

Student Portal and Registration

Log into the Student Portal to register for your classes.

1. Click the **Portal** link on Trollweb (<u>http://trollweb.trnty.edu/</u>).

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		TRÈ	۶ LL۱	NEB		\bigcirc		
Home	Campus Resources	Student Resources		۹				

- 2. Use your Trinity login and password to log in.
- 3. Use your Trinity login and password to log onto the Student Portal. The **Term** is generally the current one. Occasionally, however, you may need to change the term using the drop-down arrow.

To register for FA-21 classes, <u>change the term</u> to FA-21.

	STUDENT PORTAL Three Rivers Systems, Inc.
Student Portal Login	
Note: Required fields are marked with an asterisk (*) *Usemame: *Password: Term: SP-16 Contact your pont legan marked Contact your pont legan marked with an asterisk (*)	
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4. Your Portal will look similar to this. You can change the default color, text size, and term here.

	TRINITY CHRISTIAN COLLEGE			STUDENT PORTAL Three Rivers Systems, Inc.	
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L	Jacob Contraction of	Student Portal News			
ł		SPRING 2016: SP-16 Course Availability and SP-16 Important Dates and SP-16 Exam Schedule (exams are Monday thru Thursday).	My Courses	^	•
	👤 Student Portal 🛛 🗕	FALL 2016: FA-16 Course Availability and FA-16 Important Dates and FA-16 Exam Schedule (exams are Tuesday Ibru Friday).	Course Name		
	Home Document Tracking	Tentative SPRING 2017: SP-17 Course Availability	LAW ENFORCEMENT		H
	Administrative Services -	Tentative SUMMER 2017: SU-17 Course Availability	My Advisor	_	H
	Course Offering	Click here for the Registrar Home Page to access Major and Minor Plans, see the college catalogs; to print forms like the Transcript Credit Pre-Approval form for taking classes at another college or the Field Education form or the Independent Study form; and to view community college transfer guides.			H
	Degree Audit Options	*MARCH 29 THRU AUGUST 15: Registration period for FA-16 courses. To register: first.change the term to FA-16 by your name at the top of the portal Home page: second.	My College Level		11
	Registration My Schedule	make sure you have met with your Advisor to have the "Advising Hold" removed; third, pay (or make arrangements with the Business Office) any outstanding balances to have "Business Hold" removed; and fourth, you may need to "sign" the Financial Agreement in the FA-16 term to remove the "Financial Agreement" hold. Check your portal	Junior Credits Famed: 87		11
	My Billing Statement	under "Registration" in the FA-16 term to confirm your registration day. Click here for "Cancel Registration" Help If you are having issues with your registration being canceled			11
	My Financial Aid	*THURSDAY, APRIL 7: FINAL SP-16 tuilion payment due-unable to register for FA-16 if financial obligations not met.	- Criminal Justice-A	_	11
	My Housing My Tax Forms	*APRIL25-28: FINAL EXAMS	-		H
	A My Grades -	*SATURDAY, APRIL 30: Commencement @ 10AM	My Minor(s)		l
	Letter Grades	*MONDAY, MAY 2: Many SU-16 classes begin. Tuition Due before class begins. All withdrawing from courses needs to be done through Registrar's Office, registra@imh, edu. Fees will apply.	– Psychology – –		l
	Number Grades	ADULT STUDIES:	Expected Grad Term		
I	Letter Transcript	MONDAY, JULY 25 thru FRIDAY, AUGUST 5: Registration for FA-16 Adult Studies Programs. \$50 charge for late registration. Before registering have you-changed term to FA-16 in your portal, signed your Financial Agreement form, removed any financial holds. Click here for How To Register. Click here "Cancel Registration" Hep			
	Number Transcript My Student Life -	SPRING 2016: SP-16 Business Program and SP-16 Criminal Justice Program and SP-16 Education Program and SP-16 Psychology Program and SP-16 Extra Adult Studies Class Offerings	My Calendar		
	Student Life Policy	SUMMER 2016; SU-16 Business Program and SU-16 Criminal Justice Program and SU-16 Education Program and SU-16 Psychology Program and SU-16 Extra Adult	April's Events View		
	Student Financial Responsibility Agreement	Summer 2010; SU-16 Dusiness Program and SU-16 Ciminal Jusice Program and SU-16 Education Program and SU-16 Psychology Program and SU-16 Exita Adult Studies Class Offerings .			
L		COADUATE STUDIES			Ľ

