

ONLINE REGISTRATION

BEFORE YOU BEGIN, PLEASE READ ALL DIRECTIONS

1. Log on to student portal (e-student)
2. Change the semester (top left) to the semester for which you are registering SU-20 or FA-20
3. Turn off pop-up blocker
4. Click on registration
5. Find the **Show Filter** box and click
 - a. Fill in Department – e.g. NU or CH or PH
 - b. Fill in Course # - e.g. 110 or 100 or 205
 - c. If you know the section # fill that in
 - d. Scroll down and click on **Apply Filter**
6. Scroll down – selected class should appear
7. Check the box before the word “credit” of the section you wish to select
8. Scroll back up and repeat steps 4-6 until you’ve selected all of your classes
9. Proceed by clicking on Process Registration at the bottom or top of the page
10. When you are finished you may print your schedule. Then, ***do not*** click on the Red X at the top right; instead LOG OFF under your name.
11. If you have not attended Trocaire College for *more than two semesters*, you must complete a new application located at <https://trocaire.edu/admissions-aid/apply/>.