

Web Registration Tutorial

Fall, 2012 and Winter, 2013

First day of class Fall Semester – Wednesday, September 5, 2012

First day of class Winter Semester – Monday, January 7, 2012

Two Registration Options:

Web Registration using ‘myTRU’: recommended option

A faster way to register

- On your scheduled date, register at the time that best meets your needs
- Many other student services now online
- You may adjust your schedule online up until Midnight, September 4, 2012 for Fall, 2012 semester (and Midnight January 6, 2013 for Winter, 2013 semester)
- myTRU allows students to print their schedule, pay fees, obtain grades, order transcripts, etc.

In Person: You can register in person on or after your date to register.

Proceed to the Registrar’s Office in Room 1155, Student Street in the Old Main building. Academic Advisors will be available to provide help, Room 1100, Student Street in the Old Main building or via email advising@tru.ca.

NOTE: All **International Education** students and **University Preparatory** students must register in person.

Review the copies of your registration printouts for both your Fall and Winter semesters carefully. Any errors will need to be corrected by a Registration Clerk immediately.

myTRU Username and Password

Read carefully the ‘Login Help for Students’ of myTRU.

Protect your Pin!

Your TRU Student Number and your Birth Date together provide your Login and Password for the access to your student information and the updating of your student records. It is required that you change your password to protect your privacy and the security of your registration and other information. You **MUST** make this change immediately after you sign onto myTRU for the first time. Be prepared to answer several security questions.

You are responsible for any registration activity and any fees incurred when your student number and password are used.

Tampering with another students registration and/or records is a serious offence which may be subject to academic discipline. Periodic checks of the online registration and records system are done by the Registrar’s Office staff.

Web Registration

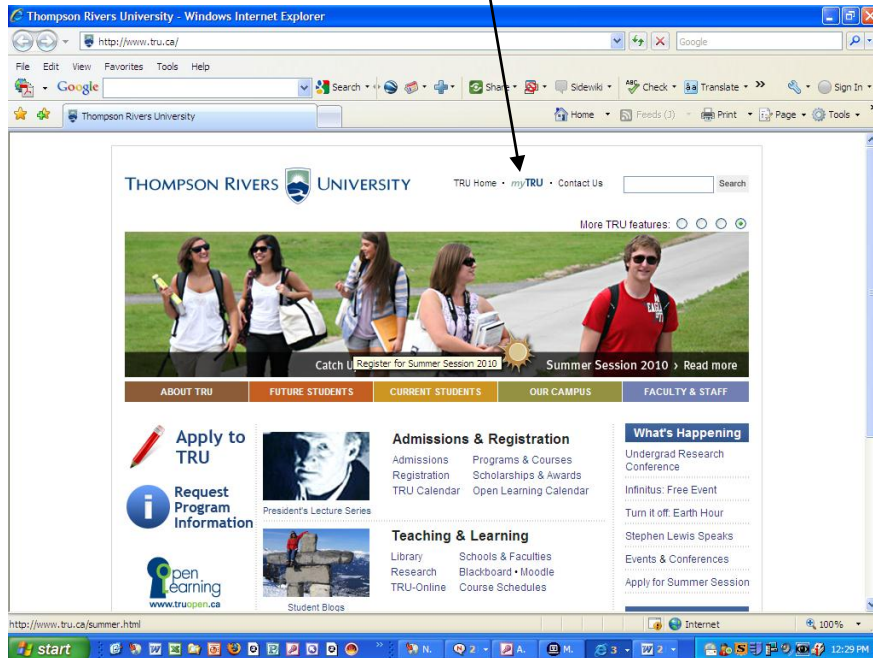
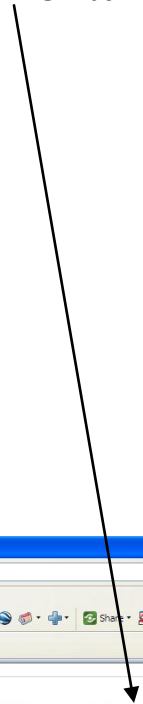
CREATE YOUR TIMETABLE BEFORE YOU REGISTER

Ensure you have created your conflict-free timetable from the online Course Schedule, and looked to make sure that there are still seats available in the course section you are selecting.

Read through the online tutorials to find out how to make a timetable and have other registration questions answered. Be sure to write down the CRN# (course reference number) of the course you want, to speed up the registration process.

