

# 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.

**Application Portal Login**

Note: Required fields are marked with an asterisk (\*)


If you've already started your application, please login below to view your application.

\*Username:

\*Password:

**Login**

[Forgot Password?](#)  
Contact your portal admin if you forgot your Username

 [Create An Account](#)

**Create Account Step 1**

Note: Required fields are marked with an (\*)

**Account Information**

First Name:\*

Middle Name:

Last Name:\*

Email:\*

Verify Email:\*

**Login Information**


Username:\*

Password:\*

Verify Password:\*

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.

**CAPTCHA Validation**

I'm not a robot 

**Create an Account** **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](http://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](http://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](#)



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:

## 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:

HighSchool Student?:

HighSchoolList:

Course(s):

Course	Course	Credits	Location	Met
<input type="checkbox"/>	BIOT001	3	MAIN-303	Tu 8:00AM-10:50AM
<input type="checkbox"/>	BIOT006	3	MAIN-218	W 9:00AM-10:15AM
<input type="checkbox"/>	BIOT020	3	Online	Tu 5:00PM- 5:50PM
<input type="checkbox"/>	BIOT100	3	Online	N/A 12:00AM-12:00AM
<input type="checkbox"/>	BIOT101	3	Online	N/A 12:00AM-12:00AM
<input type="checkbox"/>	BIOT100-03	3	TBA	TBD TBD
<input type="checkbox"/>	BIOT100-OL1M1	3	Online	N/A 12:00AM-12:00AM
<input type="checkbox"/>	BIOT100-OL1M2	3	Online	N/A 12:00AM-12:00AM
<input checked="" type="checkbox"/>	BIOT100-OL2	3	Online	N/A 12:00AM-12:00AM
<input type="checkbox"/>	BIOT100-OL3	3	Online	N/A 12:00AM-12:00AM

Add/Change Emergency Contact

Finished Editing?

[Return to Home](#)

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**\*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	BENN
Maryvale High School	MV
Mt. Mercy Academy	MMA
The Gow School	GOW

### 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:	worrall@trocaire.edu

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Finished Editing?

[Return to Home](#)

<p>Applicant Consent <input checked="" type="checkbox"/> I hereby certify that I am signing this request form electronically and that my electronic signature is the same as my handwritten signature.</p>	<p>Name: test 1</p>
<p>Parent or Guardian Consent <input checked="" type="checkbox"/> I hereby certify that I am signing this request form electronically and that my electronic signature is the same as my handwritten signature.</p>	<p>Parent/Guardian Name: Martha Test</p>
<p>Parent/Guardian Email: parentemail@gmail.com</p>	<p>Parent: Parent</p> <p><small>(only used for sending billing statement)</small></p>

### STEP SIX – SUBMISSION CONFIRMATION.

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

**Bobby Test**  
Prospect ID: 129813  
Last Login Date: 11/18/2022 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](mailto:StudentAccounts@trocaire.edu) or call 716-827-2427  
 Registration – please contact [RegistrarTeam@Trocaire.edu](mailto:RegistrarTeam@Trocaire.edu)

Home

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### **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](mailto:RegistrarTeam@Trocaire.edu).

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

August 3, 2023