

Durham Campus

Marketing and Entrepreneurship Post-Graduate Certificate

Registration Guide Summer Term May 2, 2024 Entry

Registration Steps

1. In the search bar, type https://www.trentu.ca/mytrent/



2. To the right of the screen > click Log In



New Students - Activate Your Account

· Pick-up your Username and password for your Network, E-Mail and MyTrent accounts

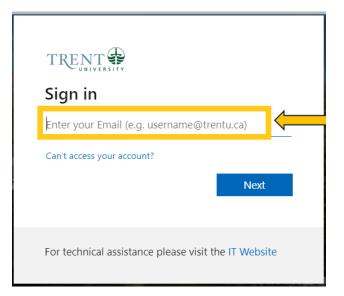
Applicants

• If you have applied to Trent, or have received an Offer of Admission, you can activate your MyTrent

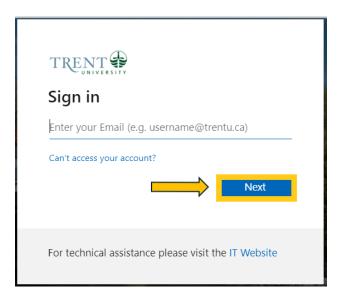
3. Enter your **Trent email address** (<username>@trentu.ca)

A RETRIEVE YOUR STUDENT ID

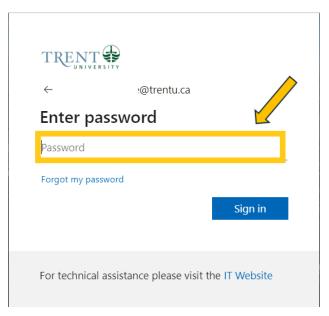
A FORGOT YOUR USERNAME/PASSWORD?



4. Click Next



5. Enter your **password**



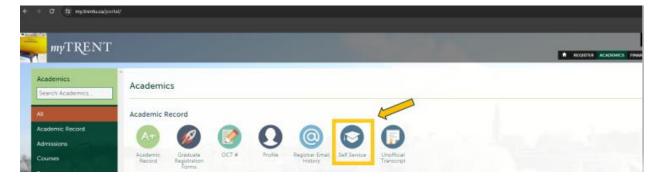
6. Click Sign in

\leftarrow	@trentu.ca	
Enter pass	sword	
Password		
Forgot my passwo	rd	
		Sign in

7. At the top right corner of myTrent portal, click **Academics** tabs

← → Ø 😅 my.trentu.ca/porta	al al	<u>/*</u>	
myTRENT		REGISTER ACADEMICS SERVICE	es s
News 🛞	Virw All Events	View All Notifications	

8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)



9. Once redirected to Self Service, click on Course Catalog

≡	TRENT	۵.
٠	Hello, Welcome to Trent University Colleague Self-Service! Choose a category to get started.	
ġ	Student Finance Here you can view your latest statement and make a payment online.	Tax Information Here you can view / print / download - your tax forms starting with the 2021 tax forms.
۲	Student Planning & Registration Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Catalog Here you can view and search the course catalog.
	Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.

10. Using the Advanced Search Tab, under Results View, select Section Listing

≡	TRENT
A	Academics · Course Catalog
	Search for Courses and Course Sections
	Subject Search Advanced Search
 • • 	Catalog Advanced Search Results View
	Catalog Listing
	• Section Listing
	Term Meeting Start Date Meeting End Date
	Select Term

11. Under Term, select 2024 UG Summer – First 6 W from the drop-down menu

≡	TRENT
ŵ	Academics · Course Catalog
1 I	Search for Courses and Course Sections
	Subject Search Advanced Search
Þ	Catalog Advanced Search
۲	Results View
	Catalog Listing
	Section Listing
	Term Meeting Start Date Meeting End Date
	2024 UG Summer - First 6 W Yyyy-MM-dd yyyy-MM-dd
	Courses And Sections
	Subject Course number (eg 2001H) Section

