Durham Campus

Human Resources Management
Post-Graduate Certificate

Registration Guide

Summer Term

May 2, 2024 Entry
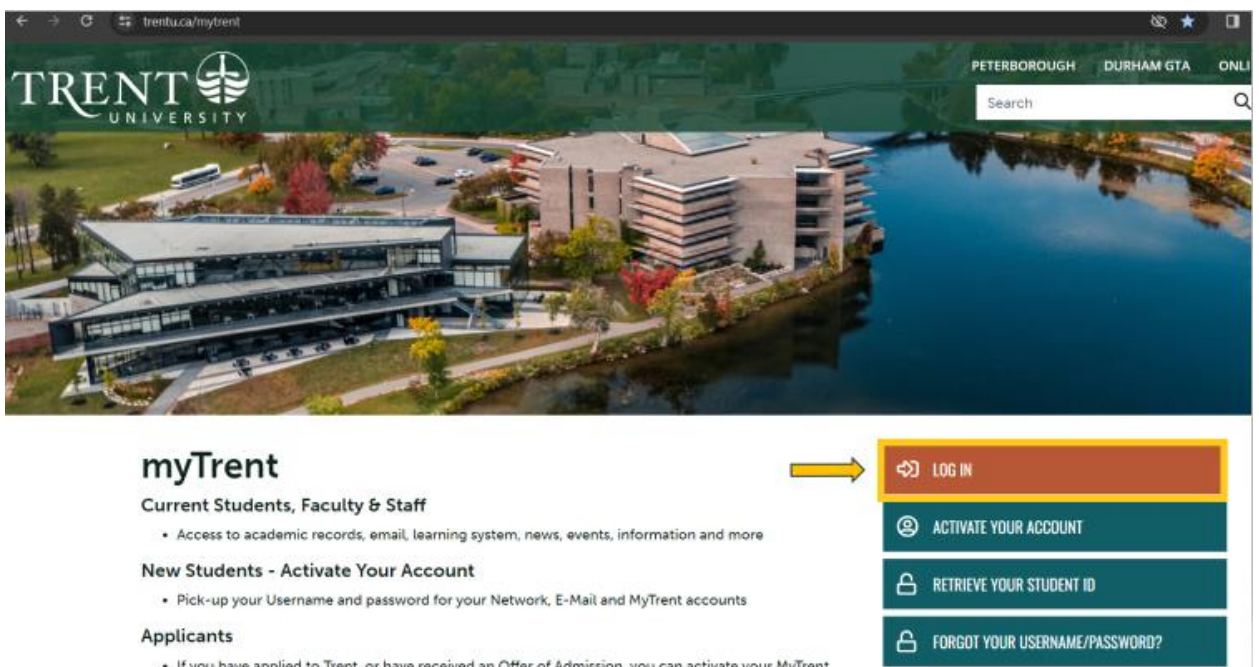
Registration Steps

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

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

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