1. Using 'myTRU' to Register for Courses.

- Go to TRU Homepage (www.tru.ca)
- Select the 'myTRU' icon



2. Sign in.

Enter your student number and then your 'myTRU' password.

Never logged into 'myTRU'? If you have never logged into your 'myTRU' portal account your user name is your TRU student number and your initial password has been set to your birth date in the YYMMDD format.

Use 7-digit TRU# eg: 9111110, or

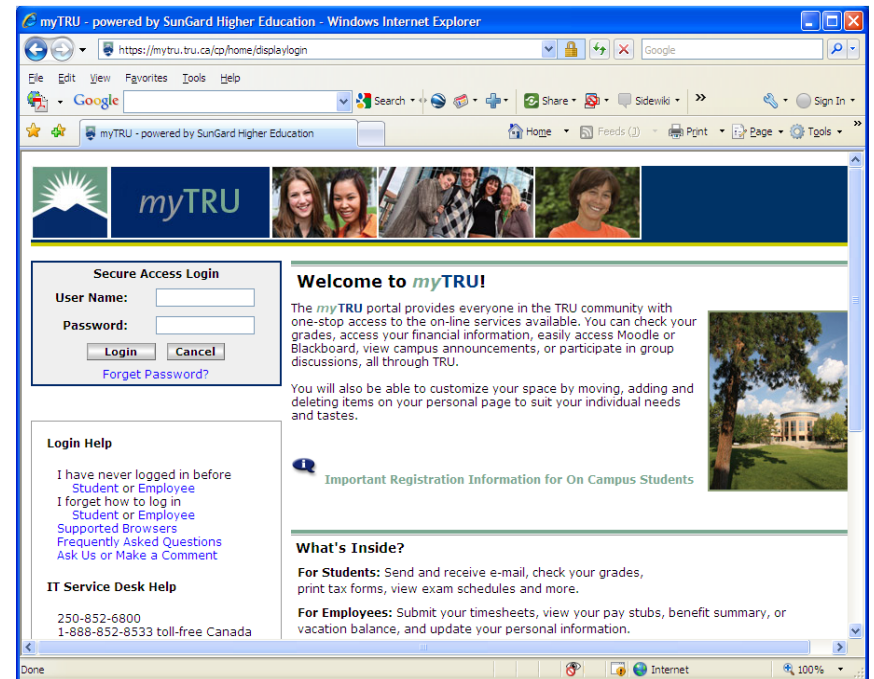
Use 9-digit TRU# eg: T00011111

NOTE: letter T is case sensitive

If your birthdate is August 23, 1991 your initial password is 910823. You will immediately be prompted to choose a new password for your 'myTRU' account.

If your password still doesn't work, contact the TRU IT Service Desk toll free at 1-888-852-8533

- Monday to Friday
- 8:00 am to 8:00 pm.



3. Using my TRU- 4 Steps.

Using 'my' TRU'...

Select Student Resources Tab: Refer to left hand column to access the following links for Registration

- 1 **Before you Start** – Read to find information about the Changes to Biology and Chemical Biology Majors, online Course Schedule, online Web Tutorials, etc
- 2 **Online Payment** – pay Commitment Fee prior to registering for courses
- 3 **Register for Kamloops Campus Courses**
 - Registration Status (find date and time to register)
 - Look Up Classes (enrol one course at a time)
 - Add or Drop Classes (enrol multiple courses if CRN#'s are known)
- 4 **Print Schedule**

The screenshot shows the 'myTRU Home' page with the 'Student Resources' tab selected. The page is divided into several columns. On the left, there are four numbered callouts: 1 points to the 'Before you Start' section, 2 points to the 'Online Payment' section, 3 points to the 'Register for Kamloops Campus Courses' section, and 4 points to the 'Print Schedule' section. The 'Before you Start' section includes links for 'Read this Before Commencing Web Registration' and 'Web Registration begins June 14, 2010'. The 'Online Payment' section has a 'Make Payment' button and instructions. The 'Register for Kamloops Campus Courses' section lists 'Registration Status', 'Look Up Classes', and 'Add or Drop Classes'. The 'Print Schedule' section has a 'Concise Student Schedule' link. The right side of the page contains 'Online Services', 'Student Services', 'TRU News Room', and 'Dates & Deadlines'.