12. Under Courses And Sections, select **Business Administration** from the drop-down menu

≡			
A	Academics · Course Catalog		
	Search for Courses and Course Sections		
Ē	Subject Search Advanced Search		
`	Catalog Advanced Search		
٩	Results View		
	Catalog Listing		
	Section Listing		
	Term	Meeting Start Date	Meeting End Date
	2024 UG Summer - First 6 W	yyyy-MM-dd	yyyy-MM-dd
	Courses And Sections		
	Business Administration	Course number (eg 2001H)	Section

13. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

Catalog Listing		
 Section Listing 		
Term	Meeting Start Date	Meeting End Date
2024 UG Summer - First 6 W	✓ yyyy-MM-dd	yyyy-MM-dd
Courses And Sections		
Business Administration	Course number (eg 2001H)	Section
Subject	Course number (eg 2001H)	Section
Subject	♥ Course number (eg 2001H)	Section
+ Add More		

14. Click Search

+ Add More	
Durham Greater Toronto Area	~
Academic Level	
Select Academic Level	~
Time Starts by Time Ends by	
hh:mm AM/PM hh:mm AM/PM	
Clear Search	

15. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S61 courses. The courses will appear in numerical order. On this step you are planning your courses.

The required in-person S61 courses are:

- ADMN 2100H: Intro to Marketing (Summer Session 1-S61)
 - o ADMN-2100H-A-S01
 - o In-person Durham Campus, Building ALC, Section A

• ADMN 3420H: Entrepreneurship (Summer Session 1 – S61)

- o ADMN-3420H-A-S01
- o In-person Durham Campus, Building ALC, Section A

A	Academics · Course Catalog									
 ≘	Search for Courses and Cou Back to Course Catalog	Search for c	Q							
•	Filter Results									
٩	Availability	^	Add To Schedule	Term	Status 🔨 V	Section Name 🔥	Title 🗸	Planned Status	Dates	Location
	Open and Waitlisted Sections Open Sections Only			2024 UG Summer - First 6 W	Open	ADMN-2100H-A-501	Introduction to Marketing		2024-05-02-2024-06-12	Durham Greater T
	Subjects	^	Add							
	Business Administration (17)									
	Locations	^		2024 UG Summer - First 6 W	Open	ADMN-2220H-A-501	Organizational Behaviour		2024-05-02-2024-06-12	Durham Greater T
	🗸 Durham Greater Toronto Area (17)		Add							
	Terms	^								
	🔽 2024 UG Summer - First 6 W (17)			2024 UG Summer - First 6 W	Open	ADMN-2410H-A-S01	Communication in Organization	S	2024-05-02-2024-06-12	Durham Greater T
	Time of Day	^	Add							
	Starts by Ends by									

16. Locate ADMN-2100H-A-S01 > click Add

Iters Applied:	Durham Greater Toronto Area	× 2024	UG Summer - First 6 W	×							
Add To Schedule	Term 🗳	Status A	Section Name 🔺	Title	~	Planned Status	Dates 2	Coc	cation	Instructional A Methods	Meeting Information A
Add	2024 UG Summer - First 6 V	V Open	ADMN-2100H-A-SD1	Introduction to Marketing			2024-05-02-2024-06-1	12 Dur	rham Greater Toronto Area	Lecture Lecture	M 12:00-2:50 PM 2024-05-02 - 2024-06-1 ALC 215 (LEC) W 12:00-2:50 PM 2024-05-02 - 2024-06-1 ALC 215 (LEC)
Add	2024 UG Summer - First 6 V	V Open	ADMN-2220H-A-S01	Organizational Behaviour			2024-05-02-2024-06-1	12 Dur	rham Greater Toronto Area	Lecture Lecture	M 8:30-11:20 AM 2024-05-02 - 2024-06-1 ALC 215 (LEC) W 8:30-11:20 AM 2024-05-02 - 2024-06-1 ALC 215 (LEC)

17. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

2024 UG Summer - First 6	5 W
Instructors	M 12:00 PM - 2:50 PM 2024-05-02 - 2024-06-12 Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture) W 12:00 PM - 2:50 PM 2024-05-02 - 2024-06-12 Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)
Dates	2024-05-02 - 2024-06-12
Seats Available (117 / 43 / 160 / 0
Credits	0.5
Grading	Graded
Requisites	None
Course Description	Aims to give students a basic understanding of marketing and its core concepts- how a marketing approach can be implemented and managed in a range of markets, situations, and organizations. Prerequisite:Prerequisite: 1.0 ADMN credit
Books	or 0.5 ADMN credit and CUST-MDST 1535H. Bookstore Information
	Close Add Section