Student Portal News contains important deadlines and links to information are provided. Because information is provided for all students—traditional undergraduate, adult studies, and graduate programs—and because items shift around depending on upcoming deadlines, don't forget to scroll down!

If you want to see which courses you need to complete your program, check your Degree Audit, in the left column.

If you aren't sure for which classes or class sections you need to register, contact your academic advisor. Your advisor's name is listed in the right column under **My Advisor**.

If you want to see a list of all of the traditional undergraduate, adult undergraduate, or graduate classes, click the Course Availability links in the center section of the page.

Student Portal

Home

This will return you to the opening page: Student Portal News

Document Tracking

acking Depending when you first enrolled at Trinity and your program, a variety of documents may be held here. Some may be viewable (**IMG**).



Administrative Services

Course Offering

All the courses offered during the term. Use the Filter to look for specific courses. Click the course title for the course description.

When the course description opens in a separate window, it will also show any course prerequisites and Foundations requirement the course fulfills.

STUDENT PORTAL Three Rivers Systems, Inc.											
Course Offering											
Show Filter											
			1	2 3 4 5 6 7 Viewing Pa							
Course Offering List											
			se Name		Credits	Start Date	End Date	Max Enr	Total Enr		
ACAD102A		ACAD	MICS 102		1	1/6/2016	4/29/2016	25	16		
	Instructor	Room	Days	Date	Start Time		End Time	Max Enr	Total Enr		
	Smith, Gina	CL211	MWF	Weekly	1:30:00 PM		2:20:00 PM	25	16		
	Smith, Gina	CLOSE	MWF	Weekly	1:30:00 PM		2:20:00 PM	25	16		
ACCT222A		ACCOUNTIN	3 PRINCIPLES II		3	1/6/2016	4/29/2016	15	15		
	Instructor	Book	Days	Date	Start Time		End Time	Max Enr	Total Enr		
	White, Lynn	HSC015	т	Weekly	11:00:00 AM		12:20:00 PM	15	15		
	White, Lynn	GR050	R	Weekly	11:00:00 AM		12:20:00 PM	15	15		
ACCT222B		ACCOUNTIN	G PRINCIPLES II		3	1/6/2016	4/29/2016	15	14		
	Instructor	Room	Days	Date	Start Time		End Time	Max Enr	Total Enr		
	White, Lynn	HSC015	т	Weekly	12:30:00 PM		1:50:00 PM	15	14		

Degree Audit

From the drop-down menu, select My Degree Audit.



Click **Detail** to open the degree audit.

Degree audits generally aren't applied until after the start of the semester.

		My Degree	Audit Detail			
DEGREE AUDIT	IONS I STUDENT AUDIT					
troop	Degree	Program	Term	Credits Required	Credits Completed	Status
Dehil	BACHELOR OF SCIENCE	Criminal Justice-A	SU-16	120.00	87.00	Remaining

At the top of the degree audit, the **degree** and **program** are shown, along with the number of **credits** required, completed, and remaining and the **GPA** required and attained.

The degree audit is organized into sections of one or more courses. For example, in the audit below, two sections are shown: Criminal Justice-A Prerequisite and Criminal Justice-A Foundations. While Criminal Justice-A Prerequisite is complete, there are requirements of Criminal Justice-A Foundations still remaining.