4. Online Payment.

- Select Term: Fall or Winter
- Enter Payment Information and Payment Amount
- Use Visa, MasterCard, or American Express to pre-pay \$300 Tuition Deposit online.
- Refer to online Fee Payment Brochure. Information regarding Sponsorship Letters contact TRU Campus Cashier (250) 828.5646.

The screenshot shows the 'Credit Card Payment' form in a Windows Internet Explorer browser. The form is titled 'Credit Card Payment' and includes instructions: 'Please enter the requested credit card information. Select Submit Payment to request authorization when it is complete. If you don't wish to make a payment at this time please use 'Return to Menu' option in the upper right corner.' The form fields are: 'Credit Card' (dropdown menu set to 'American Express'), 'Card Number' (text input), 'Expiration Date' (dropdown menus set to '01 / 2010'), 'Payment Amount' (text input), 'Credit Card Billing Address' (text input), 'Street Address' (text input set to '123 Main St'), 'City' (text input set to 'Kamloops'), 'State or Province' (dropdown menu set to 'British Columbia'), 'Zip or Postal Code' (text input set to 'V2C 5N3'), and 'Nation' (dropdown menu set to 'Not Applicable').

5. Register for Kamloops Campus Courses.
 - After paying Tuition Deposit – Select ‘Site Map’
 - Select ‘Registration’→ ‘Registration Status’→ ‘Term’

1 Registration Status

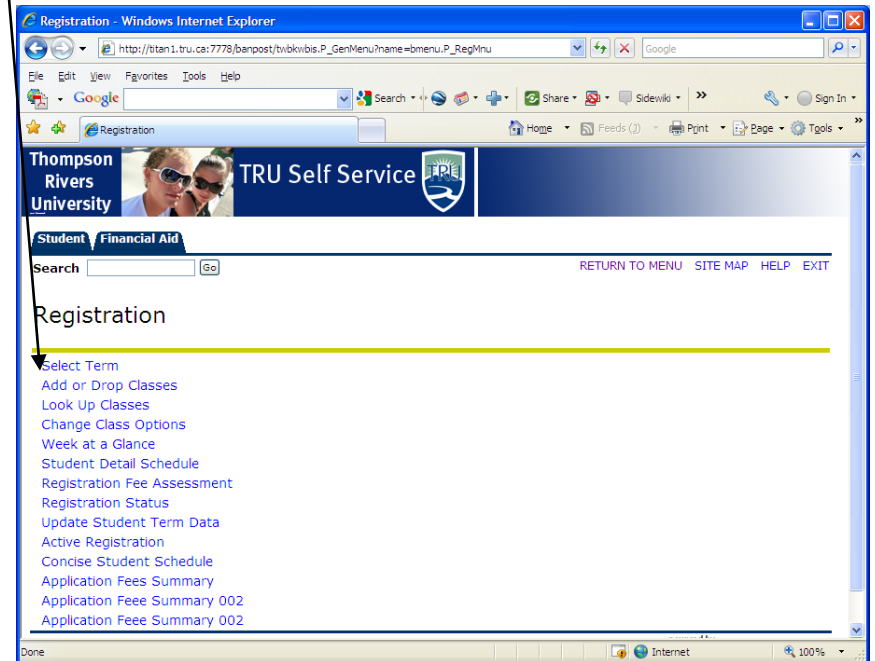
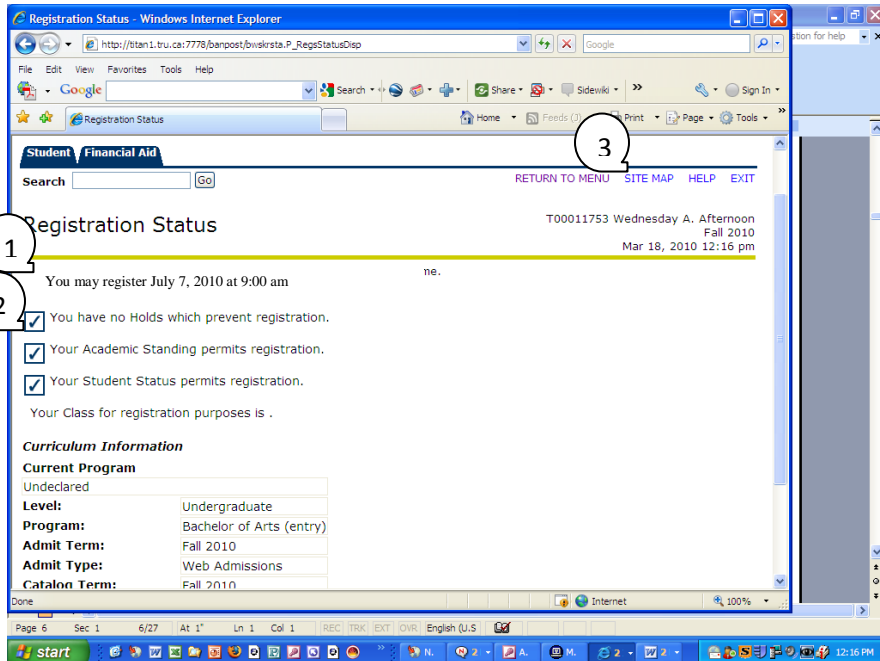
Provides you with your time and date to enroll for courses. You may enroll on your specified date or any date up until midnight, September 4, 2012 for Fall semester (and midnight, January 6, 2013 for Winter semester)