4. Click **Next**

5. Enter your **password**
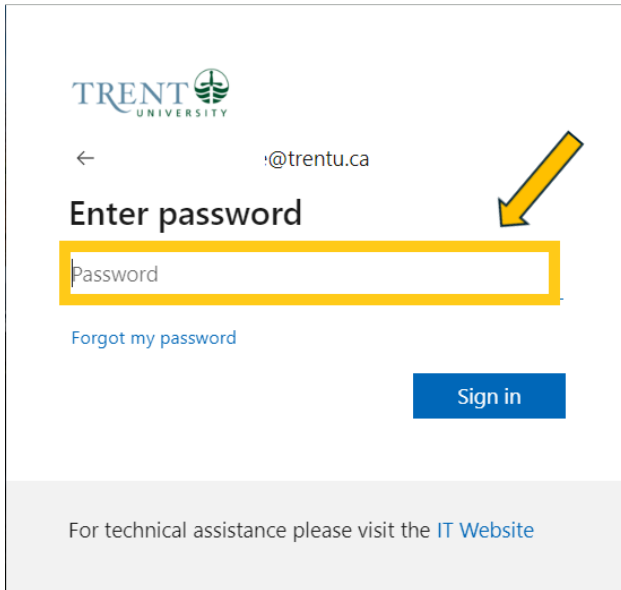
6. Click **Sign in**
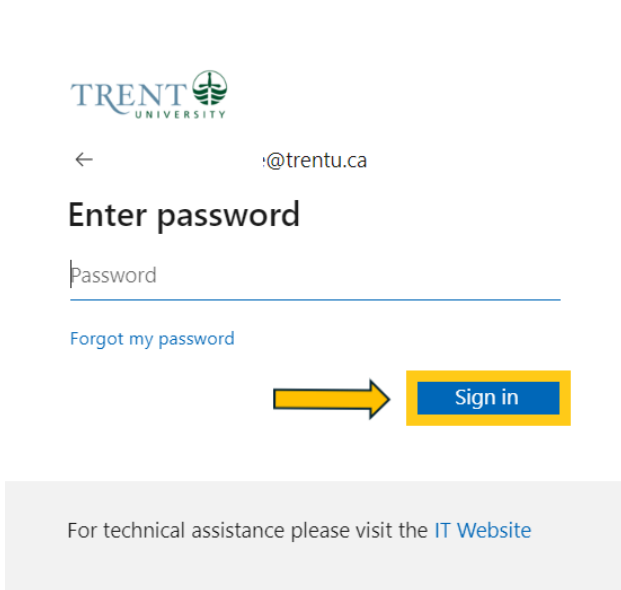
7. At the top right corner of myTrent portal, click **Academics** tabs
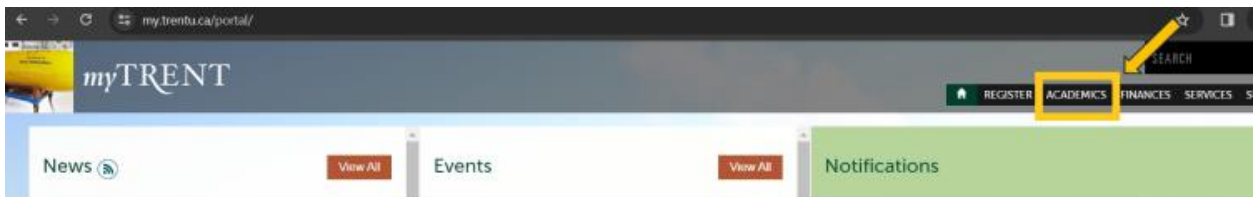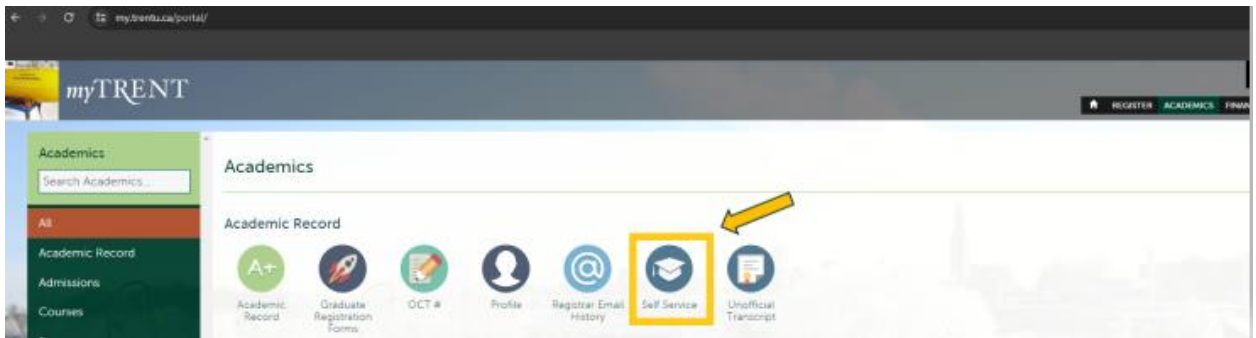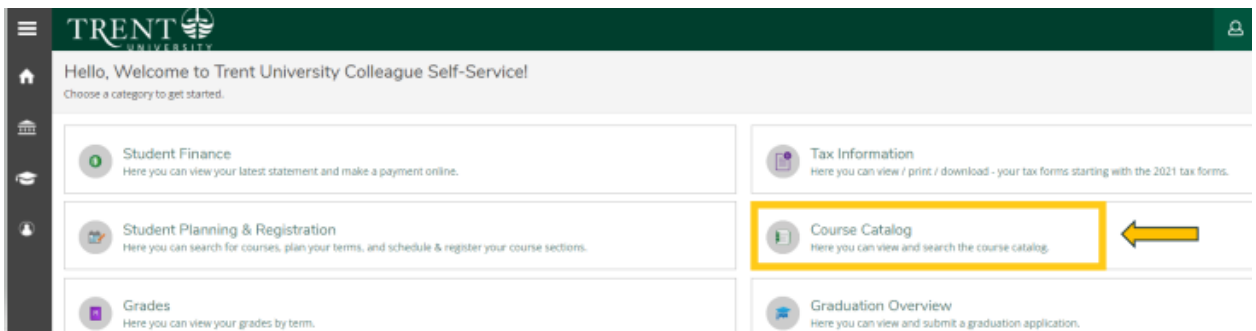

