

Registration Fall/12 and Winter/13

Online Tutorial Academic Advising



THOMPSON RIVERS
UNIVERSITY

KAMLOOPS, BC



Introduction

- This tutorial will show you how register for your Fall and Winter semesters
- Answers frequently asked questions about registration
- Important Things to Know
- Takes about 15 minutes to complete



Enrolling 'On-line'

- **TRU offers** online course registration for all Academic students (whether continuing, new or returning)
- It is very quick and efficient
- You will have confirmation of your enrolled courses



Who may Register On-line?

- If you applied to any of the following programs – you may enrol in courses using myTRU
 - B. of Arts
 - B. Computing Science
 - B. of Business Administration
 - B. of Elementary Education (electives only)
 - B. of Elementary Education (P.E.) (electives only)
 - B. Fine Arts
 - B. Journalism
 - B. Natural Resource Science
 - B. of Nursing
 - B. of Science
 - B. of Social Work
 - B. of Tourism Management (2nd, 3rd, 4th year)



What else you need to know...

- For Upper Level courses, you must already have an approval in place from the Program Advisor
- Other programs will need to enrol in-person
- International and University Preparation Students **may not** enrol on-line



- Contact an Upper Level Program Advisor



Online Registration

- Enrolling online is no different than registering in-person. You still need to be prepared.
- To Help you build a conflict-free timetable, refer to the Online [Timetabling Tutorial](#)
 - **Know your courses**
 - **Prepare a conflict free timetable**
 - **Have prior approval if appropriate**
 - **Be flexible by having an alternate course or even alternative timetable ready**



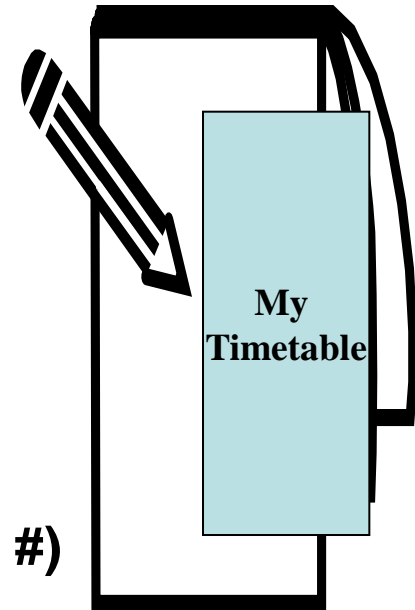
On-Line Registration Cont'd....

- Before you begin enrolling On-line look at course availability at the TRU home page click onto the Fall/12 or Winter/13 [Course Schedule](#)
- You will see courses with openings and those already closed or closed with waitlists – this will help you to make your timetable by choosing sections which are open
- Just prior to enrolling, double check seat availability off the web



Why make a timetable?

- Summarizes the preferred times you have chosen ensuring the schedules are conflict free
- It is a reference that can be quickly adjusted when checking the online schedule just before enrolling On-line
- Include: **Subject (Math)**
Course Number (1140)
Course Section Number (05)
(with unique CRN # 10764)
Seminar Section Number (S06)
(with unique CRN # 10765)
Lab Section Number - only for
Sciences courses (with unique CRN #)



CRN # - Course Reference Number – unique identifier used to enrol into your courses

Where to Enrol?

Right at our Homepage

www.tru.ca



- Click onto ‘myTRU’ – (top of webpage)
- Be prepared with your TRU Student Number and your Password – Read the Login Help first
- If you have previously logged onto myTRU but have forgotten your password, contact TRU’s IT Services

250-852-6800

1-888-852-8533 toll-free Canada

email itservicedesk@tru.ca



Other Alternatives...