2 Tells you if you have any holds (example: Library fine, etc.) Scroll to the bottom of the screen to view holds.

3 Return to Site Map

6. Register for Courses – Fall and Winter.
 - If you are only attending in Winter, 2011 you should still enrol into your courses on your specified Registration Date and Time, or you may be disappointed.

- a) Select Site Map – Select ‘Registration’
- b) Select ‘Add or Drop Classes’
- c) At next screen select Term: Fall, 2010 or Winter, 2011



7.
 - 1 Scroll down to find course, and then scroll to bottom of page and select 'Class Search'
 - 2 You may be more specific with additional information, Type in specific course # (optional)
 - 3 Select Campus or leave at All (optional)
 - 4 Select Undergraduate for 100-400 level courses
 - 5 Select All to show upgrading courses left click mouse to highlight

Quick Edit – in Subject Box – Type in the first 3 letters of your course (example: soc for Sociology). It will automatically scroll to the first course beginning with the letters soc.

Quick Edit – If you want to search for more than one subject at the same time, hold down the “CTRL” key when you click on the additional subjects and they will also be highlighted.

8. CRN – Course Reference Number.
 - Click on the CRN # to find out more information about specific course (the pre-requisite; the co-requisite; are you eligible to take course or is it reserved for a program you have not applied into; is there a required seminar or lab needed)

- 1 Cap = Capacity
- 2 Act = Actual seats (taken)
- 3 Rem= Remaining Seats
- 4 WL = Waitlist
- 5 XL = Crosslisted (info for instructors)

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instruc
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem	
<input type="checkbox"/>	10318	ENGL	1100	01	K	3.000	Composition (4,0,0)	MW	02:30 pm-04:20 pm	30	0	30	100	0	100	0	0	0	Bernarc Igwe (P)
<input type="checkbox"/>	10319	ENGL	1100	02	K	3.000	Composition (4,0,0)	TR	06:30 pm-	30	0	30	100	0	100	0	0	0	TBA

9. Course Descriptions.

- Having selected the CRN, you can get more information about each course

1

View Catalog Entry for Course Description and any linked seminars or labs

2

Click on Title to find capacity within specific section of course

3

CRN # - if you want this section write down on your worksheet (examples at end of tutorial)

Class Schedule Listing - Windows Internet Explorer

http://titan1.tru.ca:7778/banpost/bwkschd_p_disp_listorse?term_in=201110&subj_in=ENGL&crse_in=...

Thompson Rivers University TRU Self Service

Search [] [Go] SITE MAP HELP EXIT

Class Schedule Listing Fall 2010 Mar 18, 2010

2 Sections Found

3 Composition (4,0,0) - 10518 - ENGL 1100 - 01

1 Associated Term: Fall 2010
Registration Dates: Mar 07, 2010 to Sep 07, 2010
Levels: Undergraduate
Instructors: Bernard Ezuma Igwe (P)

Kamloops Campus
Lecture Schedule Type: Classroom-based Instructional Method
3,000 Credits
View Catalog Entry

Type	Time	Days Where	Date Range	Schedule Type	Instructors
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10. Two Ways to Register.

