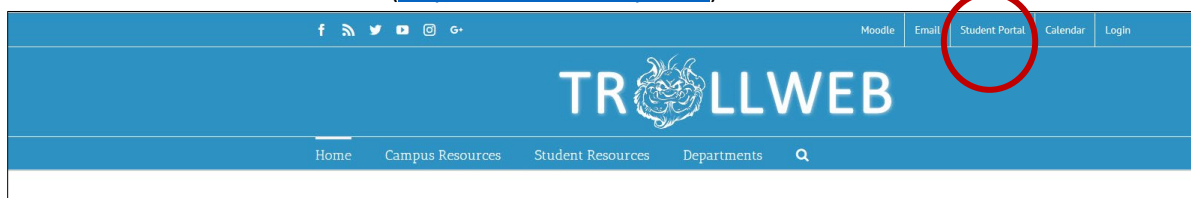




## Student Portal and Registration

Log into the **Student Portal** to register for your classes.

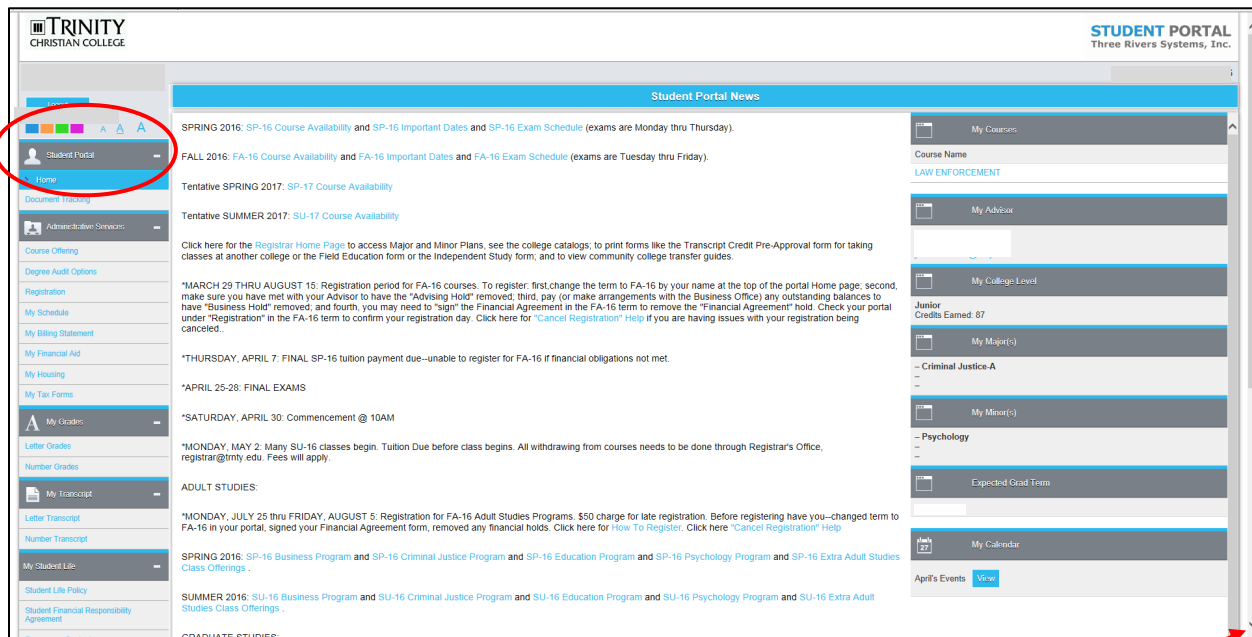
1. Click the **Portal** link on Trollweb (<http://trollweb.trnty.edu/>).



