

# **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 your Usemane Contact your pont legan marked your Usemane	
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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.	
					ì	;
	Internet	Student Portal News				
ł	A A A	SPRING 2016: SP-16 Course Availability and SP-16 Important Dates and SP-16 Exam Schedule (exams are Monday thru Thursday).	<u> </u>	My Courses	^	^
Ш	👤 Student Portal 🛛 🗕	FALL 2016: FA-16 Course Availability and FA-16 Important Dates and FA-16 Exam Schedule (exams are Tuesday thru Friday).	Course Name			
Ν	Home	Tentative SPRING 2017: SP-17 Course Availability	LAW ENFORC	CEMENT		
	Administrative Services	Tentative SUMMER 2017: SU-17 Course Availability		My Advisor		
	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.		<u>,</u>		
	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 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 under "Deniction" in the FA-16 term to confirm our meterization and "Carlor Bare ("Acard Denictions" Hold for Adving Issues with your renictation balan the "Carlor Bare ("Acard Bare ("Acard Bare ("Acard Denictions") and the formation of the Adving Issues with your renictation balan the "Carlor Bare ("Acard Bare ("Acar	Junior Credits Earner	d: 87		
	My Billing Statement	cancel regulation in the FPF to term to commit your regulation day. Once here for connect regulation in Fourier provide and your regulation being canceled.	[*****	My Major(s)		
	My Financial Aid	*THURSDAY, APRIL 7: FINAL SP-16 tuition payment dueunable to register for FA-16 if financial obligations not met.	- Criminal Ju	istice-A	_	
-	My Housing My Tax Forms	*APRIL 25-28: FINAL EXAMS	-			Ľ
	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 - -	1		
	Number Grades	ADULT STUDIES:		Expected Grad Term		L
	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" Help				
	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 .	27	My Calendar		
	Student Life Policy	<ul> <li>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 Studies Class Offenons</li> </ul>	April's Events	View		
	Agreement					

**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 PORTA Three Rivers Systems, In												
Course Offering												
Show Filter												
Course Offering List												
Course		Cour	se Name		Credits	Start Date	End Date	Max Enr	Total Enr			
ACAD102A		ACADE	EMICS 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	Weekty	1:30:00 PM		2:20:00 PM	25	16			
	Smith, Gina	CLEM	MWF	Weekly	1:30:00 PM		2:20:00 PM	25	16			
ACCT222A		ACCOUNTIN	G PRINCIPLES II		3	1/6/2016	4/29/2016	15	15			
	Instructor	Pom	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											
trooet	Degree	Program	Term	Credits Required	Credits Completed	Status						
Detail	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.

					STU	DENT PO Rivers Syste
		Degree Information P	lotail		_	
DEGREE AUDIT	JPHONS # STUDENT AUDIT # DEGREE	E AUDIT DETAIL				
Degree: BACHELOR OF	SCIENCE   Program: Criminal Justice-A					
Nin Credit Required: 120.	00   Completed: 87.00   Remaining: 33.00   Min	GPA Required: 2.00 GPA Alternation 2.60				
