Trine University Main Campus
Online Registration Instructions

Meet with your academic advisor. Your academic advisor must grant
registration clearance each semester for which you are registering.

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: Spring Semester 2017-2018.
7. Click on "Course Search" tab.
8. **We suggest you search by division (graduate or undergraduate), campus (main or online) and department. 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 and verify your course selection, log out of myPortal.

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.