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, change the term to FA-21.**

4. Your Portal will look similar to this. You can change the default color, text size, and term here.



**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

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

| My Documents   |            |           |               |  |                 |                 |
|--|------------|-----------|---------------|--|-----------------|-----------------|
| <input checked="" type="checkbox"/> Include Completed Items? |            |           |               |  |                 |                 |
| List of Documents  |            |           |               |  |                 |                 |
| Image  | Department | Date      | Document      | Description                                | Document Status | Completion Date |
|  | ADMISSIONS | 3/26/2015 | College Trans | Official Transcript - Joint Junior College | Complete        | 3/26/2015       |
| IMG  | ADMISSIONS | 3/26/2015 | Application   | Application for admissions                 | Complete        | 3/26/2015       |
| IMG  | ADMISSIONS | 3/26/2015 | ACCEPT        | Accept Letter                              | Complete        | 3/18/2015       |
| IMG  | ADMISSIONS | 3/26/2015 |               |  | Complete        | 12/8/2015       |

Depending on the image, you may have to have a plug-in installed on your browser in order to see the image in a browser. To save image document to your hard drive, right click on IMG and select "Save Target as..."

# 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  
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Course Offering

Show Filter

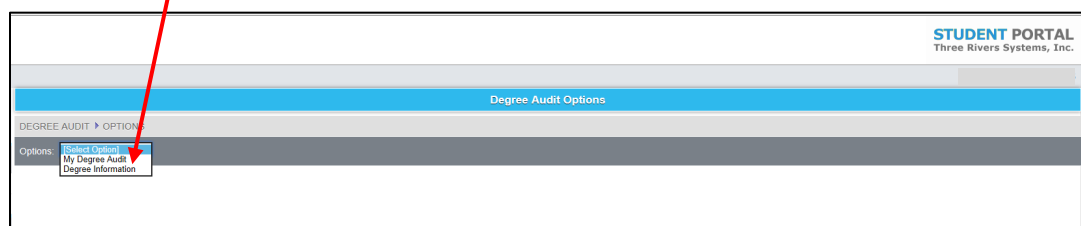
1 2 3 4 5 6 7 8 9 10 Next  
Viewing Page #1

Course Offering List

| Course      | Course Name              | Credits | Start Date | End Date    | Max Enr     | Total Enr |           |
|-------------|--------------------------|---------|------------|-------------|-------------|-----------|-----------|
| ACAD102A    | ACADEMICS 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                    | MMWF    | Weekly     | 1:30:00 PM  | 2:20:00 PM  | 25        | 16        |
| Smith, Gina | CL211                    | MMWF    | Weekly     | 1:30:00 PM  | 2:20:00 PM  | 25        | 16        |
| ACCT222A    | ACCOUNTING PRINCIPLES II | 3       | 1/6/2016   | 4/29/2016   | 15          | 15        |           |
| Instructor  | Room                     | Days    | Date       | Start Time  | End Time    | Max Enr   | Total Enr |
| White, Lynn | HSC015                   | T       | 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    | ACCOUNTING 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                   | T       | Weekly     | 12:30:00 PM | 1:50:00 PM  | 15        | 14        |

## Degree Audit

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



**STUDENT PORTAL**  
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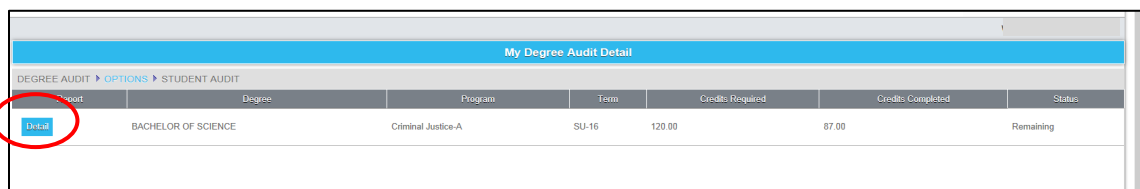
Degree Audit Options

DEGREE AUDIT > OPTIONS

Options: **Detail Option**  
My Degree Audit  
Degree Information

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

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



**STUDENT PORTAL**  
Three Rivers Systems, Inc.

My Degree Audit Detail

DEGREE AUDIT > OPTIONS > STUDENT AUDIT

| Report        | Degree              | Program            | Term  | Credits Required | Credits Completed | Status    |
|---------------|---------------------|--------------------|-------|------------------|-------------------|-----------|
| <b>Detail</b> | 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**.