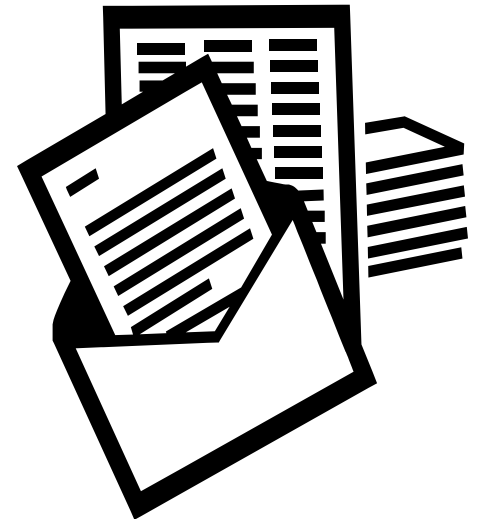
- **In-person** - Line up at the Office of the Registrar (Old Main Building - Room 1155). Bring your conflict free timetable and some alternative course ideas.
- Contact the Office of the Registrar by **phone** at:
1-888-522-4822 or (250) 828-5036
- Or...

email: admissions@tru.ca

fax: (250) 371-5960

mail: TRU Admissions
P.O. Box 3010

Kamloops, BC V2C 5N3



How To Contact Academic Advising....

- Academic Advisors will be available by phone via the **Help Desk** at (250) 828-5075 or by email advising@tru.ca
- For **International Students only**, email: internationaladvising@tru.ca



Step One: On-line Access

- Click onto myTRU (top of webpage) to enrol into your courses
- Carefully read the **Login Help** section to learn how to access your Username and Password from this section

User name = TRU Student
7-digit # or 9-digit #

Password = Birthdate (yymmdd)

Read the Login Help
– click on Student

The screenshot shows the myTRU login page. The 'Secure Access Login' form is the primary focus, with arrows pointing to it from the text on the left. The 'Login Help' section is also highlighted with an arrow. The page includes a navigation menu at the top, a search bar, and various utility icons. The main content area is divided into sections for login, help, and welcome information.



Note: The letter 'T' in the 9-digit TRU # is case sensitive.

Your Password

- Immediately after logging onto myTRU for the first time, you will get a message saying your Password has expired
- You must change your Password from your Birth Date to one you make up yourself
- This is for security purposes
- If you ever have problems logging in, you can email TRU's [Technical Services](#) for help
- You can also review their [videos](#) about myTRU and it's benefits



Web Tutorial

- **Review the Online Web Tutorial**
 - shows screens you will use to register for your courses
- **It's easy to register online if you are prepared, and**
 - a) Have already planned a conflict-free timetable**
 - b) Made note of each unique CRN # for each Lecture Section, Seminar and Lab you plan to take**



Online Web Registration Tutorial

<http://www.tru.ca/admreg/registration/webregtutorial.html>

4 Easy Steps to Register

1. Pre-pay your Tuition Deposit
2. Check your Registration Status to find out your date and time to enrol for courses – from either your Registration Notice or at ‘Registration Status’ on myTRU
3. Register for your courses using myTRU
4. Print your Course Schedule



Pre-pay Tuition Deposit

The screenshot shows a Windows Internet Explorer browser window displaying the myTRU website. The address bar shows a URL starting with 'https://mytrudev.tru.ca/'. The website has a navigation bar with 'myTRU Home' and 'Student Resources' tabs. The 'Student Resources' tab is active. Below the navigation bar, there are several content areas: 'Before you Start' with a link to 'Read this Before Commencing Web Registration'; 'Online Services' with links for TRU-Online, WebCT, Moodle, Blackboard, and GoingGlobal; 'Student Services' with a list of links including Academic Records, Alumni, APPLY NOW!, Calendar, Co-op Education, Continuing Studies, Convocation - Graduation, Counselling, Course Schedules, Dates & Deadlines, Exam Schedules, Financial Aid & Awards, Housing, and Information Sessions; 'TRU News Room' with news items like 'TRU Talk Radio live on CFBX', 'Trades students off to National Competition', and 'Four Distinguished Individuals to Receive Honorary Doctorates from TRU'; 'Dates & Deadlines' with a calendar for Spring Convocation; and 'My Calendar'. The 'Online Payment' section is highlighted with a blue header and contains a 'Make Payment' link and text about using Visa or Mastercard. A TRU logo is visible in the bottom left corner of the browser window.