8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)
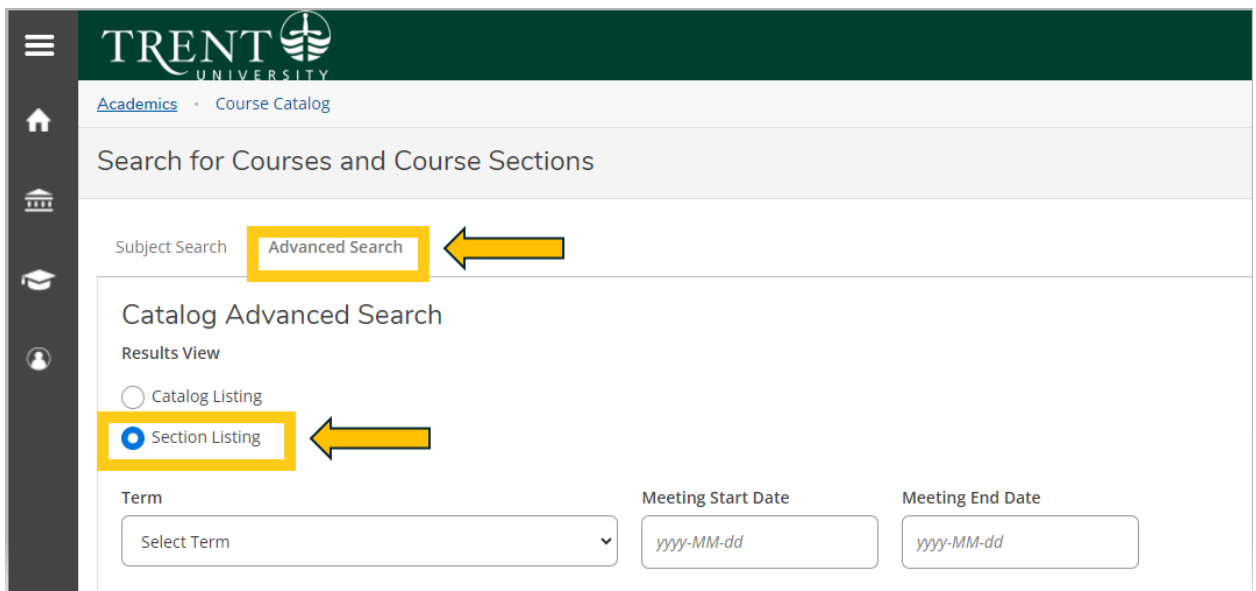
9. Once redirected to Self Service, click on **Course Catalog**

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

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

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

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

14. Click **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 2220H: Organizational Behaviour (Summer Session 1-S61)**
  - ADMN-2220H-A-S01
  - In-person Durham Campus, Building ALC, Section A

- **ADMN 3270H: Human Resource Planning (Summer Session 1 – S61)**
  - ADMN-3270H-A-S01
  - In-person Durham Campus, Building ALC, Section A

16. Locate **ADMN-2220H-A-S01** > click **Add**

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

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

19. Locate next S61 course, **ADMN-3270H-A-S01** > click **Add**

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

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

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

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

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

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

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

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

27. Click **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 courses. The courses will appear in numerical order. On this step you are planning your courses.

