

Trocaire College High School Course Registration Process

STEP ONE – TROCAIRE APPLICATION.

Go the Trocaire College Application page at: <https://trocaire.edu/admissions-and-aid/apply/>.

STEP TWO – CREATE ACCOUNT.

Click on [Online Application](#) located at <https://trocaire.edu/admissions-and-aid/apply/>.

Click on [Create an Account](#) and follow the prompts.

The screenshot shows the 'Application Portal Login' page. At the top, there is a red header with the text 'Application Portal Login'. Below this is a blue bar with the text 'Note: Required fields are marked with an asterisk (*)'. A dark blue box contains the text 'If you've already started your application, please login below to view your application.' Below this are two input fields: '*Username:' and '*Password:'. A 'Login' button is centered below the fields. Below the button is a link for 'Forgot Password?' with the text 'Contact your portal admin if you forgot your Username'. At the bottom, there is a hand icon pointing to a 'Create An Account' link.

ENTER STUDENT NAME & STUDENT SS#

The screenshot shows the 'Create Account Step 1' page. At the top, there is a red header with the text 'Create Account Step 1'. Below this is a blue bar with the text 'Note: Required fields are marked with an (*)'. The page is divided into two sections: 'Account Information' and 'Login Information'. The 'Account Information' section has five input fields: 'First Name:*', 'Middle Name:', 'Last Name:*', 'Email:*', and 'Verify Email:*'. The 'Login Information' section has three input fields: 'Username:*' (with 'TestpersonA' entered), 'Password:*' (with dots), and 'Verify Password:*'. Below these fields is a blue bar with the text 'Password validation requires: at least one upper case letter [A-Z], one lower case letter [a-z], and one number [0-9]. No spaces, password must be a minimum of six (6) characters long.' Below this is a 'CAPTCHA Validation' section with a checkbox 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there are two buttons: 'Create an Account' and 'Cancel'.

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STEP THREE – COMPLETE COLLEGE APPLICATION.

Click on the [High School & Non-Degree Application](#) and submit the application.

The High School & Non-Degree Application field will generate the discounted tuition.

Application Homepage

HOME ▶ APPLICANT ▶ HEOP ▶ EDUCATION ▶ EDUCATION CONTINUED ▶ EMERGENCY CONTACTS ▶ REVIEW AND SUBMIT ▶

Trocaire College offers students financial assistance through outside scholarships, grants, loans and employment on and off campus. Students who request financial aid should apply through the Financial Aid Office or submit the information on-line at www.fafsa.ed.gov.

If you would like to be considered for the Trocaire Opportunity Program (TOP-HEOP), a program sponsored jointly by the State Education Department and Trocaire College which assists students who are both academically and economically disadvantaged, please contact Joanne Warren, Director of TOP at 716.827.2440 or Email. Learn more at: www.trocaire.edu/admissions/heop

*If you are a Buffalo City School/Charter graduate and interested in Say Yes, please contact Joanne Warren, Director of TOP at 716.827.2440 or Email.

[Click here to begin](#)

Application Status
APPLICANT

Trocaire College does not discriminate in admission, employment, in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs on the basis of race, color, age, national and ethnic origin, religion, gender, marital status, veteran status, sexual orientation and disability.

High School & Non-Degree Application

Students interested in taking a class or two as non-matriculated students need only fill out the High School & Non-Degree Application

[Start High School & Non-Degree Application](#)

CAREFULLY ENTER THE STUDENT'S SOCIAL SECURITY NUMBER (*not the parent/guardian*)

U.S. Citizen: Individuals Born in the United States or have completed Naturalization

U.S. Permanent Resident: Individuals born in another country who are lawfully authorized to live permanently within the United States. (Green Card Holder/RAOA)

Visa Holder: Individuals born in another country granted temporary entry to United States for Education/Tourism/Work

Residency Status: I am a U.S. Citizen I am a U.S. Permanent Resident I am a Visa holder

Social Security Number (ex. 123-45-6789) *Required if U.S. Citizen*

If the *Expected Attendance type (see below) does not show Students Not Seeking a Degree, please go back and open the **High School & Non-Degree Application** to receive the discount.

Applicant Information

Application Status: APPLICANT

Where did you hear about Trocaire?:

Explain:

*Expected Entrance Term:

*Expected Attendance Type:

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STEP FOUR – SELECT COURSES. Select term, high school, *preferred course(s) then submit.

Students Not Seeking a Degree Applicant

APPLICATION HOMEPAGE > APPLICANT > HEOP > EDUCATION > EDUCATION CONTINUED > CONTACTS > REVIEW AND SUBMIT >

Students may take a course as Not Seeking a Degree for one semester without enrolling at Trocaire. Please fill out the form below to do so. Once submitted, your request will be reviewed and, dependent on criteria, course and seat availability, you will be granted admission as a Non Seeking a Degree student.