Having logged into myTRU select 'Student Resources' Tab

-Select 'Online Payment'

-Use Visa or Mastercard to pay \$300 tuition deposit

-For more information on payment options, refer to online [Fee Payment Brochure](#)

Check Registration Status

The screenshot shows a Windows Internet Explorer browser window displaying the myTRU website. The address bar shows the URL: https://mytrudev.tru.ca/tag_a2c0262d83a28196.render.userLayoutRootNode.uP?UP_root=root&UP_sparam=activeTab&ac. The page title is "SunGard Higher Education". The navigation bar includes "myTRU Home" and "Student Resources". The "Student Resources" tab is selected. The main content area is divided into several sections:

- Before you Start:** "Read this Before Commencing Web Registration", "Web Registration begins June 14, 2010".
- Online Services:** "TRU-Online: Check grades, financial summary, register for courses ending before Fall 2010", "WebCT: Review course content", "Moodle: Review course content", "Blackboard: View course information", "GoingGlobal: View international career opportunities", "eBallot: TRU electronic voting".
- Student Services:** "Academic Records", "Alumni", "APPLY NOW!", "Calendar", "Co-op Education", "Continuing Studies", "Convocation - Graduation", "Counselling", "Course Schedules", "Dates & Deadlines", "Exam Schedules", "Financial Aid & Awards", "Housing", "Information Sessions".
- Online Payment:** "Make Payment", "Use the online payment option to make payments on your account utilizing your Mastercard or Visa credit card.", "Pay your commitment fee through online payment." (Includes Visa and Mastercard logos).
- Register for Kamloops Campus Courses:** "Registration Status", "Look Up Classes", "Add or Drop Classes".
- Print Schedule:** "Concise Student Schedule".
- Dates & Deadlines:** "June 4-5 Thurs-Fri Spring Convocation", "June 26 Friday Last day to withdraw from Summer Session", "July 1 Wednesday TRU closed, Canada Day".
- TRU News Room:** "The News of Thompson Rivers University", "TRU Talk Radio live on CFBX", "Trades students off to National Competition", "Four Distinguished Individuals to Receive Honorary Doctorates from TRU".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:39 AM.

Having logged into myTRU select 'Student Resources' tab

-Under 'Register for Kamloops Campus Courses': select 'Registration Status' to confirm your registration date and time

-View holds to see if anything is preventing you from enrolling into courses (for example:: Library Fines)



Register for your Courses

The screenshot shows the myTRU Student Resources page. The browser address bar displays the URL: https://mytrudev.tru.ca/tag.a2c0262d83a28196.render.userLayout/RootNode_uP2UP_root=root&UP_sparam=activeTab&ac. The page features several sections:

- Before you Start:** Includes a link to "Read this Before Commencing Web Registration" and states "Web Registration begins June 14, 2010".
- Online Services:** Lists links for TRU-Online, WebCT, Moodle, Blackboard, and GoingGlobal.
- Student Services:** A list of services including Academic Records, Alumni, APPLY NOW!, Calendar, Co-op Education, Continuing Studies, Convocation - Graduation, Counselling, Course Schedules, Dates & Deadlines, Exam Schedules, Financial Aid & Awards, Housing, and Information Sessions.
- Online Payment:** Promotes "Make Payment" using Visa or Mastercard.
- Register for Kamloops Campus Courses:** Contains links for "Registration Status", "Look Up Classes", and "Add or Drop Classes".
- Dates & Deadlines:** Lists key dates: June 4-5 (Spring Convocation), June 26 (Last day to withdraw from Summer Session), and July 1 (TRU closed, Canada Day).
- TRU News Room:** Features news items like "TRU Talk Radio live on CFBY" and "Trades students off to National Competition".

Having logged into myTRU select 'Student Resources' tab

- Under 'Register for Kamloops Campus' courses select:

- Look up Classes (enrol one course at a time)

OR

- Add or Drop Classes (enrol multiple courses at a time if you know your CRN #s)

Using the CRN#s is the quickest way to register.



More Info – [Online Web Tutorial](#)

Print Schedule

Screenshot of the myTRU Student Resources page in a Windows Internet Explorer browser. The page is titled "myTRU Home Student Resources" and shows various navigation options. A red arrow points from the "Print Schedule" link in the "Before you Start" section to the "Print Schedule" link in the "Student Services" section.

