**How to Find Courses using the Academic Timetable and Course Catalog in Self-Service**

In this video, we will take a more in-depth look at how to find and register for courses using the student planning and registration tool in Self-Service.

First, we will look at how to find courses using the Course Catalog on Self-Service, in conjunction with the Academic Timetable. To get started log in to the myTrent portal. Then click on the Academics tab and click the Self-Service icon. Once you have arrived at the Self-Service homepage, select Course Catalog from the main menu on this page. In the Course Catalog, the first thing you will notice is that there are two tabs, Subject Search and Advanced Search.

Let's begin with the Subject Search tab. Under the Subject Search, you can search for courses using common words in the search bar, for example if you're looking to enroll in a Business Administration course, you can simply type Business Admin into the search bar. The subjects that match your keyword will populate as you type in real time. Click one of the subject results and all the courses for this subject will be populated. Note that colour-coded warning labels will appear on certain courses to provide helpful information. This information can let you know that you have already completed a course, a course is in progress, or a course is planned. To narrow down your search results, you can use the filter options found on the left-hand side of the page. You can search for courses offered on a specific campus (such as Peterborough, Durham GTA, or online), courses offered in a specific term, courses taught by specific professor, specific course levels, such as first year, second year, and more.

Whether you choose to search for courses using the Subject or Advanced search function, it’s important that you consult the Academic Timetable before starting to plan your courses for the upcoming academic session. There are several ways to access the Academic Timetable. 1. You can type the website URL into your browser: [www.trentu.ca/timetable](http://www.trentu.ca/timetable). 2. From the Trent homepage you can click on Menu - Academics – Academic Timetable. 3. There’s a button that takes you directly to it in your myTrent account under the Register tab. We have a separate video that shows you how to navigate the Academic Timetable. The Academic Timetable is an important tool to use with Student Planning & Registration because the Academic Timetable will show you which courses are running in the upcoming terms.

Next, let’s find courses using the Advanced Search. If you consulted the Academic Timetable to confirm which courses are offered in a specific term and want to search for these specific course sections on Self-Service, the Advanced Search will be quicker. In this tab, you have many search criteria options to narrow down your search. As an example, we will search for courses in the 2023 UG Fall Term, the subject Biology and course number 1020H. Once you have done so, click the Search button and you will receive results in the same format as the subject search tab, but the filters are already applied. Again, the filter options are available on the left-hand side, and you can further refine or revise your search.

**How to Add Courses to your Course Plan in Self-Service**

Now that you know how to find a course using either the Subject Search or the Advanced search options, let’s add courses to your plan for the Fall term. For this next section, we are going to use the Subject Search to find and add course sections to your plan. Since our major is Biology, let’s add our required Biology courses first. Remember, you can use the filters on the left side of the page to narrow your search by availability, location, level of study, and more. We need to take BIOL 1020H so let’s start here and view the available sections in the 2023 UG Fall Term.

Once you have found the course section that you are interested in, add a course section to your planned schedule, by selecting the blue Add Section to Schedule button on the right, above the course section details. It is important to plan and add a Course Section to your schedule. If you click ‘Add Course to Plan,’ this will only add a general course offering to your plan and you will not be able to register in a general course without a section selected. If you forget this step, you can add the Course Section under the Planning Section. Once you have added a course section to your plan, a notification will appear in the top right corner of the page to confirm this step was completed.

Next, let’s add a couple more courses to our plan before we review it. In this video example, we will add CHEM 1000H, PHYS 1001H, MATH 1051H, INDG 1001H.

Now that we’ve added the courses, we want for our 2023 UG Fall Term plan, let’s review a few pieces before we register in our courses. To review the courses that you’ve added to your plan, click on the Academics link in the top left corner of the page, and choose Student Planning & Registration from the drop-down menu. On this page, click on Student Planning & Registration on the right side of the page and this will take you to your planned courses. Make sure that you are viewing the right academic term. The default academic term will be the current term. Use the toggle buttons to advance to the correct academic term if it is not already selected for you.

We always want to check for potential course conflicts. It looks like the sections we’ve chosen for CHEM 1000H and MATH 1051H are conflicting. We can’t register in conflicting courses so we need to change one of the sections we’ve selected. We can use the list of courses on the left side of the screen to help us find other sections of the conflicting courses. If we revise the MATH 1051H section to this section then that resolves the conflict as we can see in our weekly overview on the right.

It also looks like CHEM 1000H has a waitlist. We will need to add ourselves to the Waitlist since this is one of our required courses and it is only offered in the 2023 UG Fall Term. To add ourselves to the waitlist, select the blue Waitlist Button. If a spot opens, you will receive an email from the department and have 72 hours to register for the section.

We also want to make sure that we meet the pre-requisites for each course. We can do that by clicking on the course title and the popup window shows us what the pre-requisites are.

Once our schedule is all green, we are ready to register!

**How To Register for Planned Courses in Self-Service**

Now that we’ve reviewed our planned courses, checked for course conflicts, and made sure that we meet the pre-requisites for our planned courses, let’s get ourselves registered!

To register for any courses at Trent, you will have to complete the required agreements. To do so, click the drop-down menu or the three lines on the top left-hand side of the screen. Now choose User Options and then Required Agreements. Once you've completed both the Academic Integrity and Financial Obligation agreements, they should show as accepted in green as it does here.

Now, you are almost ready to register for your courses. After accepting the agreements make sure that you log out of Self Service, and your myTrent account. Log back in after 15 minutes to give Self Service time to update. Then you can continue with your course registration.

Go back to the Self-Service homepage and click Student Planning & Registration. This brings us to the planning overview page. Here you have two options. One, view your progress, which allows you to see your current standing in your degree or diploma. And two, Plan your Degree and Register for Classes. To register for courses, you'll go to Plan Your Degree and Register for Classes option. This brings you to the Plan, Schedule & Register page. By default, this will load the current plan and course registration of the current term. To view and register another term use the arrows to navigate to the desired term. For this example, we wish to register for courses for the 2023 UG Fall Term. To register for a course, a course or section must have already been added your plan for that term.

If this has not already been done, you can search for courses you want to add from this page*.* Don’t forget to check the Academic Timetable to see if the course you want to add is running in the upcoming term! Once the course or section has been added to your Term plan, you can register for the course or courses. There are two ways of doing this. Register for all courses at once, using the Register Now button, or register in an individual course by clicking the Register button beneath each course.

First, we'll look at how to register for an individual course. To do so, click on the blue Register button for that course section. The calendar view of your class schedule to the right will be updated and the status message will be displayed in the notifications. You have now registered for a course!

Please note that registered courses are represented in a green color. Planned courses are in a yellow color and conflicting courses would be in a red color on the calendar view.

You may prefer to plan and add all your sections at once before registering. You can register for all courses currently added to your Term plan by clicking on the blue Register Now button towards the top right. You have now registered for all your term courses. Note that if you have any courses that have an issue, for example missing prerequisites, course conflicts, etc., a yellow warning label or red error message will be provided. You will still be registered in the remaining error-free courses.

We hope that you are now familiar with how to register for courses using Student Planning. Watch our other student planning videos for more information about degree planning and course enrollment at Trent University.