Criminal Justice-A Re	emaining					
Credits Required: 102.0	00   Credits Completed: 72.00   Minimum GPA: 0.	70   GPA Attained: 2.57				
Criminal Justice-A Pre	erequisite for ACJ 353 Completed					
Torm	Course ID	Course Name	Credits	Grade	Met By	Statu
			1.00		MATH128	TC
1	MATH151	ELEMENTARY STATISTICS	4.00		100 111112.0	
	MATH151 C-Completed   MR	ELEMENTARY STATISTICS Credits Required 4.00   Credits Completed 4.00   Minimum GPA 0.70   Manual Map Remaining   TR-Transfer Remaining   Imp-In Progress   NN Hot Necessary   MC-1	4.00 GPA Attained 0.00   Manual Map Completed   TC-Transfer Comp	leted   R.Ramaining   E	Extra Course	
Criminal Justice-/	MATH151 C-Completed   MR A Foundations Remaining	ELEMENTARY STATISTICS Credits Required 4.00   Credits Completed 4.00   Minimum GPA 0.70   Manual Map Remaining   TR-Transfer Remaining   Mp-In Progress   MR-Hot Necessary   MC-H	4.00 GPA Attained 0.00   Manual Map Completed   TC-Transfer Comp	leted   R.Ramaining   E	SExtra Course	
Criminal Justice-/	MATHI51 C-Completed   MR A Foundations Remaining	ELEMENTARY STATISTICS Credits Required 4.00   Credits Completed 4.00   Minimum GPA 0.70   Manual May Remaining   TR-Transki Remaining   Tup-In Programs   MR-Hit Nessaary   MC-H Manual May Remaining   TR-Transki Remaining   Tup-In Programs   MR-Hit Nessaary   MC-H Control Name	4.00 GPA Attained 0.00   Manual Map Completed   TC-Transfer Comp Credit	s Gro	Estra Course	State
Criminal Justice-/	A Foundations Remaining A Foundations A Foundations Remaining APHL104	ELEMENTARY STATISTICS Credits Required 4.00   Credits Completed 4.00   Minimum GPA 0.70   Manual Map Remaining   TR-Transfer Remaining   Nep-IP Segress   MR-Het Necessary   MC-H Course Name CHRISTIAN WORLDVIEW	4.00 GPA Attained 0.00   Manual Map Completed   TC-Transfer Comp Crosts 3.00	ieled   R.Remaining   F	Estre Course   de Met By	State
Criminal Justice-/	MATH151 C.Computed MR A Foundations Remaining Common APHL104 ATHL103	ELEMENTARY STATISTICS Credits Required 4.00   Minimum GPA 0.70   Minout Map Remaining   TecTransfer Remaining   tep-in Progress   MR-Hirt Neessary   MC-4 Constant Name CHRISTIAN WORLDVEW BIBLICAL PERSPECTIVES	4.00 GPA Attained 0.00   Manual Mag Completed   TC-Transfer Comp Constit 3.00 3.00	s Gr	Ethe Course   de Miel By AthL103	State R C
Criminal Justice-J	MATH151 C-Completed MR A Foundations Remaining Overco 00 APHL104 ATHL103 COMM101	ELEMENTARY STATISTICS Credits Required 4.00 [Credits Completed 4.00 ] Minimum GPA 0.70 Manual May Remaining   TR-Transki Remaining   Tep-Program   MiR-Hat Nessaary   MiC-Hat Name Centres Name CHRISTIAN WORLDVEW BIELICAL, PERSPECTIVES PRINCIPLES OF SPEECH	4.00 GPA Attained 0.00   Manual Map Completed   TC-Transfer Comp Crossits 3.00 3.00 3.00	s Gr	de Mat By ATHL103 SPCH101	Statu R C TC