18. The course will then show as 'Planned', registration is not complete

	dvanced Search Selection: ADMN ilters Applied: (Durham Greater Toronto Area X) (2024 UG Summer - First 6 W X)											
Add To Schedule	Term	Status 🔨	Section Name 🔥	Title	< >	Planned Status	Dates 💊	Location	Instructional A Methods	Meeting Inform		
Add	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-501	Introduction to Marketing		✓ Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 12:00-2:50 P 2024-05-02 - 20 ALC 215 (LEC) W 12:00-2:50 P 2024-05-02 - 20 ALC 215 (LEC)		

19. Locate next in-person S61 course, **ADMN-3420H-A-S01** > click **Add**

Add To	Term 🔨	Status 🔥	Section Name 🔥	Title	~	Planned Status	Dates 🔺	Location	Instructional	Meeting Inform
Schedule	~	Ý			~		~	~	Methods 👻	
										ALC 215 (LEC)
	2024 UG Summer - First 6 W	Open	ADMN-3420H-A-S01	Entrepreneurship			2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture	M 6:30-9:20 PN
									Lecture	2024-05-02 - 20
Add										ALC 315 (LEC)
	, <u> </u>									W 6:30-9:20 PN
	-									2024-05-02 - 21
										ALC 315 (LEC)

20. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

Section Details	
	Dumani Greater Toronto Area, Auvanced Learning Centre 315 (Lecture)
Dates	2024-05-02 - 2024-06-12
Seats Available 🚺	77 / 43 / 120 / 0
Credits	0.5
Grading	Graded
Requisites	▲ 3.0 ADMN credits - Must be completed prior to taking this course.
Course Description	Focuses on the essential issues and questions of entrepreneurship and entrepreneurs, covering topics ranging from the process of creativity and the nature of start-up and scale-up to sociological, psychological, and economic considerations of the origins and functions of entrepreneurs in business. Prerequisite: 3.0 ADMN credits.
Books	Bookstore Information
CI	ose Add Section

21. The course will then show as 'Planned', registration is not complete

									2024-05-02 - 20 ALC 215 (LEC)
	2024 UG Summer - First 6 W Open	ADMN-3420H-A-S01	Entrepreneurship			2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture	M 6:30-9:20 PN
					Planned	30		Lecture	2024-05-02 - 20
Add				× 1	Planned				ALC 315 (LEC)
Add	/					N			W 6:30-9:20 PN
									2024-05-02 - 21
									ALC 315 (LEC)

22. Once you have added the S61 required courses > click **Back to Course Catalog** in the top left hand corner of the page

Academics · Course Catalog	
Search for Courses and Course Back to Course Catalog	Sections
Filter Results Hide	Advanced Search Selection: ADMN Filters Applied: Durham Greater Toronto Area x 2024 UG Summer - First 6 W x
Availability	Add To Term Status Section Name Title
Open and Waitlisted Sections Open Sections Only	2024 UG Summer - First 6 W Open <u>ADMN-2100H-A-S01</u> Introd

23. You will now need to choose your required S62 web course, this is the second half of the summer term.

Using the Advanced Search Tab, under Results View, select Section Listing

≡	
A	Academics · Course Catalog
	Search for Courses and Course Sections
	Subject Search Advanced Search
1	Catalog Advanced Search
3	Results View
	Catalog Listing
	Section Listing
	Term Meeting Start Date Meeting End Date
	Select Term

24. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu

≡	TRENT
A	Academics Course Catalog
	Search for Courses and Course Sections
€ €	Subject Search Advanced Search
	Catalog Advanced Search
•	Catalog Listing
	 Section Listing
	Term Meeting Start Date Meeting End Date
	2024 UG Summer - Last 6 We 🗸 yyyy-MM-dd yyyy-MM-dd
	Courses And Sections
	Business Administration Course number (eg 2) Section Section

