

REGISTRATION 101

A guide for new students

2024

WELCOME!

Weyt-k

Congratulations on your acceptance to Thompson Rivers University! We are excited for you to begin your journey with us.

WHAT IS REGISTRATION 101?

You're receiving this registration guide because you received an offer of admission to TRU! We know this time can be full of new learning, so this registration handbook is designed to help you navigate the course registration process and ensure that you have completed all the necessary steps to start studying this fall.

Read through the guide to explore your next steps as a TRU student!

NEXT STEPS CHECKLIST

- Accept your offer of admission
- Pay your tuition deposit
- Plan your courses
- Create a course timetable
- Register in courses
- Pay your tuition
- Attend orientation

Find what you need

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You've been admitted! What's next?

1

Accept your offer of admission

To accept your offer of admission, follow the instructions in your offer email or letter.

Depending on your program, you will accept your seat by either clicking the "I accept" button in the "check your application status" section in your myTRU account (open programs) or by paying your tuition deposit to secure your seat (limited and competitive programs). If you're in a limited or competitive program, once you pay your tuition deposit, make sure you email admissions@tru.ca to let them know you accept.

2

Pay your tuition deposit

A tuition deposit is a non-refundable* payment applied toward your tuition fees and required before registration. There are a few ways you can pay your tuition deposit including credit card, bill payment, or in-person. You can find instructions for each option [here](#).

Refer to your offer letter to know the specifics on your tuition deposit amount. Open programs have a \$300 deposit, and limited and competitive programs have a \$500 deposit.

*For refund information and deadlines, please visit the refund page [here](#).

DID YOU KNOW?

You can check your application status through [myTRU!](#)

1. Log into your myTRU account using your 8 digit T-ID number and password. Note: if you have not reset your password yet, please see instructions [here](#) under the "New Student or First Time Log In" section.
2. Select "Check your application status"
3. Select "Review Application" and the term you applied for

SPONSORED STUDENTS

Some students are eligible to receive tuition support for their post-secondary education. TRU helps to facilitate the unique agreement between students and sponsors. If this applies to you, you will need to submit your [TRU Sponsorship Application Form](#) before your registration date so that your tuition deposit is paid for. For more information on sponsorship, please see the resource webpage [here](#).

HAVING TROUBLE LOGGING INTO myTRU?

Check out [this guide](#) or connect with Information Technology Services itservicedesk@tru.ca or 1-888-852-8533 (toll free)

Course planning resources

There are many tools available to help you understand your program structure and course selection!

Degree Works



This tool allows you to track your progress towards graduation and is available for students in undergraduate certificates, diplomas and degree programs. It combines the curricular requirements for academic programs with your individual academic history and displays completed and outstanding requirements for your program.

You can access Degree Works through your myTRU account under the "Academic Record" section. If you have questions about your TRU Program Plan please review [How to use Degree Works](#) and the [FAQs](#), or contact your academic/program advisor.

Academic Calendar



The Academic Calendar is a detailed guide to programs, courses, services, policies and procedures. The online version is considered official. It is released in April for the upcoming Fall, Winter and Summer terms. The Academic Calendar will tell you what you need to know about your program structure.

Please note you may need to consult an older version of the TRU Academic Calendar if the curricula requirements for your program change during your time at TRU.

Academic Advising



Academic Advisors work with you for course selection to ensure you meet the requirements for your program. Customized course selection will help you stay on track to align with your education and career objectives. Check in with an Academic Advisor prior to registration. To determine who your Academic Advisor/Program Advisor is, please visit the [advising teams page](#) on our website.

Program Planning Forms



These resources are designed to provide you with basic guidelines on what courses you need to take to meet the requirements of your program.

If you cannot find a program planning sheet for your program, please check your [program](#) website. You can also coordinate with an academic/program advisor to ensure you are meeting program requirements.

HOW DO I KNOW WHEN TO REGISTER?

You can check your earliest registration date and time in myTRU. Go to the "On-campus Course Registration" section and click "Prepare for Registration". Select the term you be registering in and your earliest registration date and time will pop up. This date is populated at the end of May. Make sure you add it to your calendar!

OPEN LEARNING STUDENT?

Registration in online courses varies. Visit [here](#) for details.

REGISTRATION LINGO

Course Schedule: A comprehensive list of all courses currently offered at TRU for fall, winter and summer semesters.

Registering: The process of officially enrolling in courses.

Timetabling

The Basics

Once you have determined what courses to take, you can create a conflict-free timetable (class schedule) for both fall and winter semesters using the [Course Schedule](#). The fall and winter schedules are available in early May.

A conflict-free timetable means your courses are scheduled without any overlapping times. You can timetable your courses in myTRU, or you can also do it manually using the [blank timetable worksheets](#).

We recommend that you timetable and register for both the Fall and Winter semesters at the same time for optimal course availability.