**STUDENT PORTAL**  
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**Degree Information Detail**

DEGREE AUDIT > OPTIONS > STUDENT AUDIT > DEGREE AUDIT DETAIL

Degree: BACHELOR OF SCIENCE | Program: Criminal Justice-A |  
 Min Credit Required: 120.00 | Completed: 87.00 | Remaining: 33.00 | Min GPA Required: 2.00 | GPA Attained: 2.69 |

**Criminal Justice-A Remaining**

Credits Required: 102.00 | Credits Completed: 72.00 | Minimum GPA: 0.70 | GPA Attained: 2.57 |

**Criminal Justice-A Prerequisite for ACJ 353 Completed**

| Term  | Course ID | Course Name           | Credits | Grade | Met By  | 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   NR-Manual Map Remaining   TR-Transfer Remaining   In-Progress   NN-Not Necessary   MC-Manual Map Completed   TC-Transfer Completed   R-Remaining   E-Extra Course |           |                       |         |       |         |        |

**Criminal Justice-A Foundations Remaining**

| Term  | Course ID | Course Name                     | Credits | Grade | Met By  | Status |
|---|-----------|---------------------------------|---------|-------|---------|--------|
|   | APHL104   | CHRISTIAN WORLDVIEW             | 3.00    |       |         | R      |
|   | ATHL103   | BIBLICAL PERSPECTIVES           | 3.00    |       | ATHL103 | C      |
|   | COMM101   | PRINCIPLES OF SPEECH            | 3.00    |       | SPCH101 | TC     |
|   | ENGL103   | RHETORIC                        | 3.00    |       | ENG102  | TC     |
|   | ENGL104   | ENGLISH 104 WAIVER              | 0.00    |       | ENGLWV  | TC     |
|   | FDNART    | INTRODUCTION TO THEATRE         | 3.00    |       | THEA101 | TC     |
|   | FDNBIO    | HUMAN BIOLOGY                   | 4.00    |       | BIO125  | TC     |
|   | FDNCCS    | CROSS CULTURAL WAIVER           | 0.00    |       | CCSWV   | TC     |
|   | FDNPHS    | PHYSICAL SCIENCE WAIVER         | 0.00    |       | PHYSWV  | TC     |
|   | HIST103   | HISTORY 103 WAIVER              | 0.00    |       | HISTWV  | TC     |
|   | HIST104   | EUROPE AND WESTERN CIVILIZATION | 3.00    |       | HIST104 | C      |
| Credits Required 22.00   Credits Completed 19.00   Minimum GPA 0.70   GPA Attained 1.85   |           |                                 |         |       |         |        |
| C-Completed   NR-Manual Map Remaining   TR-Transfer Remaining   In-Progress   NN-Not Necessary   MC-Manual Map Completed   TC-Transfer Completed   R-Remaining   E-Extra Course |           |                                 |         |       |         |        |

The **Status** column at the far right indicates whether a requirement is complete (**C** or **TC**) or remains (**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 [registrar@trnty.edu](mailto:registrar@trnty.edu) if you have questions.

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6

Registration Alerts

Registration for this student and term cannot continue because:  
 The registrar has not allowed registration for Junior at this time. The registration period for the Junior level is from Feb 29 2016 12:01AM through Apr 15 2016 11:00PM.