25. Under Courses And Sections, select **Business Administration** from the drop-down menu

≡			
A	Academics · Course Catalog		
	Search for Courses and Course S	Sections	
	Subject Search		
Š	Catalog Advanced Search		
3	Catalog Listing		
	Section Listing		
	Term	Meeting Start Date	Meeting End Date
	2024 UG Summer - Last 6 We	yyyy-MM-dd	уууу-MM-dd
	Courses And Sections		
	Business Administration 🗸 🗸	Course number (eg 2	Section

26. Under Location, select **Web-Based Course** from the drop-down menu

Results View		
Catalog Listing		
Section Listing		
Term	Meeting Start Date	Meeting End Dat
2024 UG Summer - Last 6 We	✓ yyyy-MM-dd	yyyy-MM-dd
Courses And Sections		
Business Administration	✓ Course number (eg 2	Section
Subject	✓ Course number (eg 2)	Section
Subject	✓ Course number (eg 2)	Section
+ Add More		

27. Click Search

Location	
Web-Based Course	~
Academic Level	
Select Academic Lev	el 🗸
Time Starts by	Time Ends by
hh:mm AM/PM	hh:mm AM/PM
Clear	Search

28. You will be directed to the course listing page. You will need to scroll through this page to locate the required S62 web course. The courses will appear in numerical order. On this step you are planning your course.

The required Web-based S62 course is:

- ADMN 1221H: Financial Accounting (Summer Session 2-S62)
 - o ADMN-1221H-W-S01
 - Web-Based Course, Section W

^	Academics · Course Catalog												
≞	Search for Courses and Back to Course Catalog	l Course S	Sections						Search for	courses		C	2
ġ	Filter Results	Hide		h Selection: ADMN Web-Based Course	K 2024 L	JG Summer	- Last 6 We X						
	Availability	^	Add To Schedule	Term	Ŷ	Status 😞	Section Name 🔥	Title	Planned	Dates	~ >	Location	\$
	Open and Waitlisted Sections Open Sections Only		Add	2024 UG Summer	- Last 6 We	Open	ADMN-1221H-W-501	Financial Accounting	Status	2024-06-17-2024-0	17-26	Web-Based Co	ourse
	Subjects	^	Add	2024 UG Summer	- Last 6 We	Open	ADMN-1620H-W-501	Intro Information Systems		2024-06-17-2024-0	7-26	Web-Based Co	ourse
	Business Administration (5)		Add	2024 UG Summer	- Last 6 We	Open	ADMN-2200H-W-S01	Intro to Stats for Econ & Mgmt		2024-06-17-2024-0	7-26	Web-Based Co	ourse
	Locations	^	Add	2024 UG Summer	- Last 6 We	Open	ADMN-2230H-W-S01	Human Resource Managemen	t	2024-06-17-2024-0	7-26	Web-Based Co	ourse
	Web-Based Course (5)		Add	2024 UG Summer	- Last 6 We	Open	ADMN-2610H-W-S01	Personal Finance		2024-06-17-2024-0	7-26	Web-Based Co	ourse
	Terms 2024 UG Summer - Last 6 We (5)	^		Page 1	of 1		R						
	Time of Day	~		rage			И						

29. Locate ADMN-1221H-W-S01 > click Add

ters Applied:	Web-Based Course \times (2024	JG Summer	- Last 6 We 🗙					
Add To Schedule	Term	<	Status 🔨	Section Name	Title	<	Planned Status	Dates	Location
Add	2024 UG Summer - Las	t 6 We	Open	ADMN-1221H-W-S01	Financial Accounting			2024-06-17-2024-07-20	5 Web-Based Cou
Add	2024 UG Summer - Las	t 6 We	Open	ADMN-1620H-W-S01	Intro Information Systems			2024-06-17-2024-07-20	5 Web-Based Cou

30. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

CI	Add Section
Course Description	An introduction to the theoretical framework of accrual accounting and the Generally Accepted Accounting Principles. Includes the preparation and analysis of financial statements, double-entry accounting, and the accounting cycle. Professional ethics, behaviour, and corporate social responsibility are
Requisites	None
Grading	Graded
Credits	0.5
Seats Available 🚺	273 / 77 / 350 / 0
Dates	2024-06-17 - 2024-07-26
Meeting Information	2024-06-17 - 2024-07-26 Web-Based Course, (Web-Based Course)
Instructors	TBD
ADMN-1221H-W- S01 Financial Accounting 2024 UG Summer - L	ast 6 We
Section Details	