						DENT PO
					Three	Rivers System
		Degree Information D				
DEGREE AUDIT	OPTIONS > STUDENT AUDIT > DEGREE	E AUDIT DETAIL				
-						
Dames DAGUELODA	OF SCIENCE Program: Criminal Justice-A					
	20.00 Completed: 87.00 Remaining: 33.00 Min (GPA Required: 2.00 GPA Alternal 2.60				
Criminal Justice-A						
	2.00 Credits Completed: 72.00 Minimum GPA: 0.7	70 GPA Attained: 2.57				
Criminal Justice-A F	Prerequisite for ACJ 353 Completed					
Term	Course ID					Status
	MATH151	ELEMENTARY STATISTICS	4.00		MATH128	TC
		Credits Required 4.00 Credits Completed 4.00 Minimum GPA 0.70	GPA Attained 0.00			
	C-Completed MR-	Credits Required 4.00 Credits Completed 4.00 Minimum GPA 0.70 Manual Map Remaining TR-Transfer Remaining Inp-In Progress NN-Not Necessary MC-N		mpleted R.Remaining E-6	ixtra Course	
	C-Completed MR-			mpleted R.Remaining E-6	ixtra Course	
Criminal Justice	C-Completed MR-			mpleted R.Remaining E.G	xtra Course	-
Criminal Justice			Manual Map Completed TC-Transfer Co	impleted R.Remaining E.G		Status
Criminal Justice		Manual Map Remaining TR-Transfer Remaining Inp-In Progress NR-Not Necessary MC-N	Manual Map Completed TC-Transfer Co	dits Grad		Status R
Criminal Justice	e-A Foundations Remaining	Manual Map Remaining TR-Transfer Remaining Imp-In Progress MR-Not Necessary MC-N Courses Name	Manual Map Completed TC-Transfer Cr Cr: 3.	dits Grad		
Criminal Justice	P-A Foundations Remaining Course ID APHL104	Manual Map Remaining TR. Transfor Remaining Japo In Progress NR Hot Necessary NC H Course Name CHRISTIAN WORLD/NEW	Manual Map Completed TC-Transfer C Cro 3. 3.	dits Grad	e Met By	R
Criminal Justice	A Foundations Remaining Course IP APHL104 ATHL103	Manual May Remaining TR-Transfor Remaining Mp-Ini Progress MR-Hit Necessary MC-4 Course Name CH-RISTIAN WORLDVIEW BIBLICAL PERSPECTIVES	Manual Map Completed TC-Transfer C Cri 3 3 3 3	dita Grad 00 00	e Met By ATHL103	R
Criminal Justice	P-A Foundations Remaining Over 10 APHL104 ATHL103 COMM101	Manual Map Remaining TR-Transfor Remaining Inp-In Progress MR-Not Necessary MC-N Course Name CHRISTIAN WORLDVIEW BIBLICULAR PRESPECTIVES PRINCIPLES OF SPEECH	Manual Map Completed TC-Transfer C Cri 3 3 3 3	Kats Grad 00 00 00 00 00	e Met By ATHL103 SPCH101	R C TC
Criminal Justice	A Foundations Remaining APH:184 ATH:183 COMM101 ENGL103	Manual Map Remaining TR-Transford Remaining Japon Progress MR-MatterMeessaary MC-M Course Name CHRISTIAN WORLCOVEW BIRLICAL PERSPECTIVES PRINCIPES OF SPEECH RHETORIC	Manual Map Completed TC-Transfer C Cor 3 3 3 3 3 3 3 0 0	Kats Grad 00 00 00 00 00	e MetBy ATHL103 SPCH101 ENG102	R C TC TC