Before you Start

- Read this Before Commencing Web Registration
- Web Registration begins June 14, 2010
- Online Payment
- Make Payment
- Register for Kamloops Campus Courses
- Registration Status
- Look Up Classes
- Add or Drop Classes
- Print Schedule
- Concise Student Schedule

Online Services

- TRU-Online: Check grades, financial summary, register for courses ending before Fall 2010
- WebCT: Review course content
- Moodle: Review course content
- Blackboard: View course information
- GoingGlobal: View international career opportunities
- eBallot: TRU electronic voting

Student Services

- Academic Records
- Alumni
- APPLY NOW!
- Calendar
- Co-op Education
- Continuing Studies
- Convocation - Graduation
- Counselling
- Course Schedules
- Dates & Deadlines
- Exam Schedules
- Financial Aid & Awards
- Housing
- Information Sessions

Dates & Deadlines

- June 4-5 Thurs-Fri Spring Convocation
- June 26 Friday Last day to withdraw from Summer Session
- July 1 Wednesday TRU closed, Canada Day

TRU News Room

- The News of Thompson Rivers University
- TRU Talk Radio live on CFBX
- TRU Talk Radio hosts
- Trades students off to National Competition
- Four TRU Trades students will be in Waterloo, Ontario this week testing their mettle against the rest of nation's best in the 2010 edition of Skills Canada.
- Four Distinguished Individuals to Receive Honorary Doctorates from TRU
- Thompson Rivers University will bestow four Honorary Doctorates during spring Convocation ceremonies June 3 and 4 in Kamloops. They will

Having logged into myTRU select 'Student Resources' tab

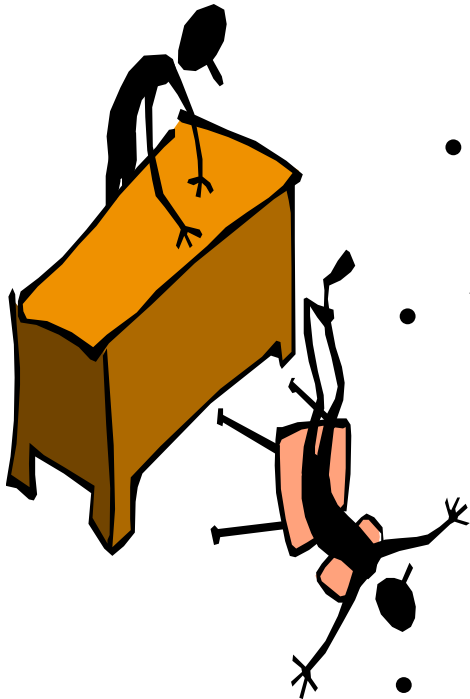
Select 'Print Schedule'

Always make another copy of your Schedule just prior to classes beginning to check for changes such as:

- Classroom Changes
- Time Changes
- Instructor Changes



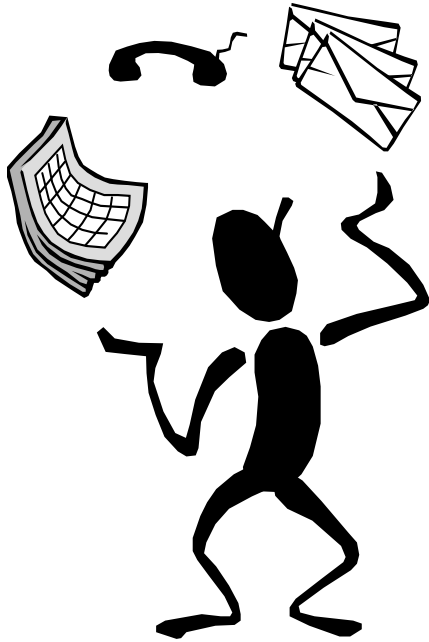
What if your course is full?



- It would be wise to have a backup course choice just in case!
- TRU does not guarantee that another Course Section will be added
- You may want to waitlist for the section if the one you want is full
- You may Enrol **and** Waitlist into a maximum of 5 courses per semester
- If you want to make changes – go back to the ‘Add or Drop Courses’ at the Main Menu and repeat process



If you choose to Waitlist... what happens?



