

Trine University Main Campus
Online Registration Instructions

Meet with your academic advisor. If you plan to register online, ask your academic advisor to grant online registration clearance.

To Register Online

1. Log on to www.trine.edu, and click on myPortal.
2. Click on the "Student" tab.
3. Click on the "Registration and Advising" link on the left side of the screen.
4. Click on the "Register Online" link on the left side of the screen.
5. Before registering for classes, you will be required to complete the "Registration Agreement" form. This form may be completed any time prior to registration.
6. Select the correct semester you are registering for in the drop down box. Example: Summer Semester 2013-2014.
7. Click on "Course Search" tab.
8. **We suggest you search by "Department", and use the drop-down box to select the appropriate course department such as "Accounting" or "English".**
9. Once you have found a course in which you want to enroll, select the 'add' check box to the left of the course, and click the "Add Courses" button at the bottom left of the screen.
10. To continue selecting courses in the same semester, click "Search Again", and repeat the selection process.
11. If you need to drop a course you've selected, you may do so at the My Schedule (Registered) portion of the screen. Click the check box under the Drop column next to the course you wish to drop. Then click "Drop Selected Courses".
12. Once you have selected all your classes, please verify your course selection. Once verified log out of myPortal.

Issues which will prevent from registering online

- A "Registration Hold" imposed by the Business Office or the Student Services Office will prevent you from registering. You should check the "Okay to Register" list on the bulletin board outside the Registrar's Office.
- Your advisor did not grant you online registration clearance.
- You are attempting to register outside the designated registration times.
- A time conflict will prevent you from registering online for a specific class.
- You will not be able to register online for more than 18 credit hours.

For technical support, call 260.665.4275 Monday through Thursday between 7 a.m. and 7 p.m. and Friday, between 7 a.m. and 5 p.m.

For general questions about registering, call 260.665.4240 weekdays between 8 a.m. and 5 p.m.