Criminal Justice	APIE Foundations Remaining APIE 194 ATHE 193 COMM101 ENGL103 ENGL103	Manual Mg Remaining TR. Transfor Remaining Mp. In Progress MR Not Necessary MC N Coarso: Name CHRISTIAN WORLD/NEW BIBLICAL PERSPECTIVES PRINCIPLES OF SPEECH REFEORIC ENGLISH 104 WAIVER	Narval Map Completed TC-Transfer C CO 3 3 3 3 3 0 0 3 3 3 3 3 3 3 3 3 3 3 3	stes Crad 00 00 00 00 00	e Met By ATHL103 SPCH101 ENG102 ENGLWV	R C TC TC TC
Criminal Justice	APHL194 APHL194 ATHL193 COMM191 ENGL193 ENGL194 FDN4RT	Manual Map Remaining TR-Transfer Remaining tap-In Progress MR-Nat Necessary MC-N Counce Nation C-RRSTIAN WORLDVIEW BIBLICUL-RPROPECTIVES PRINCIPLES OF SPEECH R-NETORICO ENCLUEH 140 WAVER INTRODUCTION TO THEATRE	Namad Mag Completed TC-Transler C Con 3 3 3 3 3 3 3 3 3 3 4 4 4	stites Creat 00 00 00 00 00 00 00	e Met By ATHL103 SPCH101 ENG102 ENGLWY THEA101	R C TC TC TC TC
Criminal Justice	APR.0440018 Remaining APril.184 ATH.183 COMM01 ENGI.103 ENGI.04 FDN4AT FDN6IOL	Manual Map Remaining TR: Transfor Remaining Jappin Progress MR Hart Nessesser MC H Colourise Name CHRISTIAN WORL/OVERW BIBLICAL PERSPECTIVES PRINCIPLES OF SPEECH RHETORIC ENGLISH 104 WAIVER INTRODUCTON TO THEATRE HUMAN BIGLOGY	Namad Mag Completed TC-Transler C Con 3 3 3 3 3 3 3 3 3 3 4 4 4	d0a Grad 00 00 00 00 00 00 00 00 00	e Mes By ATHL103 SPCH101 ENG102 ENG107 THEA101 BIO125	R C TC TC TC TC TC
Criminal Justice	APE Connection APEL194 ATHL193 COMM101 ENGL103 ENGL103 ENGL104 FDNART FDNART FDNCS	Manual Map Remaining TR:Transfur Remaining Imp-In Progress I MR Hart Necessary I MC A Coarson Name CHRISTIAN WORLCOVERW BIBLICAL PERSPECTIVES PRINCIPLES OF SPEECH RHETORIC ENCLISH 104 WAVER INTRODUCTION TO THEATRE HUMAN BIOLOGY CROSS CULTURAL WAVER	Namud Mag Completed TC-Transfer G Crite 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 4 4 0 0 0 0	d0a Grad 00 00 00 00 00 00 00 00 00	e Mis Ey ATHL103 SPCH101 ENG102 ENGLWV THEA101 BIO125 CCSWV	C TC TC TC TC TC TC
Criminal Justice	APIL 194 APIL 194 ATIL 193 COMM191 ENGL 193 ENGL 194 FDNRIGL FDNRIGL FDNRIGS FDNPHS	Nanual Map Remaining TR-Transfer Remaining tap-In Progress MR-Nut Nessessing MC-N Courses Natione C-HRISTIAN WORLDVIEW BIBLICUL-REPREPECTIVES PRINCIPLES OF SPEECH R-NETORICC ENCLUEH 140 WAVER HINTRODUCTION TO THEATRE HUMAN BIOLOGY CROSS CUL TURAU, WAVER PHY/SICAL, SCIENCE WAIVER	Namud Mag Completed TC-Transfer G Crite 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 4 4 0 0 0 0	St& Crad 00 00 00 00 00 00 00 00 00 00	e Mcs Ey ATHL103 SPCH101 ENG102 ENGLWV THEA101 BIC125 CCSWV PHY/SWV	R C TC TC TC TC TC TC TC