    The **required Web S62 courses** are:

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

    - **ADMN 2230H: Human Resource Management (Summer Session 2-S62)**
      - ADMN-2230H-W-S01
      - Web-Based Course, Section W

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

Advanced Search Selection: ADMN

Filters Applied: (Web-Based Course ✕) (2024 UG Summer - Last 6 We ✕)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Summer - Last 6 We	Open	ADMN-1221H-W-S01	Financial Accounting		2024-06-17-2024-07-26	Web-Based Course
Add	2024 UG Summer - Last 6 We	Open	ADMN-1620H-W-S01	Intro Information Systems		2024-06-17-2024-07-26	Web-Based Course

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

Section Details

ADMN-1221H-W-S01 Financial Accounting
2024 UG Summer - Last 6 We

Instructors	TBD
Meeting Information	2024-06-17 - 2024-07-26 Web-Based Course, (Web-Based Course)
Dates	2024-06-17 - 2024-07-26
Seats Available ⓘ	273 / 77 / 350 / 0
Credits	0.5
Grading	Graded
Requisites	None
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

Close   **Add Section**

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

Advanced Search Selection: ADMN

Filters Applied: (Durham Greater Toronto Area ✕) (2024 UG Summer - First 6 W ✕)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Inform
Add	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-S01	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 - 2 ALC 215 (LEC) W 12:00-2:50 P 2024-05-02 - 2 ALC 215 (LEC)

32. Locate next S62 web course, **ADMN-2230H-A-S01,** click **Add**

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

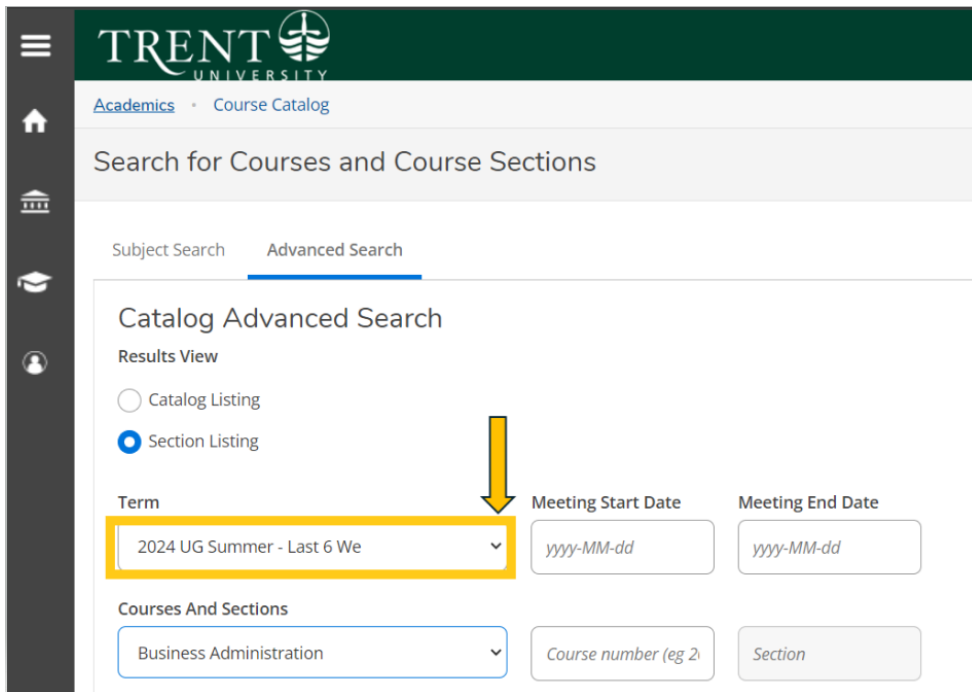34. The course will then show as 'Planned', registration is not complete

