

The revisions to the 2020-2021 academic calendar were approved to provide maximum flexibility during the COVID-19 pandemic. Likewise, the current updates to the Fall and J-Term class schedules are designed to achieve the same purpose.

As a result of the changes, we have scheduled another advising week for the week of July 6th. Advance Registration Holds for Fall 2020 will be replaced on student accounts to ensure that you discuss any revisions to your plan of study for Fall and J-Term 2020 prior to registration. You will be able to register for both Fall and J-Term classes on the date of your enrollment appointment. Additional details and recommendations relating to Advising Week and Advance Registration are included below.

Please contact the Registrar's Office at Registrar.Office@trincoll.edu if you have any questions or concerns.

Advising Week (July 6-10, 2020)

1. Plan to meet with your advisor during Advising Week. Your advisor must review your course selections and release a registration hold that has been placed on your record (the hold will prevent you from registering during advanced registration).
2. If any course in which you intend to enroll requires permission from the instructor, be sure to obtain a PIN# or a course override form from the instructor. Identify alternate courses in case your first choice courses are full.

<https://www.trincoll.edu/Academics/registrar/Documents/CourseOverride.docx.pdf>

3. 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. Please be sure to resolve any holds prior to your enrollment appointment. You may view your holds on the Student Center page of the TCOOnline. They are located on the right-hand side of the screen.
4. To view the status of your General Education requirements, navigate to the Trinity Portal (<http://my.trincoll.edu>) and select View My Transcript (under Resources & Services). As you scroll through your transcript, you will be able to view the General Education requirements you have fulfilled and those that are still required.
5. If you intend to register for an independent study, thesis, teaching assistantship or research assistantship, please complete the Special Registration form and acquire all necessary authorizations. The form should be returned to the Registrar's Office prior to the add/drop deadline. Please note that e-mail authorizations are acceptable in lieu of physical signatures, and the form can be submitted as an e-mail attachment to Registrar.Office@trincoll.edu.

<https://www.trincoll.edu/Academics/registrar/Documents/Combined%20Special%20Reg%20Form.pdf>

Advance Registration (July 13-20, 2020)

Below are some recommendations that we hope will assist you in online registration for Fall and J-Term 2020.

- 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. This information is also available on the Student Center page of TCOOnline.

Class Year:

Class of 2021

Class of 2022

Class of 2023

Dates of Appointment:

July 13-20

July 15-20

July 17-20

Your appointment will begin at 10:00am EDT on the appropriate day and remain available until 11:59 pm on July 20, 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 July 13th; if you have 19 – 27 credits your appointment begins on July 15th; if you have fewer than 19 credits your appointment begins on July 17.

- You can use the shopping cart feature of TCOOnline to begin the registration process ahead of your appointment, but do not submit your registration until your appointment time begins. Otherwise, you will receive a system error.
- You can register or make changes to your enrollment **ANYTIME** once your appointment opens, through the end of the add/drop period.
- If you are planning to register for both Fall and J-Term, please complete your registration for one term before registering for the next. Having multiple registration windows open simultaneously (e.g. one for Fall and one for J-Term) can generate a system error.
- Check enrollments in the courses in which you are interested in prior to your appointment so that you don't waste time trying to enroll in courses that are closed. A list of closed courses is updated daily during Advanced Registration. It is available on TCOOnline.