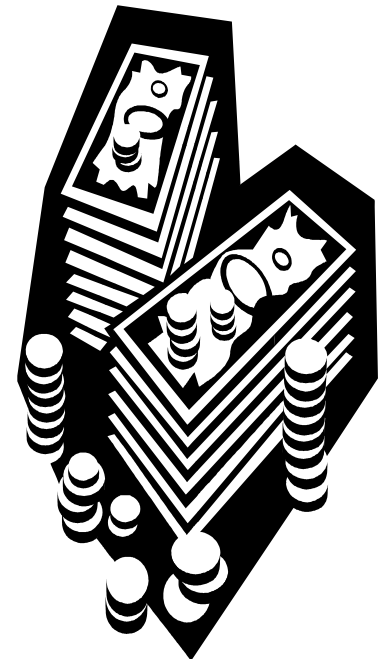
- If a seat becomes available in a course you have waitlisted, TRU will contact you to inform you of the opening
- Often Admissions will not find out about an open seat until the day before the class starts and cannot send you a notification in time

- You **must** go to the first class and check to see if your name is on the class roster or find out whether the instructor is willing to take in extra students



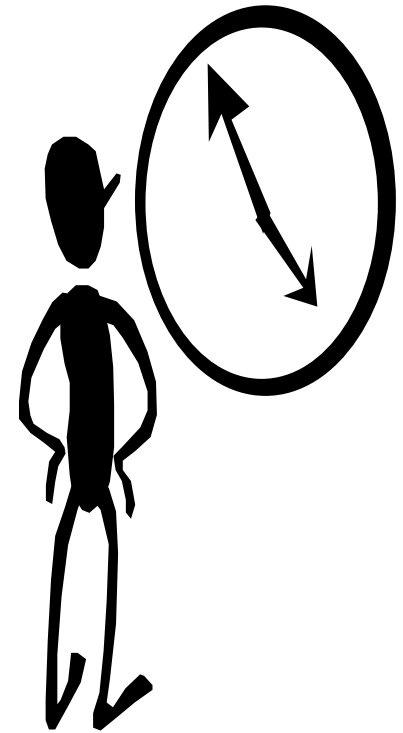
Payment On-Line

- After you have registered for your courses it is possible to find out what you owe as well as to pay your fees Online
 - **Fall fees are due August 31, 2012 -**
 - **Winter fees are due November 30, 2012 -**
- Log On again to myTRU and select 'Student Resources Tab'
 - Using same Log-in ID and Password
- Look at the left-hand column and select 'My Account Summary'
- For other methods of payment, refer to the [Fee Payment Brochure](#) inside your Registration Information Package



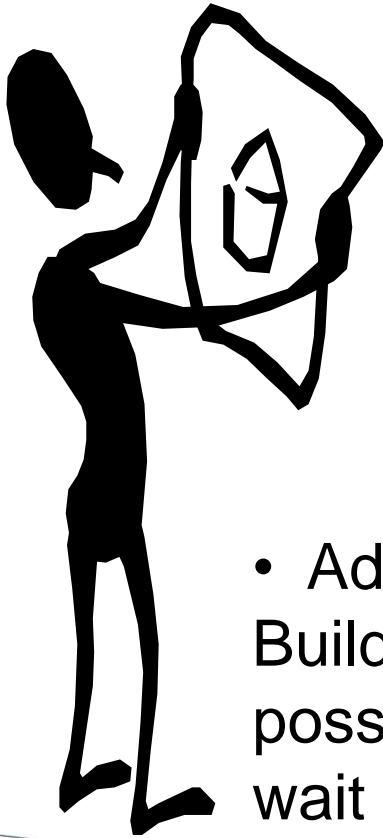
Did you know that...

- Each Day for seven weeks TRU invites about 150 - 200 people to register.
- There may be a Line Up if you enroll in person!
- Think about choosing to register online – approximately 85% of our students do
- Check the [on-line schedule](#) before your date to enroll. Adjust your timetable if a Lecture, Seminar or Lab is full
 - Be sure to make note of your CRN (Course Registration Number) if you change your timetable
- Prepay your \$300 tuition deposit. If sponsored, ensure your Sponsorship Letter is provided to the Campus Cashier before you enrol
 - Telephone: (250) 371-5646 Fax: (250) 371-5601
- If you are having problems, contact Academic Advising for help – (250) 828-5075 or advising@tru.ca



Registering 'In-Person?'