35. You will now need to choose the last required course for S62, this is the second half of the summer term.

Using the Advanced Search Tab, under Results View, select **Section Listing**
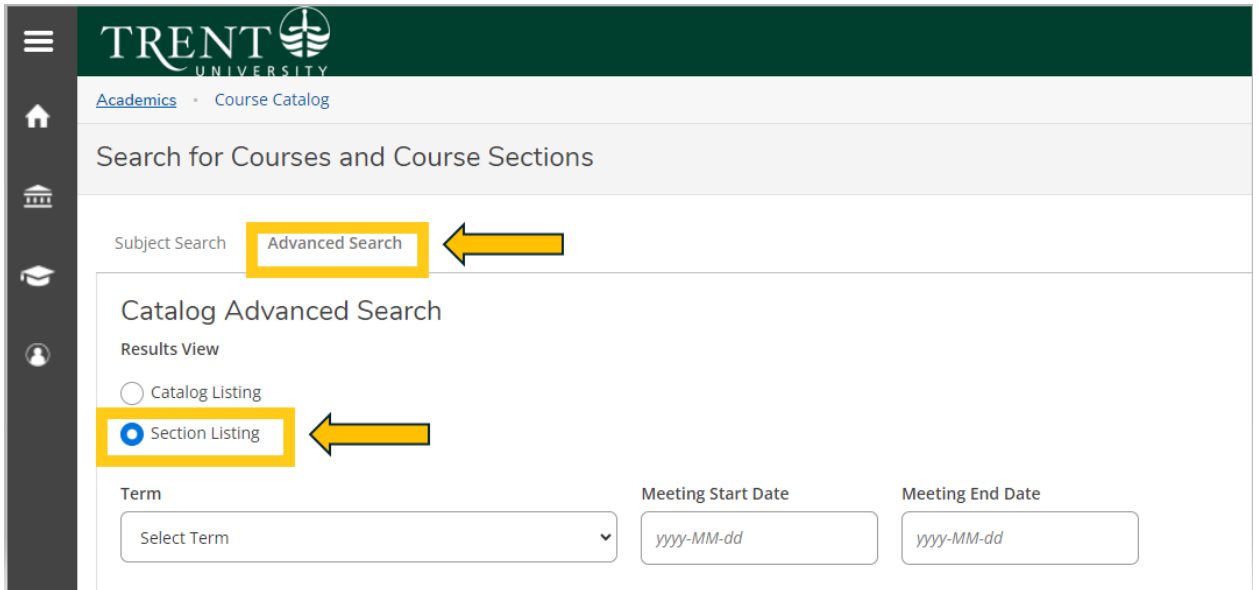
36. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu

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

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

39. Click **Search**

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

The **required in-person S62 course** is:

- **ADMN 3230H: Leadership, Training, and Development (Summer Session 2-S62)**
    - ADMN-3230H-A-S01
    - In-person Durham Campus, Building ALC, Section A