- If you have already made your timetable using the online Course Schedule from TRU's website, you already know the Course Section number or CRN.
- It's easy to enrol all your courses at once or just one course at a time. The following screens will show you two options

1

Option #1 Add a Single Class.

- Check the box beside the course you want
- Scroll to the bottom of the page and select 'Add Course'

2

Take note of Sec number to find out how many different sections of the same course TRU is offering. (Example: ENGL 1100 offered 31 different times).

Look Up Classes - Windows Internet Explorer

http://titan1.tru.ca:7778/banpost/bwkschd_p_GetCrse

Look Up Classes T00011753 Wednesday A. Afternoon Fall 2010 Mar 18, 2010 10:22 am

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

English

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instruc
1 <input checked="" type="checkbox"/>	10318	ENGL	1100	01	K	3,000	Composition (4,0,0)	MW	02:30 pm-04:20 pm	30	0	30	100	0	100	0	0	0	Bernard Igwe (P)
<input type="checkbox"/>	10319	ENGL	1100	02	K	3,000	Composition (4,0,0)	TR	06:30 pm-08:20 pm	30	0	30	100	0	100	0	0	0	TBA
<input type="checkbox"/>	10320	ENGL	1100	03	K	3,000	Composition (4,0,0)	TR	08:30 am-10:20 am	30	0	30	100	0	100	0	0	0	Rachel Nash (F)
<input type="checkbox"/>	10321	ENGL	1100	04	K	3,000	Composition (4,0,0)	M	04:30 pm-06:20 pm	30	0	30	100	0	100	0	0	0	Janet L Duerden (F)

2

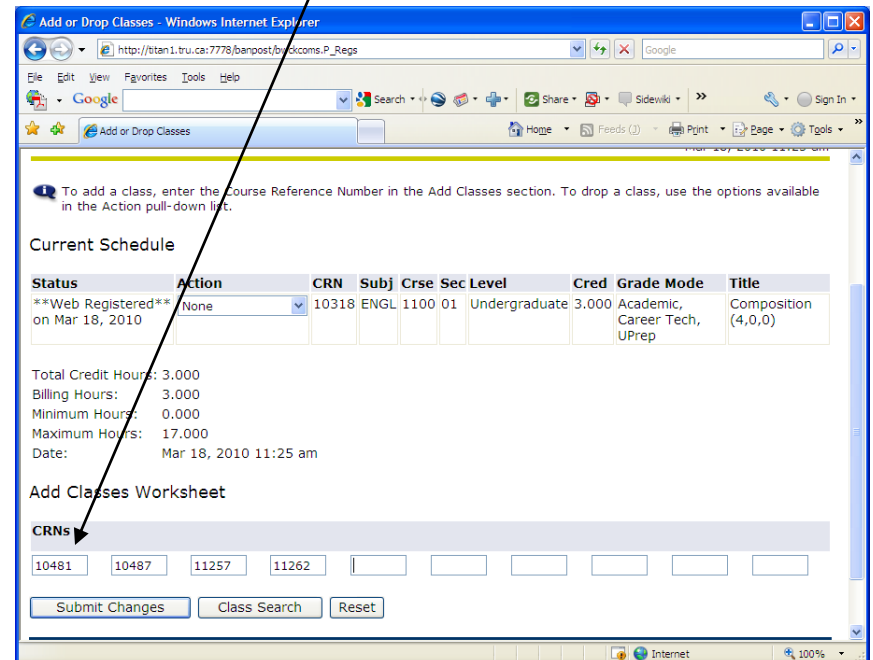
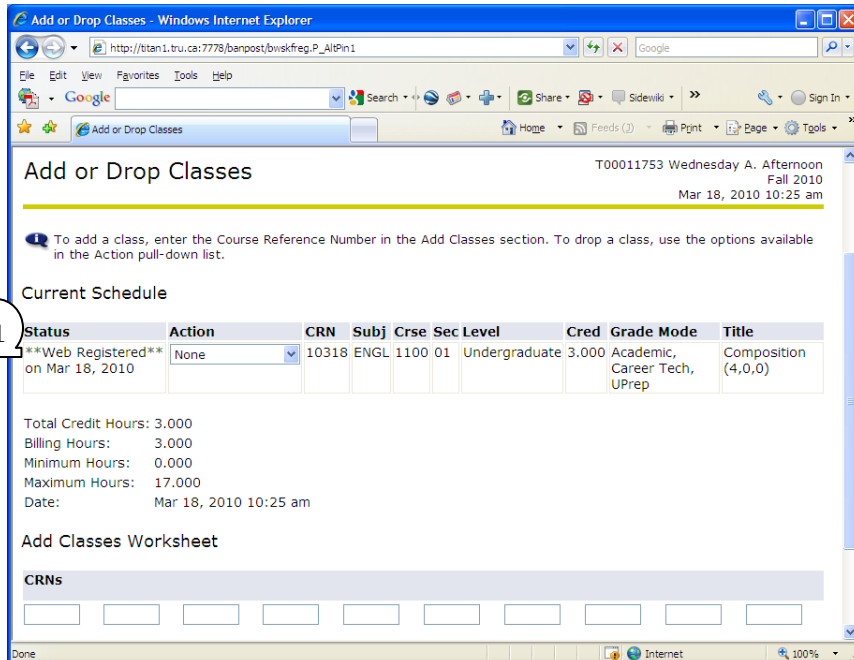
10a) Single Class Continued.