31. The course will then show as 'Planned', registration is not complete

	Selection: ADMN Durham Greater Toronto Area	x) (2024	UG Summer - First 6 W	×						
Add To Schedule	Term	Status A	Section Name 🔥	Title	< >	Planned Status	Dates 🗳		Instructional A Methods	Meeting Infor
Add	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-501	Introduction to Marketing		✓ Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 12:00-2:50 2024-05-02 - 3 ALC 215 (LEC) W 12:00-2:50 2024-05-02 - 3 ALC 215 (LEC)

32. Once you have added the required S62 web course, click **Back to Course Catalog** in the top left-hand corner of the page.

Academics Course Catalog	
Search for Courses and Course S	Sections
Filter Results	Advanced Search Selection: ADMN Filters Applied: Web-Based Course X 2024 UG Summer - Last 6 We X
Availability ^	Add To Term Status Section Name
Open and Waitlisted Sections Open Sections Only	2024 UG Summer - Last 6 We Open <u>ADMN-1221H-W-S01</u>
Subjects	Add

33. You will now need to choose the remaining required in-person courses for S62, this is the second half of the summer term.

Using the Advanced Search Tab, under Results View, select Section Listing

≡	
A	Academics - Course Catalog
	Search for Courses and Course Sections
	Subject Search Advanced Search
	Catalog Advanced Search Results View
	Catalog Listing
	• Section Listing
	Term Meeting Start Date Meeting End Date
	Select Term

34. Under Term, select 2024 UG Summer - Last 6 We from the drop-down menu

≡	TRENT
A	Academics · Course Catalog
<u></u>	Search for Courses and Course Sections
	Subject Search Advanced Search
2	Catalog Advanced Search
3	Results View
	Catalog Listing
	Section Listing
	Meeting Start Date Meeting End Date
	2024 UG Summer - Last 6 We Yyyy-MM-dd yyyy-MM-dd
	Courses And Sections
	Business Administration Course number (eg 2) Section

35. Under Courses And Sections, select **Business Administration** from the drop-down menu

≡	TRENT		
A	Academics - Course Catalog		
	Search for Courses and Course S	Sections	
	Subject Search Advanced Search		
~	Catalog Advanced Search		
•	Results View		
-	Catalog Listing		
	Section Listing		
	Term	Meeting Start Date	Meeting End Date
	2024 UG Summer - Last 6 We	yyyy-MM-dd	yyyy-MM-dd
	Courses And Sections	÷	
	Business Administration	Course number (eg 2)	Section

36. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

Term	Meeting Start Date	Meeting End Dat
2024 UG Summer - Last 6 We	✓ yyyy-MM-dd	yyyy-MM-dd
Courses And Sections		
Business Administration	Course number (eg 2	Section
Subject	✓ Course number (eg 2)	Section
Subject	✓ Course number (eg 2	Section

37. Click Search

٩	Location
	Durham Greater Toronto Area 🗸 🗸
	Academic Level
	Select Academic Level 🗸
	Time Starts by Time Ends by
	hh:mm AM/PM
	Clear Search

38. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S62 courses. The courses will appear in numerical order. On this step you are planning your courses.

The required in-person S62 courses are:

- ADMN 2080H: Managerial and Market Research (Summer Session 2-S62)
 - o ADMN-2080H-A-S01
 - In-person Durham Campus, Building ALC, Section A
- ADMN 3441H: Social Enterprise and Social Innovation (Summer Session 2-S62)
 - o ADMN-3441H-A-S01

