

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 |
| Mar 1 | 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 |