41. Locate **ADMN-3230H-A-S01** > click **Add**

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

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

44. 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.
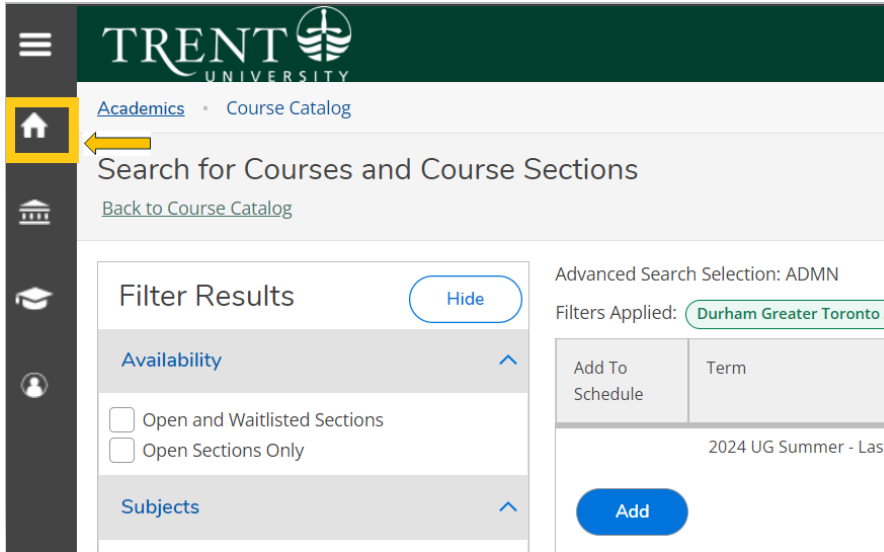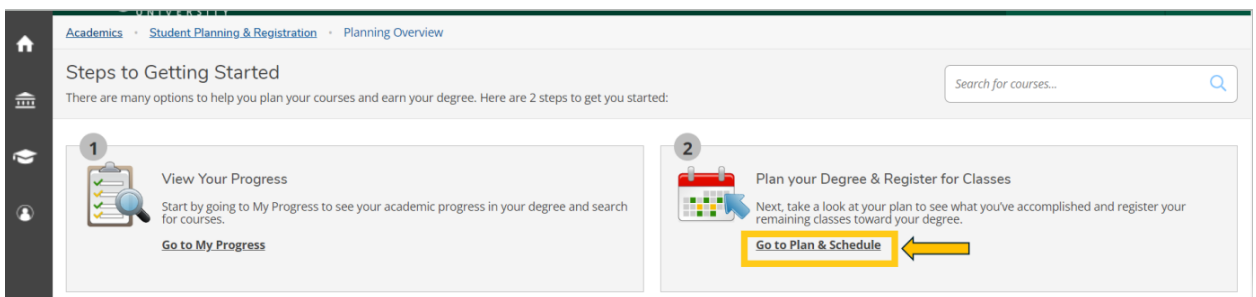
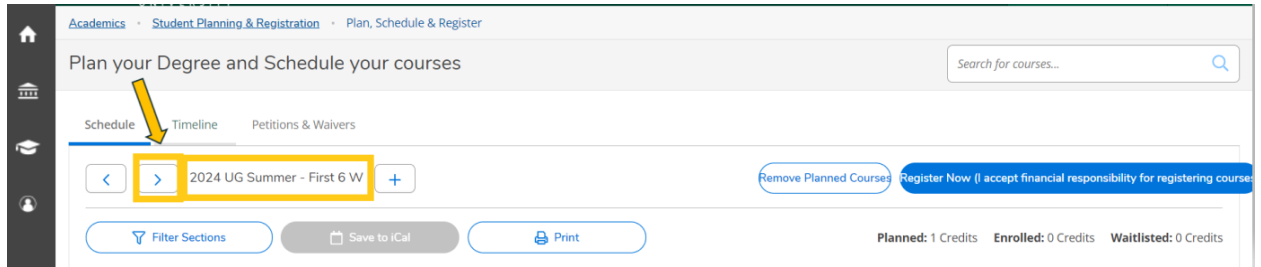45. Click on '**Student Planning & Registration**'. This is where you will register for your courses.
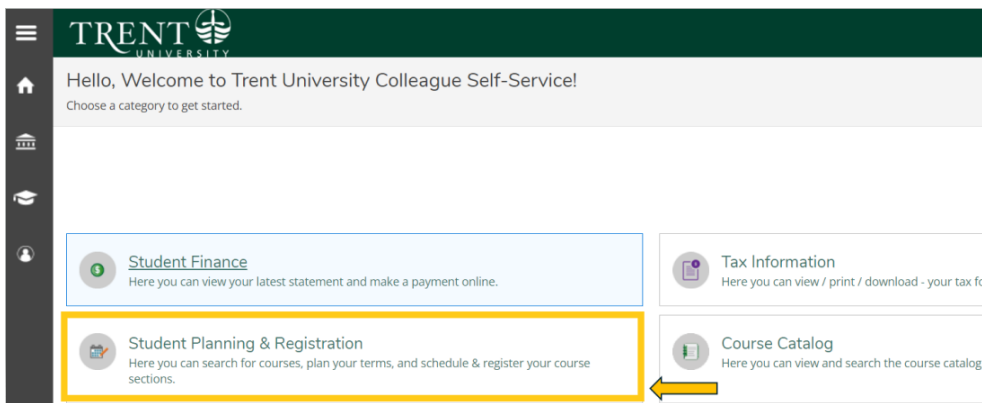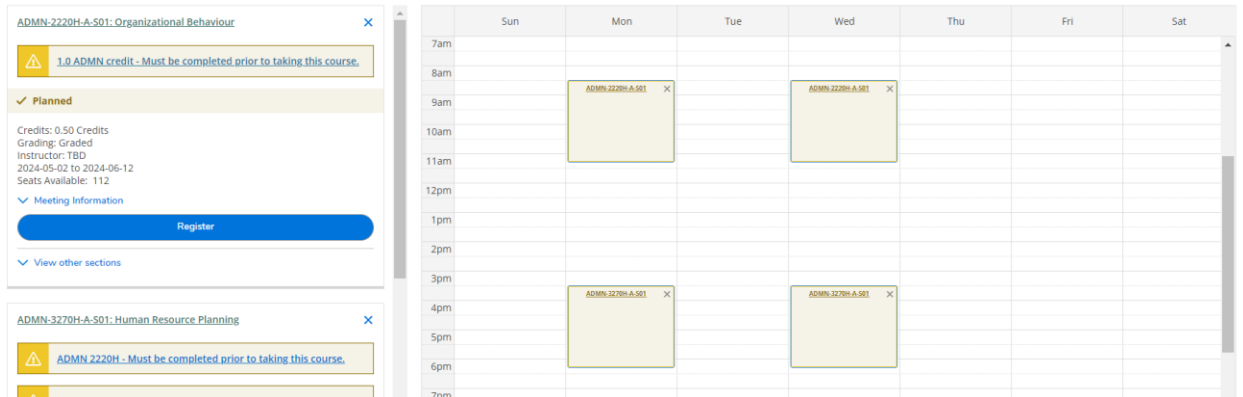