In-person: Kamloops

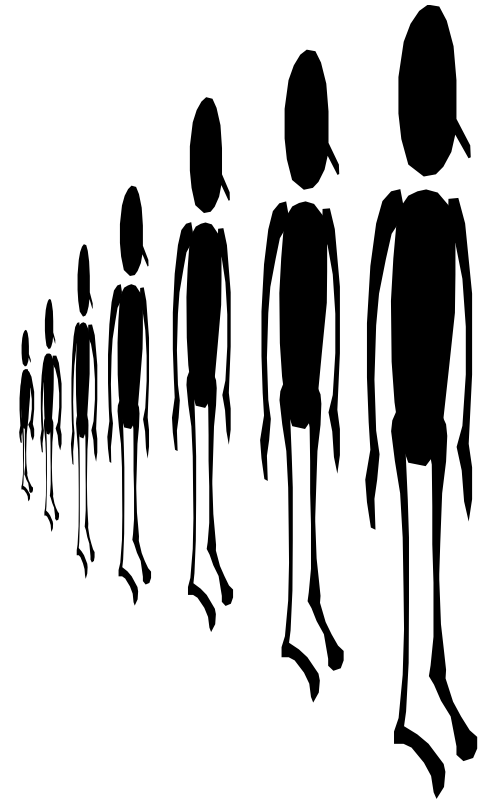


- Look at the online [campus map](#)
- Do you see the building that looks like a giant letter 'T' - this is the Old Main Building
- To Register – Go to Room 1155 (Admissions)

- Advisors will be available to help in the Old Main Building, Room 1100. Contact them as early as possible to help you choose your courses. Don't wait until your actual date given for registration to decide which classes to take. Be prepared and reduce your stress level

How to Register 'in-person':

- **Bring** with you:
 - Pencil and an eraser
 - Receipt of Commitment Fee payment
 - Prepared copies of your timetables
- **Go** to Room 1155, Old Main Building - Admissions
 - Have a list of courses you want for Fall and Winter – noting the CRN #'s for the Lecture, Seminar and Lab courses you want
 - **Double check** Course Registration forms to make sure your preferences have been chosen!



After you've Enrolled

- Keep a printout of your schedule, so that you'll have it on your 1st day of classes!
- Check out [The Bookstore](#) online for required text titles
 - Fall semester available after August 1st and...
 - For Winter semester available after December 1st



Have you applied for your Loan?

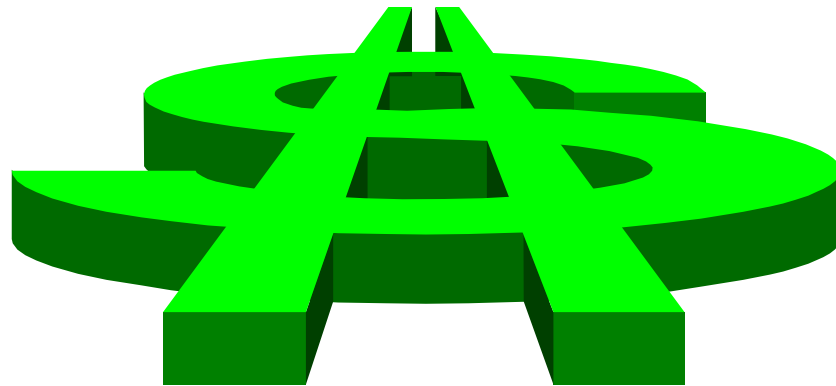
- Recommended Deadline is mid-July
- Students on Loans still **MUST** pay the \$300.00 Tuition Deposit by the day they register
- If you have an approved loan - you can get a **FEE DEFERRAL** for your remaining fees - this defers any outstanding fees (less the \$300) until the first week of class
- Find information [on-line](#) or Contact Awards and Financial Aid (250) 828-5024



Applications are available Online early June, 2012 www.bcsap.bc.ca

LOANS

- You must carry a 60% course load of a post-secondary program for a Canada Student Loan
- You **CANNOT** include University Prep or '0' Level courses as part of your 60% workload - they are additional classes