• In-person Durham Campus, Building ALC, Section A

A	Academics · Course Catalog									
๋	Search for Courses and Course Sections Back to Course Catalog Se								courses	Q
ø	Filter Results	ide		Selection: ADMN	2024 UG	i Summer - Last 6 We 🗙	D			
•	Availability	~	Add To Schedule	Term	Status 🔬	Section Name	Title	Planned Status	Dates	Location
	Open and Waitlisted Sections Open Sections Only		Schedule	2024 UG Summer - Last 6 We	Open	ADMN-2010H-A-S01	Management Skills	Status	2024-06-17-2024-07-26	Durham Greater To
	Subjects	^	Add							
	Business Administration (15)									
	Locations	^		2024 UG Summer - Last 6 We	Open	ADMN-2080H-A-501	Managerial & Market Research		2024-06-17-2024-07-26	Durham Greater To
	🖌 Durham Greater Toronto Area (15)		Add							
	Terms	^								
	2024 UG Summer - Last 6 We (15)		Add	2024 UG Summer - Last 6 We	Waitlisted	ADMN-3001H-R-S01	Events Management		2024-06-17-2024-07-26	Durham Greater To

39. Locate ADMN-2080H-A-S01 > click Add

ters Applied:			5 Summer - Last 6 We 🗙	, 					
Add To Schedule	Term 🗘	Status 💊	Section Name 🔥	Title	Planned Status	Dates 🗘	Location	Instructional 🔥 Methods	Meeting Information
Add	2024 UG Summer - Last 6 We	Open	ADMN-2010H-A-S01	Management Skills		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 3:30-6:20 PM 2024-06-17 - 2024-07 ALC 215 (LEC) W 3:30-6:20 PM 2024-06-17 - 2024-07 ALC 215 (LEC)
Add	2024 UG Summer - Last 6 We	Open	ADMN-2080H-A-501	Managerial & Market Research		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 6:30-9:20 PM 2024-06-17 - 2024-07- ALC 315 (LEC) W 6:30-9:20 PM

40. A pop-up menu will appear with additional course information, click **Add Section** in bottom right of screen

Cl	ose Add Section					
Books	Bookstore Information					
Course Focuses on primary research and its use in problem solving and decision-making. Covers qualitative and quantitative research design, planning, implementation, and analysis. Research methods studied include surveys, focus groups, analytical interviews, ethnography, and action research. Prerequisite: 1.0 ADMN credit						
Requisites						
Grading	Graded					
Credits	0.5					
Seats Available 🚺	80 / 40 / 120 / 0					
Dates	2024-06-17 - 2024-07-26					
	Durnam Greater Toronto Area, Advanced Learning Centre 515 (Lecture)					
Section Details						

41. The course will then show as 'Planned', registration is not complete

	Durham Greater Toronto Area	2024 U	5 Summer - Last 6 We 🗙						
Add To Schedule	Term 💊	Status 🖕	Section Name 🔺	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Inf
Add	2024 UG Summer - Last 6 We	Open	ADMN-2010H-A-S01	Management Skills		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 3:30-6:20 2024-06-17 ALC 215 (LE W 3:30-6:20 2024-06-17 ALC 215 (LE
Add	2024 UG Summer - Last 6 We	Open	ADMN-2080H-A-S01	Managerial & Market Research	Planned	2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 6:30-9:20 2024-06-17 ALC 315 (LE W 6:30-9:20 2024-06-17 ALC 315 (LE

42. Locate next S62 in-person course, **ADMN-3441H-A-S01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates 🗳	Location	Instructional 🔨 Methods 🔗	Meeting Info
Add	2024 UG Summer - Last 6 We	Closed	ADMN-3230H-B-S01	Training and Development		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	T 8:30-11:20 2024-06-17 - ALC 315 (LEC Th 8:30-11:2) 2024-06-17 - ALC 315 (LEC
Add	2024 UG Summer - Last 6 We	Open	ADMN-3441H-A-S01	Social Enterprise & Innovation		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 3:30-6:20 2024-06-17 - ALC 315 (LEC W 3:30-6:20 2024-06-17 - ALC 315 (LEC

43. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

Cl	ose Add Section
Books	and career solutions responding to important social and environmental needs. Prerequisite: 9.0 university credits. <u>Bookstore Information</u>
Course Description	Focuses on the emerging fields of social enterprise, social entrepreneurship and social innovation, and examines organizational and intervention models in broader social systems. Significant attention is paid to designing organizational
Requisites	
Grading	Graded
Credits	0.5
Seats Available 🚺	94 / 26 / 120 / 0
Dates	2024-06-17 - 2024-07-26
	Durnam Greater Toronto Area, Auvanceu Learning Centre 515 (Lecture)
Section Details	

44. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name 🔥	Title	Planned Status	Dates 🔷	Location	Instructional 🔥 Methods	Meeting Info
									2024-06-17 -
									ALC 315 (LEC
	2024 UG Summer - Last 6 We	Open	ADMN-3441H-A-S01	Social Enterprise & Innovation		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture	M 3:30-6:20
					Planned			Lecture	2024-06-17 -
Add									ALC 315 (LEC
									W 3:30-6:20
									2024-06-17 -
									ALC 315 (LEC

45. Once you have added the S62 required courses to your plan > go to left navigation pane > click on the **House**. This step will ensure you register for the courses.