Semester (Start Date):
 SP-23 (Jan 23, 2023)
 SU-23 (May 22, 2023)

Note: _____

High School Student?:

HighSchoolList: [none] dropdown menu showing:
 [none]
 Bishop Timon-Saint Jude High School
 Charter School for Applied Technologies
Cheektowaga Central High School
 Gow School
 Health Sciences Charter School
 Lakawanna High School
 Lancaster Central High School
 Maryvale Senior High School
 Mount Mercy Academy
 West Seneca East Senior High School
 West Seneca West High School

Course(s):
 Search Course ID: _____

Course	Credits	Location	Meet
<input type="checkbox"/> BIO100	3	MAIN-303	Tu 9:00AM-11:00AM
<input type="checkbox"/> BIO100	3	MAIN-218	WF 9:00AM-10:15AM
<input type="checkbox"/> BIO100	3	Online	Tu 5:00PM-5:50PM
<input type="checkbox"/> BIO100	3	Online	12:00AM-12:00AM
<input type="checkbox"/> BIO100	3	Online	N/A
<input type="checkbox"/> BIO100-OL1	3	TBA	TBD
<input type="checkbox"/> BIO100-OL1M1	3	Online	12:00AM-12:00AM
<input checked="" type="checkbox"/> BIO100-OL1M2	3	Online	12:00AM-12:00AM
<input type="checkbox"/> BIO100-OL2	3	Online	12:00AM-12:00AM
<input type="checkbox"/> BIO100-OL3	3	Online	12:00AM-12:00AM

MAIN - South Buffalo Campus
 TEC - Transit Road Extension Center
 Online/Remote - no in-person meeting
 Off Campus - Taught off campus
 TBD - Meeting Location/Time not determined
 N/A - Not Applicable

Add/ Change Emergency Contact

Finished Editing?

[Return to Home](#)

***PREFERRED COURSES.** Courses taught at the high school will include the following school designation in the section # for easy course identification.

High School Name	Course Section #
Bishop Timon - St. Jude High School	BTSJ
Cheektowaga High School	CHK
Health Sciences Charter School	HSCS
Lewis J. Bennett High School of Innovative Technology	BEN
Maryvale High School	MV
Mt. Mercy Academy	MMA
The Gow School	GOW
West Seneca West	Any 100 level course (no specific designation)

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STEP FIVE – SUBMISSION CONFIRMATION.

Provide both student and parent or guardian consent as well as the parent or guardian email address. The parent or guardian email will only be used for sending the billing statement.

Add/ Change Emergency Contact

ContactType* Parent

First* martha

Last* test

Phone* 716.827.2469

Address 1: 360 Choate Ave

Address 2:

City: Buffalo

State: NY

Zip: 14220

Email: worrallid@trocaire.edu

Finished Editing?

Return to Home

Applicant Consent I hereby certify that I am signing this request form electronically and that my electronic signature is the same as my handwritten signature.

Parent or Guardian Consent I hereby certify that I am signing this request form electronically and that my electronic signature is the same as my handwritten signature.

Parent/Guardian Email: parentemail@gmail.com

Name: test 1

Parent/Guardian Name: Martha Test

Parent

(only used for sending billing statement)

STEP SIX – SUBMISSION CONFIRMATION.

Once the application has been submitted, you will see the following screen.

TROCAIRE COLLEGE

Bobby Test
Prospect ID: 129813
Last Login Date: 11/19/2022 4:23:39 PM

Change Password Logout

Blue Theme A A A

Application Portal

Home

My Application

Applicant Information

Apply as Student Not Seeking a Degree

Applicant HEOP

Students Not Seeking a Degree

APPLICATION HOMEPAGE ▶ APPLICANT ▶ HEOP ▶ EDUCATION ▶ EDUCATION CONTINUED ▶ CONTACTS ▶ REVIEW AND SUBMIT ▶

Thank you for your interest in Trocaire College

Your submission has been received.

If you need assistance, please reach out to the corresponding department:

Billing - please contact StudentAccounts@trocaire.edu or call 716-827-2427
Registration - please contact RegistrarTeam@Trocaire.edu

Home

STEP SEVEN – PAYMENT.

Invoices will be sent to the parent or guarding email provided on the application unless the high school is covering the cost for the tuition. Payment will be due by the first day of class.

Questions should be directed to RegistrarTeam@Trocaire.edu.

Students may request electronic transcripts at: <https://trocaire.edu/academics/academic-resources/transcript-request/>. There is no fee for transcripts.

November 7, 2023