



## Step 1: Learn About Your Program and Course requirements

1. Review [Degree Works](#), a degree audit tool in your myTRU, to find your program check-list!
2. Explore TRU Gaglardi Website
  - o **BBA**; [Core Program Requirements and Typical Schedule](#)
  - o [Majors and Minors requirements](#)
  - o **Post-Bacc Diplomas**; [Program Check-Sheets and Sample Plans](#)
  - o **Other Business Certificates and Diplomas**: [Click here](#)
3. Review the [Academic Calendar](#)
4. Need to confirm your **course planning**?
  - o 1<sup>st</sup> and 2<sup>nd</sup> year BBA students: [Advising@tru.ca](mailto:Advising@tru.ca)
  - o 3<sup>rd</sup> and 4<sup>th</sup> year BBA students, Post-Bacc Diploma and all other certificate and diploma students: [GaglardiAdvisor@tru.ca](mailto:GaglardiAdvisor@tru.ca)

## Step 2: Get Ready For Registration

1. Make your timetable using "Plan ahead" in myTRU
2. Know your [priority registration date](#): Find your specific date and time in myTRU as all students will have a different day to register
  - o Where do you find it? Log in to your myTRU [at the end of May](#) -> (choose either option below)
    - Click on "On-campus course registration" -> click on "Prepare for Registration" -> Choose the term
    - Click on "Academic profile" under "Academic Record" -> click on "registration Notices" at the top right -> see "Time Tickets"
  - o **Tips!** "Prepare for Registration" is where find you those courses you received approvals for Prerequisite Waiver and Third Time Approval requests for both terms.
3. Visit the TRU [Course Registration](#) website for helpful tips on how to register
4. Pay your [Tuition Deposit](#):
  - o How much is your [Tuition and Fees](#)?  
**Tips!** You only need to pay for the Fall deposit to register for both Fall and Winter.

## Step 3: Register For Both Semesters!

Please note that our Advising Office doesn't have access to registration.

- o Getting **an error message**? Find [how to resolve it](#).
- o **Waitlisted**? Know [what to do](#).
- o Need **Prerequisite Waivers**? Fill out the [Prerequisite Waiver Request Form](#) if you have met the prerequisites.
- o Need a **Third Time Approval**?
  - TRU Gaglardi courses: Email the [GaglardiAdvisor@tru.ca](mailto:GaglardiAdvisor@tru.ca)
  - Supporting courses (ENGL/MATH/CMNS etc.): find the department chair's contact info on [TRU website](#)
- o **Other registration issues**: Contact the following departments.
  - Domestic Students: [records@tru.ca](mailto:records@tru.ca)
  - International Students: [ireg@tru.ca](mailto:ireg@tru.ca)
  - Open Learning course registration: [student@tru.ca](mailto:student@tru.ca)

## Step 4: What To Do After You Are Registered

- o Get your Textbooks online: [the Bookstore](#)
- o Know the important [dates and deadlines](#)
- o Learn about Academic Integrity
  - Read the policy [ED 5-0](#)
  - Watch [the video](#)
- o Explore our TRU Services
  - [Academic Supports](#)
  - [Business Student Resources](#)
  - [Health and Wellness](#)
  - [International Student Support](#)
  - [Career & Experiential Learning](#)
  - [TRU Library](#)

---

Register for both Fall and Winter on your priority  
registration date!

---