The **Status** column at the far right indicates whether a requirement is <u>complete</u> (**C** or **TC**) or <u>remains</u> (**R**). For example, ATHL 103 was completed at Trinity (C), while COMM 101 was met through a transfer course, SPCH 101 (TC). APHL 104 still needs to be taken (R).

Registration

You can only register for classes when registration for a particular term is **open**. If registration is **closed**, you will receive a message like this. Contact <u>registrar@trnty.edu</u> if you have questions.



When registration is **open**, you'll see something like this. Use **Show Filter** to filter classes by course code.

								STUDENT PORTAL Three Rivers Systems, Inc.
			Unofficial Regist	ration				
	Registration for multiple se	ections of the same courses	is allowed. You may add yo	urself to the waitlist fo	or courses that are	full or already have	a waitlist.	
Cancel								Process Registration
Show Academic Information Show Filt	ter Show Pending Courses							
		·						^
Drop Audit	Course ID	Course N	ame	Credits	Instru	ctor	Davs	Time Date
Current Offering for Term: SP-14								
unen: Oriening for Term, SP-14		1 2 3 4 5 6	7 8 9 10					Next
			ACADEMIC 102 [AC	4010241				
			24 seats left					
			START-END DATES: 1/23/2					
Credit	н	Instructor arkema, Rebecca	Credita	Campus	Room CL-211	Days	Date	Time 2:30 PM - 3:20 PM
		AC	COUNTING PRINCIPLE	S II [ACCT222A]				
			-2 seats left	514 6/9/2014				
			START-END DATES: 1/23/20 Class has a wait	ist]				
			(Class is full)					
reReq	Instructor White, Lynn S	Credits 3	Campus MAIN	Room GR-010	Days	Date		Time 11:00 AM - 12:20 PM
	White, Lynn 5	3	MAIN	HSC-015	т	Weakly		11:00 AM - 12:20 PM
		AC	COUNTING PRINCIPLE 13 seats left	S II [ACCT222B]				
			START-END DATES: 1/23/2/					
				J14 - 0/9/2014				
PreReq	Instructor White, Lynn S	Credits	Campus	Room	Days	Date		Time 11:00 AM - 12:20 PM
PreReq	Instructor White, Lynn S	Credits 3			Days R	Date Weekty		Time 11:00 AM - 12:20 PM
PreReq		Credits 2	Campus	Room				11:00 AM - 12:20 PM
		Credits 2	Campus	Room				
Cancel		Credits 2	Campus	Room				11:00 AM - 12:20 PM
Cancol Show Academic Information		Credits 2	Campus	Room				11:00 AM - 12:20 PM
Show Academic Information		Creatile 3	Campus	Room				11:00 AM - 12:20 PM
Show Academic Information Hide Fiter Course ID Fiter			Campus	Room			_	11:00 AM - 12:20 PM
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Show Academic Information Inde Filter Course ID Filter Dops and Times Filter Item Filter Time Filter Item Course Acade Filter Course Selections Add Remove Course Access Campus	white, Lyrin B	Wed	Ganguat Moliv Section: Thu	Room	Fri			11 ED AM-12 23 PU Process Registration But
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Idea Filter Course ID Filter Days and Times Filter List Time From: Tam To Active Filter Time To Time To Course Access Campus Select/Unselect At: Course Access Campus	white, Lyrin B	Wed	Ganguat Moliv Section: Thu	Room	Fri			11 ED AM-12 23 PU Process Registration But

Only Completed Courses Display 10 🔽 Courses Per Page

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



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 <u>all</u> the courses you need to take and then click **Process Registration**.

Want to add your name to a course section that is full? 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.



My Schedule

Your schedule for the semester is shown.