≡				
↑	Academics Course Catalog	nd Course S	Sections	
\$	Filter Results	Hide	Advanced Searc Filters Applied:	h Selection: ADMN
3	Availability	^	Add To Schedule	Term
	Open and Waitlisted Sections Open Sections Only			2024 UG Summer - Last
	Subjects	^	Add	

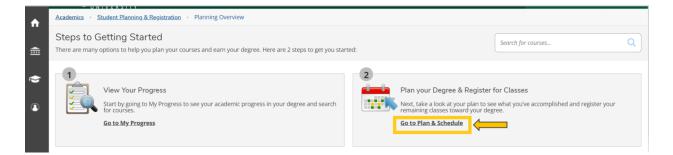
Marketing & Entrepreneurship Post-Graduate Certificate

Durham Campus | Registration Guide | May 2024 Start

46. Click on 'Student Planning & Registration'. This is where you will register for your courses.

≡	TRENT	
A	Hello, Welcome to Trent University Colleague Self-Service! Choose a category to get started.	
۲		
3	• Student Finance Here you can view your latest statement and make a payment online.	Tax Information Here you can view / print / download - your tax forr
	Student Planning & Registration Here you can search for courses, plan your terms, and schedule & register your course sections.	Course Catalog Here you can view and search the course catalog.

47. Click on "Go Plan & Schedule'



48. Click the right arrow to locate the term: 2024 UG Summer - First 6 W

♠	Academics Student Planning & Registration Plan, Schedule & Register	
	Plan your Degree and Schedule your courses	Search for courses Q
	Schedule Timeline Petitions & Waivers	
	2024 UG Summer - First 6 W	Remove Planned Courses Register Now (I accept financial responsibility for registering course
	Filter Sections	Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

49. You will see all the **S61** (first 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

				_					
Titter Sections	ital		🔒 Print				Planned: 1 Cred	its Enrolled: 0 Credits	Wai
DMN-2100H-A-501: Introduction to Marketing	×	1	Sun	Mon	Tue	Wed	Thu	Fri	
		11am							
A 1.0 ADMN credit: or 0.5 credits ADMN and MDST - Must be		12pm		A2009-21001-4-521 X		ADMN-21081-A-501 ×			
completed prior to taking this course.		1pm							
/ Planned		2pm							
Credits: 0.50 Credits Grading: Graded		3pm							
nstructor: TBD 024-05-02 to 2024-06-12		4pm							
eats Available: 113 Meeting Information		5pm							
Register		6pm		A2009-1420-A321 X		ADMINISTERIA SEL			
View other sections		7pm							
		8pm							
DMN-3420H-A-501: Entrepreneurship	×	9pm	L						
REPORT OF AN A LOCAL STREET, ST	<u>^</u>	10pm							

50. Click the blue '**Register Now (I accept financial responsibility for registering courses' button** in the top right corner to register in the S61 (first 6 weeks courses).

If you receive an error regarding pre-requisites, please email <u>businesscertificates@trentu.ca</u>

If you receive an error that your offer has not yet been accepted, please email <u>admissions@trentu.ca</u>

ster									
				Q					
			Remove PI	anned Courses	jister Now (I a	ccept financial respon	sibility for registering course:		
Print Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Cred									
	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
11.202							A		

