

SPRING 2024-25

SPRING 2024-25 REGISTRATION RESOURCES

Trine University Office of the Registrar | registrar@trine.edu

ANGOLA CAMPUS CLASS REGISTRATION SCHEDULE

STUDENT YEAR	CRITERIA (EARNED CREDIT HOURS)	ADVISING/REGISTRATION OPENS
Senior	Students with 90+ earned credit hours	Monday, Oct 21 - 7:30 am
Junior	Students with 60-89 earned credit hours	Wednesday, Oct 23 - 7:30 am
Sophomore	Students with 29-59 earned credit hours	Monday, Oct 28 - 7:30 am
Freshman	Students with 0-28 earned credit hours	Thursday, Oct 31 - 7:30 am
Dual Enrollment HS Students <i>Contact Dual Enrollment for High School Students</i>		Monday, Nov 4 - 7:30 am
Non-Degree Seeking Students <i>Complete an application for non-degree seeking students</i>		Monday, Nov 4 - 7:30 am
TrineOnline/Graduate and College of Health Professions <i>You will receive information from your advisor</i>		

Online Registration will close on Nov. 6 at 5 pm for waitlist processing. Registration will reopen on Nov. 18 at 8 am.

REGISTRATION INSTRUCTIONS

Once you have met with your academic advisor, there are two options for registering for classes. Your advisor may choose to register the courses for you, or your advisor may grant you clearance to register yourself on MyPortal.

SELF-REGISTRATION INSTRUCTIONS:

1. Log on to MyPortal.
2. Click on the "Student" tab.
3. Click on the "Registration and Advising" link on the left side.
4. Click on the "Register Online" link on the left side.
5. Select the correct semester: "2024-2025 Spring Semester".
6. Select your division (undergraduate).
7. Select the appropriate course department such as "Accounting" or "English." Then click "Search."
8. Choose a course and click the "Add Courses" button at the bottom left of the screen.
9. Repeat steps 7 and 8 to continue selecting courses in the same semester.
10. To drop a course, go to "My Schedule." Click the course you wish to drop. Then click "Drop Selected Courses."
11. Once you have selected all your classes and verified your course selection, log out of MyPortal.

► Find more registration information and troubleshooting resources at trine.link/register

ACADEMIC ADVISING SESSIONS

Students are required to complete academic advising with their assigned academic advisor prior to registration each semester. Students may register with their advisor or online through MyPortal with advisor clearance. Not sure who your assigned academic advisor is? Log on to MyPortal, click on Student, then Registration and Advising, and view advising details under Academic Information. If your degree information listed is not correct, please let your advisor know.



FINALS SCHEDULE

CLASS TIME	DATE	TIME OF FINAL
M 8 am	Apr 28 - Mon	8 - 10 am
M 9 am	May 1 - Thurs	8 - 10 am
M 10 am	Apr 30 - Wed	11 am - 1 pm
M 11 am	Apr 28 - Mon	11 am - 1 pm
M Noon	Apr 30 - Wed	8 - 10 am
M 1 pm	Apr 28 - Mon	2 - 4 pm
M 2 pm	Apr 30 - Wed	2 - 4 pm
M 3 pm	Apr 28 - Mon	4:30 - 6:30 pm
M 4 pm	Apr 30 - Wed	4:30 - 6:30 pm
T 8 am	Apr 29 - Tues	8 - 10 am
T 9:30 am	Apr 29 - Tues	11 am - 1 pm
T 11 am	May 1 - Thurs	11 am - 1 pm
T 12:30 pm	Apr 29 - Tues	2 - 4 pm
T 2 pm	May 1 - Thurs	2 - 4 pm
T 3:30 pm	Apr 29 - Tues	4:30 - 6:30 pm

KEY: Under Class Time, M and T refer to the days of the week the class meets.

M = MTWRF, MTRF, MTWR, MWF, MW, MF, WF, M, W, or F

T = TR, TRF, TWRF, TF, T or R

*Evening classes - If a class begins at 5 pm or later on Monday, Tuesday or Wednesday, the exam will be scheduled from 7 - 9 pm on the regularly scheduled night of classes. Thursday evening classes will have their exams Thursday from 4:30 - 6:30 pm.

WAIT LISTS

Before adding yourself to a wait list, you will want to check if there are other sections of the same course available that will fit your schedule. If placed on a wait list, you are not considered to be registered for that course. If you are added into a class you were wait listed for, it will be on your schedule. If the class is not on your schedule when add/drop for the semester begins, you did not get into the class, and you may need to see your advisor about adding a different course. Wait lists are not used after Early Registration closes.



TEXTBOOK INFORMATION

Students can find a customized list of textbooks and course materials for their course at txbk.info/trine.

Enter your Student ID number, and you will be presented with a list you can print, email or view on your device. You can also follow a link to the bookstore's website, trineshop.com, if you wish to order from there.



ACADEMIC CALENDAR: SPRING SEMESTER 2025

Jan 6	Classes begin
Jan 13	Last day to drop a course at 100% refund; Last day to add a course
Jan 20	MLK Jr. Day - no classes
Jan 27	Last day to drop a semester-long course at 50% refund
Feb 19	Last day to drop a Term 1 online course - no refund
Feb 28	Term 1 online ends
Mar 3	Midterm grades posted and mailed to first-year students
Mar 3-7	Spring Break - no classes
Mar 10	Term 2 online begins
Mar 17	Last day to drop a Term 2 online course at 100% refund; Last day to add a Term 2 online course
Apr 9	Last day to drop a semester-long course - no refund
Apr 18	Good Friday - no classes
Apr 23	Last day to drop a Term 2 online course - no refund
Apr 25	Last class day
Apr 28 - May 1	Finals Week
May 3	Spring semester ends
May 3	Commencement