Registration Instructions

Registering for Classes

During open registration (from the time registration opens until the semester begins), students can add and drop class sections through the Student Portal.

Some notes:
- Remember to turn off your computer’s pop-up blocker. You can do this by clicking Tools, and then from the drop down list, click Pop-Up Blocker then click Turn Off Pop-Up Blocker.
- If you have a Business Hold, you will not be able to register. Please contact the Business Office.
- You may need to electronically sign the Financial Agreement. If so, follow the instructions, sign, and continue to register.

How to Register through the Student Portal


2. Using your username and password (also used to access Moodle and Trinity email), log into the Student Portal.
3. Once in the Student Portal, check the **Current term**. If it isn’t the one for which you want to register, use the **change term** link found near your name.

4. Select **Registration** in left column

5. Search for your courses. To do this, click on **Show Filter** in the registration screen.
6. Filter courses by dept code (e.g., ENGL), course # (e.g., 104), campus, etc., as desired. Then click **Apply Filter**.

7. Courses are listed alphabetically by department and then by course number. Department and course numbers appear after the course title in parenthesis.

8. To register, click on the box next to **Credit** and then click **Process Registration**. You can register for courses one at a time **OR** check the boxes of **all** the courses you need to take and then click **Process Registration**.

9. To print your schedule, click the printer icon located in the upper-right hand column.
Changes to Registration

1. Once in the Student Portal, click Registration. Your schedule will appear. If you would like to drop class sessions, click the Drop box beside the appropriate class.

2. If you would like to add courses, click the Show Filter button and continue as shown on pg 3.

3. If you would like to add your name to a class with a Waiting List, click the Waitlist box by the course name and then Process Registration. You will be contacted later if/when you are added.