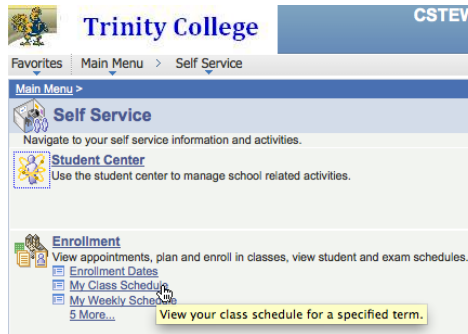
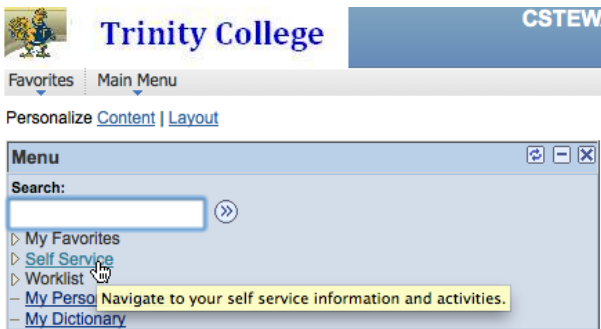


How to Navigate the Add/Drop Page

updated by Professor Jack Dougherty and FY Mentor Chelsey Stewart, Fall 2011

- 1) Speak with your advisor about your academic goals, and if you need to change courses, request to have "registration hold" released.
- 2) Go to your Trinity portal (<http://my.trincoll.edu>) to view the online course catalog, course schedule, and current enrollments
- 3) Change your courses at <http://tconline.trincoll.edu> (on campus, just type tconline) and log in with your Trinity username and password
- 4) Click on Self Service > Enrollment > My Class Schedule



- 5) View "My class schedule" or choose one of these options: add, drop, or swap a course. Use "swap" to enroll in a new course, without losing place in your current course in case the new course fills up. Click the "search" button to select a new course, then "finish swapping."



Swap a Class

1. Select a class to swap

Select the class you wish to swap then select the class you wish to replace it with.

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Swap This Class

Select from your schedule: AMST 409: SrSem:Constr&Contest Race

With This Class

Search for Class: Class Search [dropdown] **search**

Select from Shopping Cart: [dropdown] **select**

Enter Class Nbr: [input] **enter**



Swap a Class

2. Confirm your selection

Click Finish Swapping to process your swap request. To exit without swapping these classes, click Cancel.

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You are replacing this class

Enrolled (checked), Dropped (unchecked), Wait Listed (unchecked)

Class	Description	Days/Times	Room	Instructor	Units	Status
AMST 409-01 (2575)	SrSem:Constr&Contest Race (Seminar)	Tu 6:30PM - 9:10PM	Seabury Hall N128	S. Tang	1.00	Enrolled (checked)

With this class

Open (checked), Closed (unchecked), Wait List (unchecked)

Class	Description	Days/Times	Room	Instructor	Units	Status
AMST 203-03 (3588)	Conflicts & Cultures Am Society (Lecture)	TuTh 1:30PM - 2:45PM	TBA	D. Paulin	1.00	Open (checked)

CANCEL FINISH SWAPPING