Criminal Justice-/	MATH151 C-Completed MR A Foundations Remaining APFR.104 ATH.103 COMM101 ENGL103	ELEMENTARY STATISTICS Credits Required 4.00   Credits Completed 4.00   Minimum GPA 0.70   Minuti May Remarking   Tet-Trender Remarking   Tet-Propries   Minuti Nessessing   MiC-1 Credit Name Credit Name Credit Name Credit Name Credit Name BBLICAL PERSPECTIVES PPINIC/TELS OF SPEECH RHETORIC	GPA Attained 0.00   Manual Map Completed   TC-Transfer Comp Manual Map Completed   TC-Transfer Comp 3.00 3.00 3.00 3.00 3.00	s Gr	de Met By ATHL03 SPCH101 ENG102	Statu R C TC TC
Criminal Justice -	AFoundations Remaining A Foundations Remaining APHL104 ATHL103 COMM101 ENGL103 ENGL104	ELEMENTARY STATISTICS Credits Required 4.00   Minimum GPA 0.70   Minore 14.00   Credits Completed 4.00   Minimum GPA 0.70   Minore 14.00   Minore 14.00   Minimum GPA 0.70   Minore 14.00   Minor	4.00 GPA Attained 0.00 Navud Map Competed   TC-Tharthe Comp 10 3.00 3.00 3.00 3.00 3.00 3.00 3.00 3	leted B.Ramaping   1	de Mul By ATHL103 SPCH101 ENGLWY	R C TC TC TC
Criminal Justice -	MATH151 C.Computed A Foundations Remaining Community APHL104 ATHL103 COMM101 ENGL103 ENGL104 FONART	ELEMENTARY STATISTICS Credits Registed 4.00 [Credits Completed 4.00 ] Minimum CEPA 0.70 Minual May Remaining   TR-Transfer Remaining   type Program   MR-Hat Neasasry   MC-Hat Near Program   MR-Hat Neasasry   MC-Hat Near Program   MR-Hat Neasasry   MC-Hat Near Program   MR-Hat Near Prog	4.00 GPA Attained 0.00   Manual May Compated   1C-Taneta Comp 4.00 3.00 3.00 3.00 3.00 3.00 3.00 3.00	ided B.Ramaing	de Mis By ATHL103 SPCH101 ENG102 ENGLW2 THEA101	Statu R C TC TC TC TC
Criminal Justice-	MATH151 C.Completed M.F.Coundations Counce of APHL104 AFL103 COMM101 ENGL103 ENGL104 FDNRAT FDNRICL	ELEMENTARY STATISTICS Credits Required 4.00   Credits Cempleted 4.00   Minimum GPA 0.70   Minut May Remaining   TR-Trander Remaining   type-IP Page as   Minut May Remaining   TR-Trander Remaining   type-IP Page as   Minut May Remaining   TR-Trander Remaining   type-IP Page as   Minut May BlackAL PERSPECTIVES PINICO/PLES OF SPEECH RemETORIC ENGLISH 104 WAVER HUMAN BIOLOGY	4.00 GPA Attained 0.00 Kinad Map Compilate   10-Testello Comp 3.00 3	ated B.Ramajorg	de Mei By ATHL103 SPCH101 EN0102 EN0LWV THEA101 BI0125	Statu R C C T C T C T C T C
Criminal Justice A	MATHISI C-Computed MR A Foundations Remaining APHL104 ATHL103 COMM01 ENGL103 ENGL103 ENGL104 FDNART FDNRICL FDNCCS	ELEMENTARY STATISTICS Credits Required 4.00 [ Credits Completed 4.00 ] Minimum GPA 0.70 ] Minual flag Remaining   The Transfer Remaining   The Propriess   Mit Aler Nessawy   Nit Aler Nessawy   Mit Aler Nessawy   Nit Aler N	4.00 GPA Attained 0.00 Nava Map Computer   TC-Tractic Comp 100 300 300 300 300 300 300 300	s Git	ATHL03 ATHL03 SPCH101 ENG102 ENGLWV THEA101 BI0125 CCSWV	State R C C T C T C T C T C
Criminal Justice- Tom	AFoundations Remaining A Foundations Remaining APHL104 ATHL103 COMM101 ENGL103 ENGL104 FONART FONBIGL FONCCS FONPIS	ELEMENTARY STATISTICS Credits Required 4.00 [ Verdits Completed 4.00 ] Minimum GPA 0.70 ] Minorul Map Remarking   TecTrackfor Remarking   TecPrograms   MitHol Necessary   MitHol Necess	4,00 GPA Attained 0.00   htmail Map Compatel   17:17ender Comp 300 300 300 300 300 300 300 300 300 30	add <sup>†</sup> B.Ramsidig    1 6. Gr	de Mis By ATHL103 SPCH101 ENGLW ENGLW THEA101 BIO125 CCCSW PHYSW	State R C C T C T C T C T C T C T C