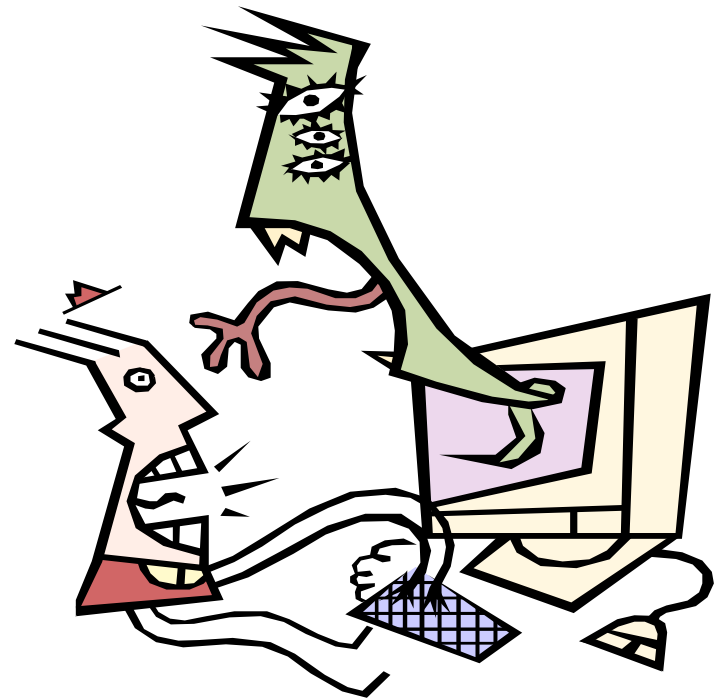
The End is the Beginning...

- Work through your schedule - if you need extra Timetables, click [here](#)
- Make several timetables for each semester
- You may find that your 2nd or 3rd attempt is your best one



Important Things to Know!

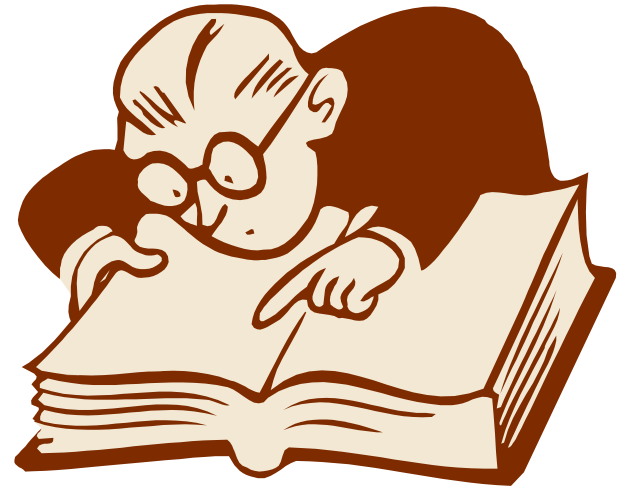
- The next few slides will provide you with information on a variety of topics – questions you have, but were afraid to ask!!



Schedule of Events: important dates you need to know – find them:

“*Schedule of Events*” – [important dates](#)

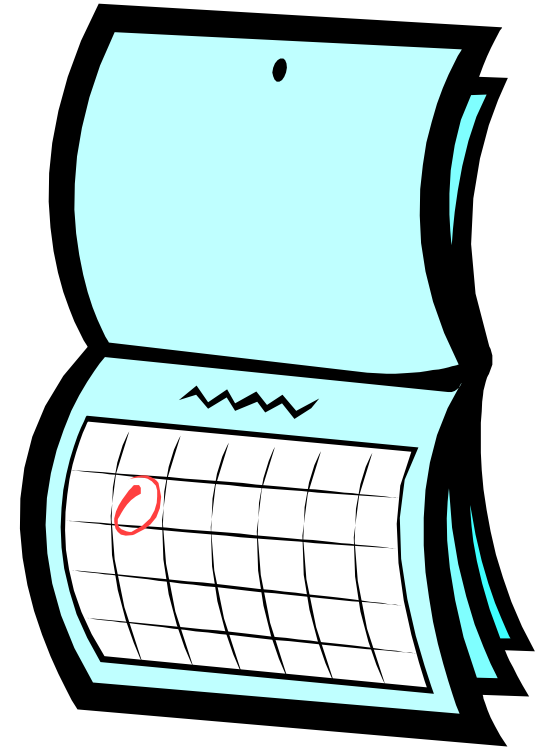
- Or Look online at the [TRU Calendar](#)
- Refer to online [Registration](#) for other helpful links



