



Trinity College

HARTFORD CONNECTICUT

PINs: A How to Guide for Students

Last Updated: March 25, 2022



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What are PINs?

PIN stands for '**Permission of Instructor**'. It's an easy way for students to register for courses that require special permission. **PINs are five or six digit codes** instructors or departments distribute to students who are interested in taking their classes!

PINs can override the following error messages:

- **Requisites Not Met**
- **Class is full**
- **Department consent required**

PINs do **NOT** override:

- **Maximum allowed Units for a Term**
- **Time Conflicts**





How do I use a PIN?

You just received a PIN from an instructor, and now it's time to use it!
But...how do you do that?

1

From the **Student Center** page, click on the **Enroll** link or the **Enrollment Shopping Cart** link, or you can select it from the **Self-Service** page.

2

Search for the class for which the instructor issued the PIN by clicking **Search**. If you know the class number already you can Enter the **Class Number** without searching for it.

Beth Bantam

go to ...

Search Plan Enroll My Academics

Shopping Cart | [Course History](#)

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

Fall 2021 | Undergraduate | Trinity College

Open Closed Wait List

Add to Cart

Enter Class Nbr

Find Classes

Class Search

Fall 2021 Shopping Cart

Your enrollment shopping cart is empty.

My Fall 2021 Class Schedule

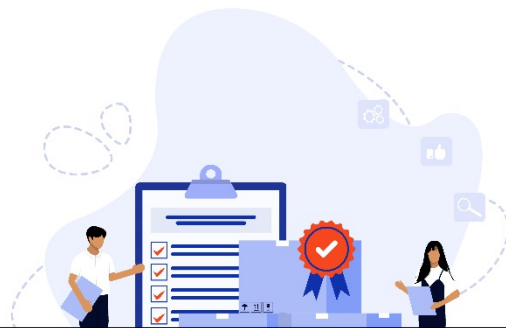
You are not registered for classes in this term.

3

Verify the course and section of the class the **PIN** is for.

PLEASE NOTE:

PINs are section specific. You **cannot** use a PIN number on any course or section other than the one it is assigned to. **PINs also cannot be used more than once.** Once a PIN is used (either by you or someone else) it is **no longer valid.**



Beth Bantam

[Search](#) [Plan](#) [Enroll](#) [My Academics](#)

[Shopping Cart](#) | [Course History](#)

Shopping Cart

Search Results

Trinity College | Fall 2021

[My Class Schedule](#) [Shopping Cart](#)

You are not registered for classes in this term. Your shopping cart is empty.

The following classes match your search criteria Course Subject: **American Studies**, Show Open Classes Only: **Yes**

Open Closed Wait List

[Return to Shopping Cart](#)

40 class section(s) found

AMST 203 - Conflicts and Cultures in American Society

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
1375	01-LEC Regular	MoWe 10:00AM - 11:15AM	TBA	Juliet M. Nebolon	09/07/2021 - 12/21/2021	<input checked="" type="radio"/>	<input type="button" value="Select"/>
3272	02-LEC Regular	MoWe 11:30AM - 12:45PM	TBA	Juliet M. Nebolon	09/07/2021 - 12/21/2021	<input checked="" type="radio"/>	<input type="button" value="Select"/>

AMST 280 - African-American History

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
2800	01-LEC Regular	MoWe 11:30AM - 12:45PM	TBA	Steven Marston	09/07/2021 - 12/21/2021	<input type="radio"/>	<input type="button" value="Select"/>

Notes: This is a combined section class

Specific section that the PIN was assigned to

3.1

Professor of the course

3.2

Once you verify the section and professor, click Select

3.3

4

Now that you have verified and selected the right section, you will need to input the **PIN** number that was assigned to you by the instructor or department!

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Search Plan Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2021 | Undergraduate | Trinity College
ENGL 265 - Intro to Film Studies

Class Preferences

ENGL 265-01 Lecture Wait List Wait List Wait list if class is full

Session Regular
Career Undergraduate

Enrollment Information

- Meets Humanities Requirement

Grading Graded
Units 1.00
Requirement Designation Meets Humanities Requirement

Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 10:50AM - 12:05PM	TBA	Jeffrey J. Bemiss	09/07/2021 - 12/21/2021
		Mo 6:30PM - 9:00PM	TBA	Jeffrey J. Bemiss	09/07/2021 - 12/21/2021

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Course PINs are like the code to a lock, you want to make sure you input the right combination, otherwise the lock won't open!



5

Once you have selected your classes for the next semester, all that's left is to finish **enrolling!**

● Open ■ Closed ▲ Wait List

Fall 2021 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	AHIS 103-01 (2564)	MoWe 11:30AM - 12:45PM	TBA	Y. Sena	1.00	●
	AMST 203-01 (1375)	MoWe 10:00AM - 11:15AM	TBA	J. Nebolon	1.00	●
	HIST 102-01 (2657)	TuTh 9:25AM - 10:40AM	TBA	K. Kete	1.00	●
	PHIL 101-01 (3246)	WeFr 1:15PM - 2:30PM	TBA	D. Marcano	1.00	●

Proceed to Step 2 of 3

▼ My Fall 2021 Class Schedule
You are not registered for classes in this term.

If you get an error message for a course for which you received a PIN, try these trouble shooting tips!

1. Follow the steps again and verify that the **PIN** has been entered **correctly**.
2. Reach out to the **instructor/department** to verify that the **PIN** assigned is correct.
 - If the instructor realizes that the PIN has already been used, they will issue you a new one.



Remember: If you have already used this PIN to enroll into the course, but then dropped it, the PIN will no longer be usable, and you will need to reach out to the instructor for a new one if you wish to add the course back into your schedule.



Frequently Asked Questions

1. Can I share my PIN with my friends?

You should not share your PIN with other students. If another student uses the same PIN you were issued, then that PIN will be considered 'Used' and will not work again. If you decide not to add the course, do not give the PIN to another student. That student should contact the instructor or the department to request a PIN.

2. I want to swap into a closed class, can a PIN help?

Yes! Add the course into your shopping cart using the instructions provided in this guide. Once the course is in your shopping cart, you can now swap into it by using TCOOnline's course swap function.

If you're unsure how to swap, [Click Here](#) to be taken to our registration guide.

3. If I don't use a PIN this semester, could I save it for next?

No. Not only are PINs valid only for corresponding sections of a course, but they only work in the semester it was issued. PINs also have an expiration date (Add/Drop deadline) so there would be no use in saving them.

4. Who can issue a PIN?

Only instructors and departments have the ability to distribute PINs to students.

5. I'm using the PIN correctly, but I'm still getting error messages, what can I do?

Here are some things to consider if a PIN is not working.

- **The PIN might have been issued to multiple students by mistake.**
- **There is a time conflict with another course.**
- **You have enrolled in the maximum amount of credits you're allowed to take in a semester.**
- **The instructor might have issued you an incorrect PIN.**

If you are still getting an error message after troubleshooting, reach out to the Registrar's Office (registrar.office@trincoll.edu) with your **Student ID**, the **course**, and the **PIN**.