Criminal Justice -	MATH151 C.Compiled A Foundations Remaining Ourses 0 APH.104 AFNL103 COMM101 ENGL104 ENGL104 ENGL104 ENGL104 ENGL104 ENGL04 ENGL05 ENGL04 ENGL05	ELEMENTARY STATISTICS Credits Required 4.00 [Credits Cereptond 4.00] [Minimum GPA 0.70] Minutal Yap Remaining   TR-Tradue Remaining   Tre-Tradue Remaining   TR-Tradue Remaining	4,00 GPA Attained 000   Kenal Map Computed   10-hande Comp 300 300 300 300 300 300 300 30	e Gr	LEARS CAUSE LEARS CAUSE ATHL 103 SPCH101 ENG102 ENGLWY THEA101 BI01025 CCSWV PHYSWV HISTWY	Statt R C TC TC 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 Filf	ter Show Pending Courses							
		·						^
Drop Audit I	Course ID	Course N	ame	Credits	Instru	ctor	Davs	Time Date
Current Official for Turnin DD 44								
unen: Oriening for Term, SH-14			7 8 9 10					. Nevt
				4010241				
			24 seats left					
			START-END DATES: 1/23/2	014 - 5/9/2014				
Credit Credit	н	Instructor arkema, Rebecca	Credits	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				
			[Class has a wait]	ist]				
			(Class is full)					
reReq	Instructor White, Lynn S	Credits 3	Campus	Room GR-010	Days	Date Weekly		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 GR-010	Days	Date		Time 11:00 AM - 12:20 PM
PreReq	Instructor White, Lynn S	Credits 3	Campus MAIN	GR-010	Days R	Date Weekty		Time 11:00 AM - 12:20 PM
PreReq	Instructor White, Lynn S	Credits 2	Campus MAIN	GR-010	Days R	Date Weekly:		Tine 11.00 AM - 12.20 PM
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Prefiles	Toriented	Wed	Section:	11 - 362/01 Reve 682/0	Pri -	One Washiy	Sat	tina (1163 AA) - 123 PU

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.

Lopout	My Schedule														
	Shov	v wait-listed	d classes?												
Student Portel	Matrix Displ	ay													
	Start Time						Wednesday Thursday				Friday				
Home	09:30 AM				LITERACY IN THE DISCIPLINES				LITERACY IN T	HE DISCIPLINES					
Document Tracking	11:00 AM		FINE ART	IN EDUCATION			FINE ARTS IN EDUCATION				FINE ARTS IN EDUCATION				
Administrative Services -	12:30 PM				CREATIVE WRITING				CREATIV	E WRITING					
Course Offering	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						TRANSATLANTIC LITERATURES I								
Degree Audit Options															
Registration	Student Sch	nedule													
My Schedule	Dept	Crs ID	Type Se	tion	Course Name		Instructor	Days	Room	Time	Dat	e Credits	Course Dates		
My Billing Statement	ENGL	343		4	TRANSATLANTIC LITERATURES I			TR	CL-201	02:00 PM - 03:20	PM Wee	ly 3	8/24 - 12/9		
My Financial Aid	ENGL	376		A.	CREATIVE WRITING			TR	GR-110	12:30 PM - 01:50	PM Weel	ly 3	8/24 - 12/9		
My Housing	HIST	282		4	THE WEST AND THE WORLD IN THE 20TH CENTU	RY		MWF	CL-205	01:30 PM - 02:20	PM Wee	iy 3	8/24 - 12/9		
My Touring	EDUC	201		4	FINE ARTS IN EDUCATION			MWF	CL-213	11:00 AM - 11:50	AM Wee	iy 3	8/24 - 12/9		
My Tax Forms	EDUC	311		4	LITERACY IN THE DISCIPLINES			TR	DVC-136	09:30 AM - 10:50	AM Wee	iy 3	8/24 - 12/9		
A My Grades –	Total Cre	dits: 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>