Roman Empire in a History course, might study texts in Greek or Latin; those studying European history, the economy of Latin America, or Freud, could do supplementary readings in French, Spanish, or German; those studying Art History or the Modern Theater might do further readings in Italian or Russian, respectively; there are many other possibilities. Subject to satisfactory completion of the assigned work, such students will then be awarded an extra half credit for the course for which the extra work is completed. For further information, contact the Chair of either the Modern Languages or Classics departments.

To enroll in a Language Across the Curriculum course, complete a [Special Registration Form](#). The request must be approved by both the instructor of the course and the collaborating faculty member.

### **Internship Registration**

To receive credit for an internship, a student must complete an Internship Contract. Information about this process is available at <https://www.trincoll.edu/career-life-design/internship-job-search/#internships>.

### **Assistantship, Independent Study, Mentorship, Thesis or Tutorial**

Students must submit the online [Special Registration Form](#) to enroll in an assistantship (including Research in Biology, Chemistry, Computer Science, and Neuroscience courses), independent study, and Senior Projects in American Studies, Music, and Theater and Dance), mentorship, thesis, or tutorial. Students cannot register via TCOline for such courses. You will not be enrolled until the Special Registration Form, bearing all appropriate approvals and credit information, has been received by the Registrar's Office. To enroll in a two-semester course (e.g., Classics Senior Seminar, two-credit thesis), you must submit a completed Special Registration Form in each term of the course.

### **Physical Education Classes - SPECIAL NOTES**

Students Must Attend the First Meeting of Physical Education Courses. All courses meet in the George M. Ferris Athletic Center (FAC), unless otherwise indicated. Some courses have prerequisites and some require a nominal fee. All Physical Education courses will be graded on a Pass/Fail basis, these Pass/Fail courses do not count towards the maximum of 4 courses Pass/Fail that a student is allowed to enroll in during their career. As with all courses not inviting repeated enrollment, Physical Education courses may not be repeated.

***NOTE: Non-payment of a Physical Education course fee will not constitute automatic withdrawal from the course.***

### **Quantitative Literacy Center Courses - SPECIAL NOTES**

Students instructed to enroll in the Mathematics Proficiency course QLIT 101, Foundational Techniques for Quantitative Reasoning, must obtain a PIN from the Quantitative Literacy Center.

***Students MUST attend the first meeting of QLIT 101.***

### **MUSIC LESSONS - SPECIAL NOTES**

Students must register for Music 107 Music Lessons with a PIN number or signed Course Override form provided by Prof. Jen Allen, Coordinator of the Music Lessons Program. The prerequisite for taking Lessons for credit is Music 101 Basic Musicianship. Students who already possess a sufficient knowledge of music theory may be approved by Prof. Allen to receive a waiver of the Music 101 prerequisite. Lessons may also be taken not-for-credit, in which case the Music 101 prerequisite does not apply. Lessons instructors are area professionals invited to campus to teach. A fee to pay the instructor is required. Trinity Grant financial aid students taking Music Lessons for credit may apply for the limited number of awards available to cover instructors' fees. To begin the registration process, request the "Lessons Pre-Registration Questionnaire and Guidelines" by emailing [Jennifer.allen@trincoll.edu](mailto:Jennifer.allen@trincoll.edu).

### **Wellness Experiences**

Students matriculating in Fall 2021 and after are required to complete four wellness experiences, with at least one experience in each of the three wellness categories. These "courses" will be listed on students' transcripts and can be found in the course schedule under the WELL subject code. While most of these courses are listed as WELL courses some other courses will be listed under other subject codes, but will carry the wellness designation. Some wellness experiences are available for registration by students while others (WELL 297, 298, and 299) are listed in the course schedule, but enrollments are processed by the experience supervisor. Check the notes section in the class listing for specific information about these experiences.