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

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Unofficial Registration

Registration for multiple sections of the same courses is allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel
Process Registration

Show Academic Information
Show Filter
Show Pending Courses

| Drop   | Audit | Course ID        | Course Name | Credits | Instructor | Days | Time   | Date                |
|--|-------|------------------|-------------|---------|------------|------|--------|---------------------|
| Current Offering for Term: SP-14   |       |                  |             |         |            |      |        |                     |
| <div style="display: flex; justify-content: space-between;"> <span>1 2 3 4 5 6 7 8 9 10</span> <span>Next</span> </div>  |       |                  |             |         |            |      |        |                     |
| <div style="text-align: right;"> <b>ACADEMIC 102 [ACAD102A]</b><br/>           24 seats left<br/>           START-END DATES: 1/23/2014 - 5/9/2014         </div>   |       |                  |             |         |            |      |        |                     |
| <input type="checkbox"/> Credit  |       | Instructor       | Credits     | Campus  | Room       | Days | Date   | Time                |
|  |       | Harkema, Rebecca | 1           | MAIN    | CL-211     | MWTF | Weekly | 2:35 PM - 3:20 PM   |
| <div style="text-align: right;"> <b>ACCOUNTING PRINCIPLES II [ACCT222A]</b><br/>           -2 seats left<br/>           START-END DATES: 1/23/2014 - 5/9/2014<br/>           [Class has a waitlist]         </div> |       |                  |             |         |            |      |        |                     |
|  |       | Instructor       | Credits     | Campus  | Room       | Days | Date   | Time                |
|  |       | White, Lynn S    | 3           | MAIN    | ORLE10     | R    | Weekly | 11:00 AM - 12:20 PM |
|  |       | White, Lynn S    | 3           | MAIN    | HSC-015    | T    | Weekly | 11:00 AM - 12:20 PM |
| <div style="text-align: right;"> <b>ACCOUNTING PRINCIPLES II [ACCT222B]</b><br/>           13 seats left<br/>           START-END DATES: 1/23/2014 - 5/9/2014         </div>                                       |       |                  |             |         |            |      |        |                     |
|  |       | Instructor       | Credits     | Campus  | Room       | Days | Date   | Time                |
|  |       | White, Lynn S    | 3           | MAIN    | ORLE10     | R    | Weekly | 11:00 AM - 12:20 PM |

STUDENT PORTAL  
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6

Unofficial Registration

Registration for multiple sections of the same courses is allowed. You may add yourself to the waitlist for courses that are full or already have a waitlist.

Cancel
Process Registration

Show Academic Information
Show Filter
Show Pending Courses

Hide Filter

Course ID Filter  
 Dept:  Course #:  Type:  Section:

Days and Times Filter  

| Mon                      | Tue                      | Wed                      | Thu                      | Fri                      | Sat                      | Sun                      |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Time From:  ☒ Active Filter  
 Time To:  ☒ Current Selections  
Add Remove

Course Access Campus  
 Select/Unselect All: ☒ (Limit results to selected campus)

☒ GRAD  
☒ MAIN  
☒ OCPRG  
☒ SPAIN  
☒ TRACS

Additional Options  
☐ Class Summary Only ☐ Completed Courses Display  Courses Per Page

Apply Filter
Clear Filter

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

Found. OF TEACHING BILINGUAL/ESL [EDUC225A]  
3 seats left  
START-END DATES: 1/23/2014 - 5/9/2014

EDUCATIONAL PSYCHOLOGY [EDUC303A]  
16 seats left  
START-END DATES: 1/23/2014 - 5/9/2014

ELEMENTARY LITERACY [EDUC310A]  
1 seats left  
START-END DATES: 1/23/2014 - 5/9/2014

SECONDARY LITERACY IN THE DISCIPLINES [EDUC311A]  
17 seats left  
START-END DATES: 1/23/2014 - 5/9/2014

MIDDLE GRADES PHILOSOPHY AND LITERACY [EDUC312A]  
5 seats left  
START-END DATES: 1/23/2014 - 5/9/2014

Cancel Process Registration

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**.