- 1 Shows that course was successfully registered
 - To repeat process click on 'Return to Menu' and look up another course

10b) Multiple Registration

- If you already know the CRN numbers add them to your worksheet.
- Select Submit Changes

NOTE: Enter numbers carefully and confirm your entries. A reversal or other error in CRN numbers will register you in the wrong course.



10c) Multiple Registrations Continued.

1 Shows that courses were successfully registered

NOTE: Confirm your courses and resulting Schedule. If you used an incorrect CRN number or you receive a registration error, return to 'Add/Drop' screen and correct your registration through the 'Action' box.

11. Drop Courses

- If you change your mind, you may drop a single course or all courses and begin again

1 Go to Action Box to 'Drop/Delete' course

- Scroll to bottom and select Submit Changes

*Remember to register for both semesters. Select 'Return to Menu' at the top of the screen.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 18, 2010	None	10318	ENGL	1100	01	Undergraduate	3.000	Academic, Career Tech, UPrep	Composition (4,0,0)
Web Registered on Mar 18, 2010	None	10481	CHEM	1500	02	Undergraduate	3.000	Academic, Career Tech, UPrep	Chemical Bonding and Organic Chemistry (4,0,3) (L)
Web Registered on Mar 18, 2010	None	10487	CHEM	1500	L05	Undergraduate	0.000	Non-graded support section	Chemical Bonding and Organic Chemistry (4,0,3) (L)
Web Registered on Mar 18, 2010	None	11257	BIOL	1110	01	Undergraduate	3.000	Academic, Career Tech, UPrep	Principles of Biology 1 (3,0,3)(L)
Web Registered on Mar 18, 2010	None	11262	BIOL	1110	L04	Undergraduate	0.000	Non-graded support section	Principles of Biology 1 (3,0,3)(L)

Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Mar 18, 2010	Web Drop/Delete	10318	ENGL	1100	01	Undergraduate	3.000	Academic, Career Tech, UPrep	Composition (4,0,0)
Web Registered on Mar 18, 2010	Web Drop/Delete	10481	CHEM	1500	02	Undergraduate	3.000	Academic, Career Tech, UPrep	Chemical Bonding and Organic Chemistry (4,0,3) (L)
Web Registered on Mar 18, 2010	Web Drop/Delete	10487	CHEM	1500	L05	Undergraduate	0.000	Non-graded support section	Chemical Bonding and Organic Chemistry (4,0,3) (L)
Web Registered on Mar 18, 2010	Web Drop/Delete	11257	BIOL	1110	01	Undergraduate	3.000	Academic, Career Tech, UPrep	Principles of Biology 1 (3,0,3)(L)
Web Registered on Mar 18, 2010	Web Drop/Delete	11262	BIOL	1110	L04	Undergraduate	0.000	Non-graded support section	Principles of Biology 1 (3,0,3)(L)

12. View these Screens.

- Select 'Site Map' → Select 'Registration' Menu
- Week at a Glance – shows your courses in a Calendar format allowing you to navigate through semesters
- Concise Student Schedule – more specific view of current classes
- Registration Fee Assessment- find your outstanding fees owed by semester

13. Exit your Account

For security reasons, click on 'EXIT', (right hand corner) and close browser after you finish