Logout		My Schedule												
A <u>A</u> A	Show	w wait-lister	d classes?											
Student Portal	Matrix Disp	lay												
-	Start Time			Monday								Friday		
Home	09:30 AM				LITERACY IN THE DISCIPLINES				LITERACY IN T	HE DISCIPLINES				
Document Tracking	11:00 AM		FINE	ARTS IN EDI	JCATION		FINE ARTS IN EDUCATION				FINE AF	RTS IN EDUC/	ATION	
Administrative Services -	12:30 PM				CREATIVE WRITING				CREATIV	E WRITING				
Course Offering	01:30 PM	THE WI	EST AND TH	HE WORLD I	I THE 20TH CENTURY	THE WEST	HE WEST AND THE WORLD IN THE 20TH CENTURY				THE WEST AND THE WORLD IN THE 20TH CENTURY			
Degree Audit Options	02:00 PM				TRANSATLANTIC LITERATURES I		TRANSATLANTIC LITERATURES I							
Registration	Student Sc	hedule												
My Schedule	Dept	Crs ID	Туре	Section	Course Name		Instructor	Days	Room	Time	Date	Credits	Course Dates	
My Billing Statement	ENGL	343		A	TRANSATLANTIC LITERATURES I			TR	CL-201	02:00 PM - 03:20 PM	Weekly	3	8/24 - 12/9	
My Financial Aid	ENGL	376		А	CREATIVE WRITING			TR	GR-110	12:30 PM - 01:50 PM	Weekly	3	8/24 - 12/9	
My Housing	HIST	282		А	THE WEST AND THE WORLD IN THE 20TH CENTU	RY		MWF	CL-205	01:30 PM - 02:20 PM	Weekly	3	8/24 - 12/9	
	EDUC	201		А	FINE ARTS IN EDUCATION			MWF	CL-213	11:00 AM - 11:50 AM	Weekly	3	8/24 - 12/9	
My Tax Forms	EDUC	311		А	LITERACY IN THE DISCIPLINES			TR	DVC-136	09:30 AM - 10:50 AM	Weekly	3	8/24 - 12/9	
A My Grades –	Total Cr	edits: 15												
Letter Grades						No wa	itlist courses were found.							
Number Grades														

My Billing Statement The billing ledger for the term is shown.

My Financial Aid

Financial aid awards for the term are shown. Grants and scholarships are automatically

My Housing

Students living on campus can see their housing here.

My Grades

Letter Grades

Only Letter Grades are given at Trinity (not Number Grades).

You will also access the Student Feedback of Instruction (SFI) for every class here.

• Click Letter Grades

applied. Loans must be accepted.

- Click Final Grades
- Next to the course to be evaluated, click **Evaluation** to enter the form
- Review the instructions and complete the Evaluation.

My Student Life

You are directed to complete information in this section at various times. Items include the following:

Student Life Policies Student Financial Responsibility Agreement Emergency Contacts Student Contact Information and Consent FERPA Release Form

Office of Learning Services

Request mentoring or apply to be a mentor here.

Registrar's Office

Complete forms here, including the following:

Change of Address Change of Advisor, Major/Minor, or Graduation Term Change of Name Course Audit Course Withdrawal Field Education Incomplete Grade Request Independent Study Request Substitution Transfer Credit Pre-Approval

Items are along the right column of the Student Portal

Contact the listed office for **Holds**.

To make changes related to the other items, use the forms (listed above) or contact the registrar's office (registrar@trnty.edu).

My Holds

My Courses

My Advisor

My College Level

My Major(s)

My Minor(s)

Expected Grad Term

(And a few other reminders from the Registrar's Office)

- Use your **Trinity** email address (not a personal or business email) to communicate with Trinity staff and faculty.
- If you need to withdraw from a course, use the **COURSE WITHDRAWAL** link on the Student Portal.
- If you plan to transfer in a course, check the Transfer Equivalency Guides (<u>http://www.trnty.edu/transfer-guides.html</u>) available for many of the area community colleges. Then use the transfer credit pre-approval form on the Student Portal.
- Explore resources on the Registrar's Office web pages: <u>http://www.trnty.edu/registrarhome.html</u>