

TRINE UNIVERSITY

DUAL ENROLLMENT

IMPORTANT INFORMATION ABOUT YOUR DUAL ENROLLMENT PAYMENT OPTIONS

PAY ONLINE: www.trine.afford.com

OR

MAIL check to:

Trine University

Business Office

1 University Avenue

Angola, IN 46703

Credit/debit cards are only accepted online.

- www.trine.afford.com and select “Make a One-Time Payment”.
- American Express, Discover, MasterCard and Visa are accepted.
– **2.99% service fee will apply**
- eCheck: ACH payment directly from your checking or savings account (no additional cost)

If payment is not received by the due date you are in jeopardy of being dropped and will not receive college credit for that course.

Access MyPortal Account

See course schedule and grades, review statement and pay bill, view complete billing history and revisions, and download IRS tax form 1098-T.

- www.trine.edu, click on “MyPortal” (located at the top of the page)
- Enter your Trine username and password
Username: First Initial Middle Initial Last Name and year you began classes.
Example: John D Smith began classes in 2018= jdsmith18.
Password: Trine + student birthday = Trinemmddyyyy
- To obtain an IRS tax form 1098-T, you must go to MyPortal main page. It will not be mailed to you. The 1098-T form is necessary if you or your parent will be claiming the American Opportunity Tax Credit or the Lifetime Learning Tax Credit. It will be available each year by the January 31st deadline.

Reminders

- ***Students receiving free or reduced lunches are still responsible for paying their bill.***
- Pay bill as soon as you receive it.
- You are responsible for payment of your fees.
- Stopping class attendance does not constitute withdrawal.

Questions

Questions about the Trine University Dual Enrollment Program can be directed to the participating high school guidance counselor, course instructor, or Trine University Dual Enrollment staff.

Trine University Dual Enrollment- 260-665-4301 or dual-enrollment@trine.edu

Trine University Business Office- 260-665-4108 or businessoffice@trine.edu

IMPORTANT INFORMATION ABOUT YOUR DUAL ENROLLMENT TRANSCRIPTS

ORDERING OFFICIAL TRANSCRIPTS

- Go to <http://trine.edu/transcripts>
- Click on **Request My Transcript** in the blue box
- Click on **Create Account** –required for first time log-in
 - This is not the same as your high school Parchment
 - This is not the same as your myPortal account
- Click **Submit** once the information has been completed
- Sending your transcript
 - If you are sending to a College or University in the United States enter the name in the box and click Select.
Do not enter Trine University in the box.
 - If you're NOT sending to a College or University, click on:
Or Send to Yourself, Another Individual, or Third Party.
This option includes if you're sending to yourself.
- Choose how to send your Transcripts
 - Electronic Transcripts
 - Mailed Paper Transcripts
 - Pickup Paper Transcripts
 - All transcripts are official
- Payment
 - Transcripts are \$5.00 per copy
 - Payment can be made by credit or debit card
- A confirmation email is sent when your order has been processed

Questions? Please contact the Registrar's Office at 260-665-4186

DUAL ENROLLMENT

Fall 2020 Student Calendar and Deadlines	Spring 2021 Student Calendar and Deadlines
<p>Wednesday, September 9- Trine Fall and Yearlong registration ends</p> <p>Monday, September 14 – Trine dual enrollment bills mailed to students</p> <p>Wednesday, September 30 – Trine University DE tuition bill payment due</p> <p>Monday, November 1 – Unpaid Trine DE students dropped from courses</p>	<p>Wednesday, January 27 – Trine spring DE registration ends</p> <p>Monday, February 1 – Trine Dual Enrollment bills mailed to students</p> <p>Wednesday, February 17 – Trine University DE tuition bill payment due</p> <p>Wednesday, March 31 – Unpaid Trine DE students dropped from courses</p>

Important Additional Information:

Registration: The registration dates and times at your school fall within the registration timeline noted above and are determined by the high school and in collaboration with Trine University. Retroactive registration will not occur and the student cannot receive credit for a course they did not register for within the semester deadlines outlined in the University approved Dual Enrollment Calendar.

Add/Drop Period: The student cannot receive retroactive course credit after add/drop dates. The student can only receive credit for a course within the same billing semester in which they registered and paid for the course by the due dates noted above.

Tuition Bills: Tuition bills will be mailed out on the date listed above. Dual enrollment students that have not paid their bill will be dropped on the date noted above and cannot be re-registered at a later date. Tuition bills can also be accessed through Trine University myPortal. Instructions on how to access the Trine University myPortal can be found in the student folder given at registration.