

**Please read carefully and follow the below steps for a seamless Pre-registration Process:**

1. Refer to your course electronic sign-up date and time.
2. You are responsible to note your Pre-registration date and time.
3. On date and time of your appointment, access Canvas Community Shell conference. You will ~~only~~ be registered in order of your appointment. Be aware that as sections fill, they will become unavailable for registering. See the attached file with the student order for registration.
4. No proxy registrations will be accepted.

**To make the most of your pre-registration time:**

1. Prioritize your choice of course options before the pre-registration process. Be prepared with your first choice, second choice and third choice.
2. Be sure to have your UCC Photo ID, driver's ID or TSON badge ready and available. We will need to verify your identification.
3. Have your colleague number available.
4. Phone with camera – you will be required to take photo of confirmed registration option upon completion.
  - a. System Requirements:
    - i. Google Chrome only
    - ii. Device with a camera and microphone only (enable microphone, then mute once in the “Main Room”)

**What the process will look like...**

1. Upon entering the Canvas Shell, you will be waiting in a virtual “Main Room”.
2. You will be asked to join a “Break Out Room” from the “Main Room”. This is a private space that you will be registering with the Dean and Associate Dean.
3. Dr. DiGiovanni will navigate movement from “Main Room” to “Break Out Room” in order of electronic sign up.
4. Each student is allotted 3-5 minutes in the ‘Break Out Room”.
5. Please be patient while you wait your turn in the “Main Room”, we are providing every student with the same level of service.
6. At the completion of your Pre-Registration, please sign out.

**Immediate Next Steps...**

Once we have forwarded the sections to UCC, you will receive notification in your Owl Email address that you need to process your payment. Once you receive the email, payment needs to be made by end of business day to avoid being dropped from the section in overnight processing.

**Future Next Steps...**

Please remember all required registration documents for your course are to be brought to TSON, with pre-registration checklist, upon school re- opening in August. Please check the website for your required documents on Pre-registration Checklist and Pre-registration Instructions, and Explanation. Students cannot go to clinical without required documentation.

**Looking forward to a virtually smooth registration!!**

**~~~~~Trinitas School of Nursing Administration**