**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.

MUSC221A PIANO LESSONS 2 Shen, Minkyoo N/A - N/A Weekly

ACCT343A PRINCIPLES OF AUDITING 3 Acct. Staff. W 6:30 PM - 9:20 PM Weekly

BUAD362A ORGANIZATIONAL BEHAVIOR 3 Windes, Deborah TR 12:30 PM - 1:50 PM Weekly

BUAD423B ORGANIZATIONAL CONSULTING 3 Hamilton, Richard MWF 9:00 AM - 9:50 AM Weekly

MUSC312A MUSIC HISTORY: BAROQUE/CLASSIC 3 Peters, Mark TR 8:00 AM - 9:20 AM Weekly

MUSC481A SENIOR SEMINAR 1 Van Wyck, Helen N/A - N/A Weekly

Current Offering for Term: FA-14

1 2

INTRODUCTION TO BIOLOGICAL SCIENCE [BIOL100A]  
0 seats left  
START-END DATES: 8/27/2014 - 12/12/2014  
[Class is full]

Waitlist

ENVIRONMENTAL SCIENCE [BIOL102A]  
21 seats left  
START-END DATES: 8/27/2014 - 12/12/2014

ENVIRONMENTAL SCIENCE [BIOL102B]  
13 seats left  
START-END DATES: 8/27/2014 - 12/12/2014

Cancel Process Registration

## My Schedule

Your schedule for the semester is shown.

Logout

A

A

A

Student Portal

Home

Document Tracking

Administrative Services

Course Offering

Degree Audit Options

Registration

My Schedule

My Billing Statement

My Financial Aid

My Housing

My Tax Forms

My Grades

Letter Grades

Number of Grades

My Schedule

Show wait-listed classes?

Matrix Display

| Start Time | Monday                                     | Tuesday | Wednesday                                  | Thursday | Friday                                     |
|------------|--|---------|--|----------|--|
| 09:30 AM   | LITERACY IN THE DISCIPLINES                |         | LITERACY IN THE DISCIPLINES                |          |  |
| 11:00 AM   | FINE ARTS IN EDUCATION                     |         | FINE ARTS IN EDUCATION                     |          | FINE ARTS IN EDUCATION                     |
| 12:30 PM   | CREATIVE WRITING                           |         | CREATIVE WRITING                           |          |  |
| 01:30 PM   | THE WEST AND THE WORLD IN THE 20TH CENTURY |         | THE WEST AND THE WORLD IN THE 20TH CENTURY |          | THE WEST AND THE WORLD IN THE 20TH CENTURY |
| 02:00 PM   | TRANSATLANTIC LITERATURES I                |         | TRANSATLANTIC LITERATURES I                |          |  |

Student Schedule

| Dept | Crs ID | Type | Section | Course Name                                | Instructor | Days | Room    | Time                | Date   | Credits | Course Dates |
|------|--------|------|---------|--|------------|------|---------|---------------------|--------|---------|--------------|
| ENGL | 343    |      | A       | TRANSATLANTIC LITERATURES I                |            | TR   | CL-201  | 02:00 PM - 03:20 PM | Weekly | 3       | 8/24 - 12/9  |
| ENGL | 376    |      | A       | CREATIVE WRITING                           |            | TR   | GR-110  | 12:30 PM - 01:50 PM | Weekly | 3       | 8/24 - 12/9  |
| HIST | 282    |      | A       | THE WEST AND THE WORLD IN THE 20TH CENTURY |            | MWF  | CL-205  | 01:30 PM - 02:20 PM | Weekly | 3       | 8/24 - 12/9  |
| EDUC | 201    |      | A       | FINE ARTS IN EDUCATION                     |            | MWF  | CL-213  | 11:00 AM - 11:50 AM | Weekly | 3       | 8/24 - 12/9  |
| EDUC | 311    |      | A       | LITERACY IN THE DISCIPLINES                |            | TR   | DVC-136 | 09:30 AM - 10:50 AM | Weekly | 3       | 8/24 - 12/9  |

Total Credits: 15

No waitlist courses were found.

## 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 applied. Loans must be accepted.

## 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**
- 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 (<http://www.trnty.edu/transfer-guides.html>) 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: <http://www.trnty.edu/registrarhome.html>