Very Important Dates to Know

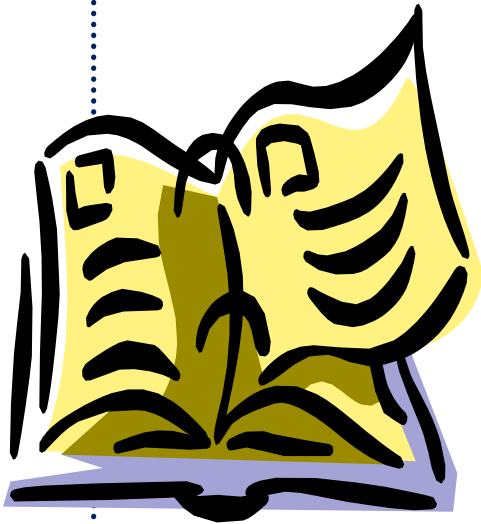
– Fall /12

- **August 31**– Last day to pay Fall Fees
- **September 4** – Student Orientation Day
- **September 5** – First day of instruction
- **September 18** – Last day to add/drop a course/change programs; switch from Credit to Audit or Audit to Credit; last day for 100% refund less commitment fee paid
- **October 26** – Last day to withdraw from a Fall semester course
- **November 30** – Last day of Fall semester; last day for withdrawal from a program
- **December 3 - 15** – Fall Examinations



Very Important Dates to Know

- Winter /13



November 30, 2012 – Last day to pay Winter Fees for 2013



- **January 7**– First day of instruction
- **January 18** – Last day to add/drop a course; change programs; switch from Credit to Audit or Audit to Credit; last day for a 100% refund less commitment fee paid
- **February 18 - 22**– Mid-semester break
- **March 8** – Last day to withdraw from a Winter semester course
- **April 12** – Last day of Winter semester; last day for withdrawal from a program
- **April 15 - 27** – Winter Examinations

Very Important Dates to Know - Summer/13

- **Late January/13** – Summer Session schedule is available Online at the TRU website
- **Late January/13** – Printed brochures with Summer information available for pick up
- **Early March/13** – Summer registration begins
- **May 1/13*** – Session #1 begins
- **June 20/13*** – Session #2 begins
- **May 1/13*** - Session #3 begins

* Note: Dates subject to change



Degree Advising Tutorials

The Academic Advising Centre offers [online](#) Degree Advising Tutorials for students in Degree Programs at TRU



Be sure to check out your degree and download a Program Planning Form with course requirements and elective options.



FREE TUTORING!

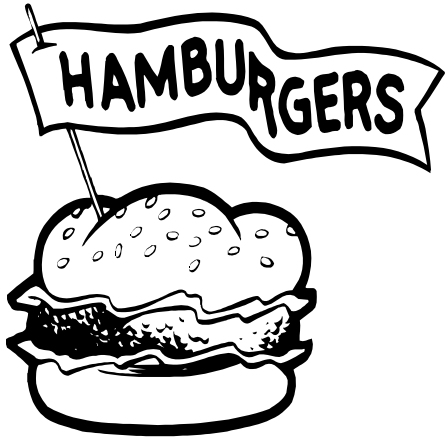
- **TRU Writing Centre** is open to everyone in the TRU community. Professors and student peer tutors provide assistance and support to students on various aspects of writing. For more information phone, located in New House of Learning or look [online](#)
- **Math Tutorials** are held in the Math Lab, located in New House of Learning. Instructors are available a few hours per day for students who need help with their studies. More information [online](#)

The University Preparation Learning Centre offers extra help in Math and English to students who are upgrading. Schedules can be obtained through the Learning Centre OM 2551 ([online](#))

Peer Tutoring is available in a number of areas, free or for a nominal charge. For more information, phone the TRU Student Society at (250) 372-5882



TRU Orientation Week and Welcome Back BBQ – Sept 7th



Orientation
at TRU!



- Week before Fall semester classes begin
- A week to celebrate at TRU
- September 4 – Orientation Day for all new students
- A great way to find out about TRU services, to meet other students, and to have a good time
- Be on the lookout for announcements in your Registration notice
- Free music, food information and fun for all TRU students

Thank you for Choosing to Attend TRU



TRU Academic Advising Office