Check out our "How to Timetable like a Pro" blog, and video [here!](#)

HOW TO TIMETABLE

1. Log in to myTRU and go to the "On-campus Course Registration" portal.
2. Navigate to the "Plan Ahead" feature.
3. Select the term you're looking to register in and click "Continue", then select "+ Create a New Plan" when prompted.
4. Search the course subject you're interested in (e.g. ENGL is English) and enter the course number if you know it.
5. When you see the course you're looking for click "View Sections" to see all the offerings.
6. Choose the section day and time that works best for your schedule and select "Add".
7. Click "Save Plan" in the bottom right hand corner. Be sure to name your plan!
8. To continue adding courses, select the return arrow that says "Catalog Search Results".



TIP!

Make a few plans when your timetabling, as courses may be full when you're able to register. It's always a good idea to have a back up plan!

REGISTRATION LINGO

Timetabling: The process of creating a conflict free schedule of the classes you would like to enroll in.

Prerequisite: A course (or courses) necessary to complete prior to enrolling in a given course.

Corequisite: Two courses that must be taken at the same time, generally due to complementary course content.

Lecture: The instructional aspect of a course when an instructor presents the topics detailed in the course outline.

Lab: A hands-on type course that enables you to apply your knowledge acquired in a practical manner (very common in the sciences).

Seminar/Tutorial: Discussion-based courses where an instructor prompts and facilitates discussion.

Section: Each course will have sections running at different times throughout the week that you can register in. For example, there could be over 20 sections of ENGL 1100, but you will choose one to register in.

Term: Each semester is a new term. For example, fall 2024 is the fall term from September to December.

Building Codes: Each building on campus has a unique code. You'll see this most during registration. Here are some common codes:

- OM - Old Main
- S - Ken Lepin Science
- CT - Clock Tower
- IB - International Building
- AE - Arts and Education
- HOL - House of Learning
- TT - Trades and Technology

NOT SURE WHERE?

Check out a map of campus [here!](#)

Course registration

How to register

REGISTRATION TO DO LIST

- Pay your tuition deposit
- Plan your courses
- Look in myTRU for your earliest registration date and time

DID YOU KNOW?

Course registration is in June!

REGISTRATION LINGO

Add: Adding a course to your course schedule.

Drop: Removing a course from your course schedule without affecting your academic record.

CRN: Course Registration Number, attached to each course, this will be found in the course schedule.

Withdraw: The act of dropping a course after the add/drop period, causing the course to show a "W" on your transcript.

Course registration is done through myTRU any time after your registration date and time. If you're an Open Learning student, your registration process will vary. Please see [here](#) for more details.

There are 3 ways to register for courses: by Find Classes, Entering CRNs, and/or Plans. The plans feature is the easiest way to register for courses. You may already have a plan ready if you used the "plan ahead" feature to timetable. For step-by-step instructions and videos of how to register, click [here](#). Below are general instructions for each registration option:

To get started: Navigate to on-campus course registration then select 'Register for Classes'

Find classes

1. When prompted, choose the term you are registering for (e.g. Fall 2024).
2. Enter Kamloops in the campus box, the subject (e.g. ENGL for English) in the subject box, and the course number in the required box.
3. You can then select search, and any sections being offered will be shown to you. If you find one that fits in your schedule, you can click add, and it will be added to your timetable.
4. Once you're satisfied with the courses you've chosen, click submit at the bottom of the page and your registration will be saved.

Enter CRNs

1. When prompted, choose the term you are registering for (e.g. Fall 2024).
2. Enter the CRN for the section you have been given into the CRN field.
3. Click "+Add Another CRN" and the course will be saved.
4. You can add all of your CRNs needed at this time.
5. Once you're ready, click "Add to Summary" to complete your registration.

Plans

1. When prompted, choose the term you are registering for (e.g. Fall 2024).
2. If it's not already done, drop down the plan you would like to use.
3. Add each course in the plan to your timetable using the "add" button.
4. Once you're ready, click "Submit" to save your registration.

NEED MORE HELP?

Check out our registration videos [here](#) or find our contact info on page 9!

I'm on the waitlist. What does that mean?

Being on the waitlist does not necessarily mean you won't get to take the class, as registered students may drop the class before or during the first few weeks of the semester.

If you are on a waitlist for a course, and a spot becomes available, an email will be sent to your [TRU student email](#). You will have a limited amount of time to register in the course using myTRU. If you don't register in the allotted time, you will be removed from the waitlist.

You must still attend the class until the end of the course change period if you are on the waitlist!

Common registration errors

For all course selection and registration error messages, their reasons, and solutions, please see the registration error messages [here](#). Below are some of the most common error messages you might see, their reason, and resolution.



Check other sections if a course is waitlisted. Register in a backup class in case you don't get off the waitlist!