51. Your **courses** will turn **green** once you have **successfully registered** in the **S61** courses.

Tilter Sections	iCal	🔒 Print				Planned: 0 Credits	Enrolled: 1 Credits	Waitlisted: 0 Cred			
ADMN-2100H-A-S01: Introduction to Marketing	*	Sun	Mon	Tue	Wed	Thu	Fri	Sat			
C Approved	11am										
✓ Registered, but not started	12pm		ADMN-2100H-A-501		ADMN-2100H-A-501						
Credits: 0.50 Credits Grading: Graded Instructor: TBD	1pm										
2024-05-02 to 2024-06-12	2pm										
V Meeting Information	3pm										
Drop	4pm										
View other sections	5pm										
	6pm										
ADMN-3420H-A-S01: Entrepreneurship	7pm		ADMN-3420H-A-501		ADMN-3420H-A-501						
Approved	8pm										
✓ Registered, but not started	9pm										
Credits: 0.50 Credits Grading: Graded	10pm										
Instructor: TBD 2024-05-02 to 2024-06-12	11pm										

52. Next you will register for your S62 courses (second 6 week courses).

Click the right arrow to locate the term: 2024 UG Summer - Last 6 We

A	Academics · Student Planning & Registration · Plan, Schedule & Register	
	Plan your Degree and Schedule your courses	Search for courses Q
<u>ا</u>	Schedule Timeline Petitions & Walvers	
•	< > 2024 UG Summer - Last 6 We +	Remove Planned Courses Register Now (I accept financial responsibility for registering courses
	Filter Sections	Planned: 1.50 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

53. You will see all the **S62** (last 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.

ADMN-1221H-W-S01: Financial Accounting	×		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Planned		11am							
Credits: 0.50 Credits Grading: Graded		12pm							
Instructor: TBD 2024-06-17 to 2024-07-26 Seats Available: 271		1pm							
Meeting Information		2pm							
 Meeting information 		3pm							
Register		Spin		ADMN-3441H-A-S01 X		ADMN-3441H-A-501 X			
		4pm							
View other sections						_			
		5pm							
		6pm							
ADMN-2080H-A-S01: Managerial & Market Research	×			ADMN-2080H-A-501 ×		ADMN-2080H-A-501 ×			
✓ Planned		7pm							
	_	8pm							
Credits: 0.50 Credits									
Grading: Graded Instructor: TBD		9pm							
2024-06-17 to 2024-07-26 Seats Available: 80		10pm							
✓ Meeting Information		11pm							
Register		Casting		tin o time a					
		Section	s with no mee	ting time					
View other sections				accounting Section W-S01					

54. Click the blue '**Register Now (I accept financial responsibility for registering courses**' button in the top right corner to register in the S61 (first 6 weeks courses).

If you receive an error regarding pre-requisites, please email businesscertificates@trentu.ca

If you receive an error that your offer has not yet been accepted, please email <u>admissions@trentu.ca</u>

ister									
			Search for courses						
			Remove PI	anned Courses Reg	gister Now (I a	accept financi	al responsil	bility for registering co	ourses)
	🔒 Print			Planne	d: 1 Credits	Enrolled: 0	Credits	Waitlisted: 0 Credits	
	Sun	Mon	Tue	Wed	Thu		Fri	Sat	
11.0m								^	

55. Your courses will turn green once you have successfully registered in the S62 courses.

\[\] Filter Sections \[The Section Sect		- Print				Planned: 0.50 Cre	dits Enrolled: 1 Credit	s Waitlisted: 0 Cred
ADMN-1221H-W-S01: Financial Accounting	A	Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Registered, but not started	11am							
Credits: 0.50 Credits Grading: Graded Instructor: TBD	12pm							
2024-06-17 to 2024-07-26	1pm							
V Meeting Information	2pm							
Drop	3pm		ADMN-3441H-A-501		ADMN-3441H-A-501			
V View other sections	4pm							
	5pm		-					
ADMN-2080H-A-S01: Managerial & Market Research X	6pm							
✓ Registered, but not started	7pm	····· '	DMN-2080H-A-S01		ADMN-2080H-A-S01			
Credits: 0.50 Credits Grading: Graded	8pm		-					
Instructor: TBD 2024-06-17 to 2024-07-26	9pm							
Seats Available: 80	10pm							
Register	11pm							
		h no meeting ti						

54. Congratulations, you are now registered for your summer term courses for the Durham Marketing & Entrepreneurship Post-Graduate Certificate!

Reminder: The last day to change/add courses is May 2, 2024. After this date, no changes can be made.