

**Trine University Main Campus
Online Registration**

Common Issues Registering Online

- A “Registration Hold” is preventing you from registering. Please contact the Business Office.
- The “Add Courses” button does not show. A message will appear below the semester drop-down box, either your advisor did not grant you online registration clearance OR your registration period has not opened yet, check the registration day and time (current class year based on credits already earned, not including the current semester).
- A course is full. Add yourself to the waitlist. Waitlists let Department Chairs know the need for a course. Waitlists are not used after Early Registration. Department Chairs do reserve the right to make changes to courses, including but not limited to, rosters, instructors, day and time, and cancellations. Please check your schedule in myPortal for changes.
- A time conflict is preventing you from registering online for a class. Register for the rest of your courses. Submit a registration form to the Registrar’s Office signed by your advisor and the Department Chair who is offering the course with the time conflict.
- A missing prerequisite is preventing you from registering online for a class. Register for the rest of your courses. Verify the course and missing prerequisite with your advisor, you may need to register for a different course. Submit a registration form to the Registrar’s Office signed by your advisor and the Department Chair who is offering the course with the missing prerequisite.
- You are not able to register online for more than 18 credit hours. Register for the rest of your courses. Submit a registration form to the Registrar’s Office signed by your Department Chair, along with the Business Office and Financial Aid. If you are registering for 21-22 credit hours, your academic dean must also sign the form.
- Any issues that prevent you from registering for your courses online please stop by the Registrar’s Office.

For technical support, call 260.665.4275 Monday through Friday between 7 a.m. and 7 p.m.
For general questions about registering, call 260.665.4240 weekdays between 8 a.m. and 5 p.m.