Error Message	Reason	Resolution
Time Conflict	Two courses have overlapping times.	Seek permission from the instructor and provide this permission to your Advisor to remove the conflict.
Program Restriction or Class Restriction	You are not in the required program or at the correct year level in your program to take this course.	Choose another course or contact an advisor.
Link Error	Course has a required lab or seminar.	Check the course selection guide for the required linked course and add both CRNs to your schedule at the same time.
Invalid Alternate PIN	A tuition deposit is required before you can register for your courses	Pay your tuition deposit

Leading up to your first day

Now that you've registered, you can relax until classes start in the Fall! If applicable, you may wish to do the following in the time leading up to the start of classes:

Confirmation of enrolment

You may need a Confirmation of Enrolment (CoE) for reasons such as RESPs withdrawals or to provide to Student Aid. To obtain a CoE, you will need to email records@tru.ca and request it. Make sure you include your TRU Student Number in the subject line! Please send only 1 email and note that processing can take 7-10 business days.



TIP!

You can request your Confirmation of Enrolment as soon as you're done registering for courses



TIP!

The Student Aid FAQs are a great source of information about student loans and grants. If you have any questions about Student Aid, please contact finaid@tru.ca.

If you are considering Government Financial Aid to help fund your education, you will want to check the Financial Aid website for the province in which you are considered a resident. Applications typically open in the summer for the upcoming academic year.

Student loans

Orientation

Start your first year off right by attending Orientation!

Orientation is the place to meet people in your program, build connections, explore campus, and know where to go for support. We strongly recommend all new-to-TRU students attend Orientation!

You can find more information about Orientation [here](#). If you have any questions, reach out to our Orientation team at orientation@tru.ca.



Start of classes

The most exciting time of the year – the first day of classes! As classes start, here are some key things you will want to keep in mind:

Paying your tuition

The deadline to pay your tuition is usually the Friday before classes start, but make sure you double check the official deadline on the [Important Dates and Deadlines](#) webpage. There are many ways to pay your tuition, which are detailed [here](#).

Course change period

The course change period (add/drop/audit/late registration) takes place during the first 2 weeks of the semester. This is a time for you to switch any courses around that you need to without penalty. If you're wanting to add or drop a class, it is highly recommended that you connect with Academic Advising first!

To view the dates for the course change period, please see the [Important Dates and Deadlines](#) webpage.

Withdrawal deadline

The withdrawal date is the last day that you can withdraw from a course or a semester with no academic penalty. Withdrawing from a course will result in a "W" on your transcript for that course. If you miss this deadline, you will receive either a "F" or "DNC" on your transcript for that course. Always connect with Academic Advising before withdrawing from a course.

To view the withdrawal date, please see the [Important Dates and Deadlines](#) webpage.

IF YOU'RE A SPONSORED STUDENT YOU WILL NEED TO:

1. Ensure you have submitted a TRU Sponsorship Application Form and that your account is flagged as a "Sponsored Student".
2. You will need to send your sponsor your course registration data form which serves as the approval of your enrolment with TRU. This is also the sponsor's invoice for your costs. You can print this document from your myTRU account or ask at Enrolment Services for a copy.

For more information about sponsorships, please reach out to accountsreceivable@tru.ca.

IF YOU'RE RECEIVING STUDENT LOANS

You may not receive your loan until after the start of classes. If you are eligible for a fee deferral, which defers your tuition payment deadline, you will have a hold placed on your account which you can view in your academic profile on [myTRU](#). You can find more information about fee deferrals [here](#).

If you have questions, please reach out to Student Awards and Financial Aid at finaid@tru.ca or by phone at 250-828-5024.

Do you have questions?

We're here to help!

FUTURE STUDENTS OFFICE

Can assist new to TRU students with completing their applications, accepting their seats, and navigating the registration system.

Email: futurestudents@tru.ca

Phone: 250-828-5006

In person, 9 am to 4 pm, Monday to Friday
850 Sk'lep Trail

ACADEMIC ADVISING

Supports students who have accepted their offer of admission with academic and course planning, goal setting, strategizing, and resource referrals.

Email: advising@tru.ca

Phone: 250-828-5075

In person, 9 am to 4 pm, Monday to Friday
Old Main 1100, across from Starbucks

An appointment is highly recommended

OPEN LEARNING STUDENTS

Students studying online through Open Learning should contact student@tru.ca for course inquiries, and their program advisor for program planning. Advisor contacts can be found [here](#).

INTERNATIONAL STUDENTS

International students who have been admitted to TRU can contact Academic Advising for assistance with course planning and registration. If you are an international student and have not yet applied to TRU, please contact TRU World at welcome@tru.ca or by phone at 250-828-5191.

CONTINUING STUDENTS

For questions about course planning, please contact your Academic Advisor. For registration help, please contact Enrolment Services at student@tru.ca or by phone at 250-852-5252. You can also visit them in person in Old Main 1120 between 9 am and 4 pm Monday to Friday.