Identifying and Registering for Adult Studies and Graduate Programs Classes

During open registration, students register through the Student Portal. Late registrants must register through the Registrar’s Office. A late fee of $50.00 will be applied.

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 (nadine.iwema@trnty.edu)
- You may need to electronically sign the **Financial Agreement**. If so, follow the instructions, sign, and continue to register.

FIND YOUR COURSES

1. Schedules are available through the Registrar’s Office webpage: [http://www.trnty.edu/registrarhome.html](http://www.trnty.edu/registrarhome.html). Go to the **Class and Exam Schedules** link.
2. Select the proper tab, depending on your program: Adult Studies or Graduate.

3. Select your program based on the term for which you are registering (e.g., Fall, Spring, Summer). Adult Studies schedules are separated by program (e.g., Business, Psychology), while Graduate programs all appear on one schedule.

Find the courses needed, based on your cohort. For example, a student in ED74 would know her spring courses are AEDU 205, AEDU 209, and AEDU 303.
4. **Adult Studies students:** Besides finding your program courses, you may also be planning to take extra classes, primarily ACOR. The official schedule of these courses is found through the Extra Classes link. Remember that you must register for these as well.

REGISTER THROUGH THE STUDENT PORTAL

1. Now that you have taken note of all the classes for which you plan to register, go to [http://www.trnty.edu/registrarhome.html](http://www.trnty.edu/registrarhome.html) and select Student Portal in the left column. Alternatively, click Student Portal on Trollweb: [http://trollweb.trnty.edu/](http://trollweb.trnty.edu/).
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. Search for your courses by cohort. Type in your cohort code (e.g., AB21) in the section field and then click Apply Filter. Make sure there aren’t any spaces in the cohort code.

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 register for extra classes, such as ACOR classes, filter by DEPT (e.g., ENGL or HIST). If a course is full, you may add your name to the WAITLIST (see next page).

10. To print your schedule, click the printer icon located in the upper-right hand column.
WAITLISTS

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.

COURSE DROPS

Both Adult Studies and Graduate Programs students may use this link:

http://adultstudies.trnty.edu/currentstudents/dropacourse

Please take note of the refund/withdrawal schedules.