46. Click on '**Go to Plan & Schedule**'

47. Click the **right arrow** to locate the term: **2024 UG Summer – First 6 W**
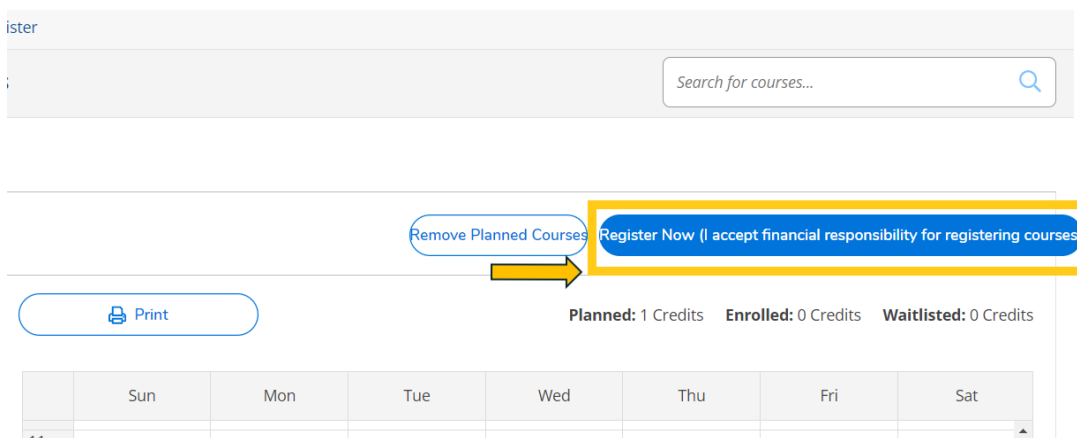
48. You will see all the **S61** (first 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

49. 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
    admissions@trentu.ca

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

51. 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**

52. 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.

53. Click the blue '**Register Now (I accept financial responsibility for registering courses**'
button in the top right corner to register in the S62 (last 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
admissions@trentu.ca

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

54. Congratulations, you are now registered for your summer term courses for the **Durham Human Resource Management Post-Graduate Certificate**!

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