



Class Registration Instructions

Before Registering for classes, you must meet with your Academic Advisor.

AA Biblical Studies: Dr. Parsons sparsons@trinitycollege.edu

AA General Studies: Dr. Mallo krista.mallo@trinitycollege.edu

Bible/Theological Studies: Dr. Parsons sparsons@trinitycollege.edu

Business Organizational Leadership: Professor Perkins cindy.perkins@trinitycollege.edu

Elementary Education: Professor Scilex dawn.scilex@trinitycollege.edu

Interdisciplinary Studies: Dr. Mallo krista.mallo@trinitycollege.edu

Ministry Major: Dr. Allotta jallotta@trinitycollege.edu

Psychology/Counseling: Professor Rewald lrewald@trinitycollege.edu

Dual Enrolled Students, please contact the Registrar: gcollins@trinitycollege.edu

Once you have discussed your class schedule with your advisor, follow these steps for online registration:

Step 1: Start at www.trinitycollege.edu/resources Click OASIS Login

Step 2: Click on "Student" in the top right-hand corner.

Step 3: Click on "Register Now" found on the left-hand side of the page under "My Courses".

Step 4: Select the Semester you wish to register for. ****Make sure you select to view courses 'by Calendar' Not by program to view all courses being offered.****

Step 5: Begin adding classes to your "Shopping Cart"

Registration process

To Register:

1. Scroll and find your course, then click on the words "Add to Cart."
2. Scroll up to the box and find your course options in the Sessions Details window.
3. Click the course button.
4. Click "Register Now." *If you select "Audit This Course" you will NOT be taking the course for academic credit and it will NOT count towards your degree.*

5. Complete steps 1-4 to register for the remainder of your courses.
6. Register for Chapel. (If you have a W/F course that ends at 10:40 am or starts at 1 pm).
7. Register for Christian Service. (If you have at least 9 credits and will not be enrolled in an internship, you must register for Christian Service).

Step 6: Confirm

- Once you have registered for your courses go back to your Dashboard. Under “My Courses” you will see a tab labeled, “Pending Enrollment” Clicking on this will show you the courses you registered for that are pending approval.
- The pending schedule will disappear and will move to the Current Courses tab once the Business office bills for the semester.
- Please be aware that Fall B classes begin October 9th (October 14th by 4 p.m. is the last day to drop Fall B classes).
- Online Registration for the Spring semester opens October 25th and will remain open until November 9th.
- After Online Registration closes you may submit a drop/add form to adjust your schedule.

https://trinitycollege.formstack.com/forms/drop_add

- Spring Semester begins on January 16th
- You have 7 days after the start date of the semester to drop a 16-week course.
- You have 5 days after the start of the semester to drop an 8-week course.
- Once drop/add ends you will receive a VWD (Voluntary Withdrawal)

If you have any further questions please don't hesitate to contact me at gcollins@trinitycollege.edu

We look forward to having you this semester!