



Durham Campus

Human Resources, Marketing and Entrepreneurship Dual Post-Graduate Certificate

Registration Guide
Summer Term
May 2, 2024 Entry

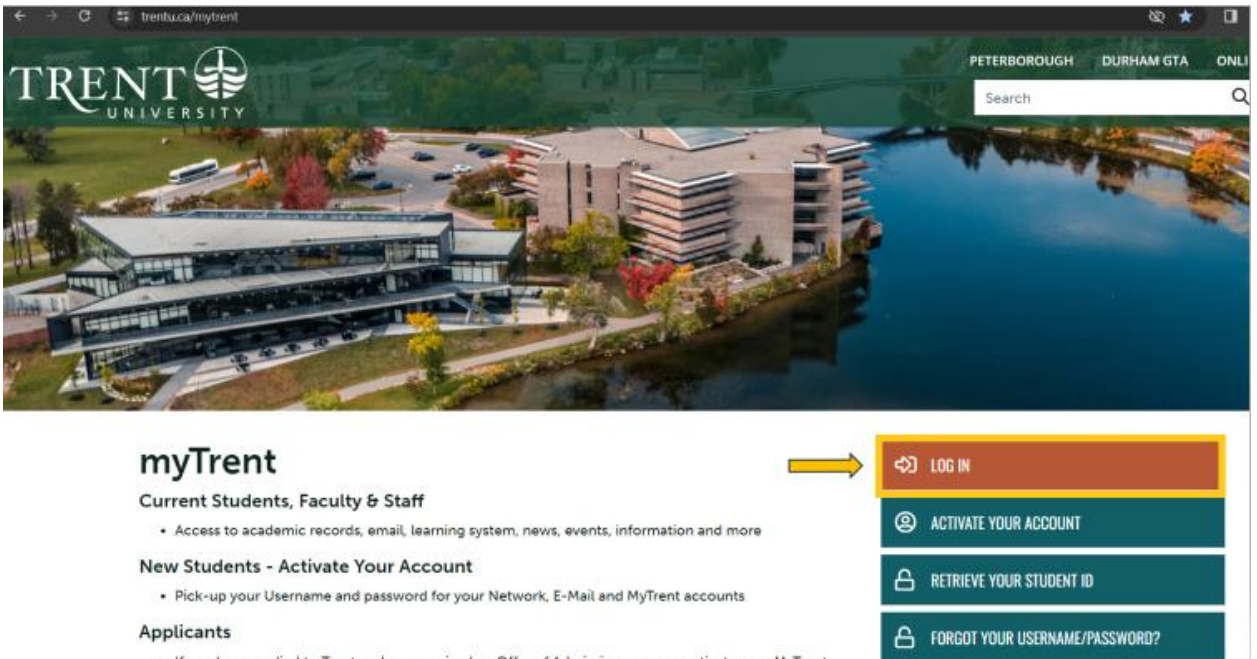
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Registration Steps

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

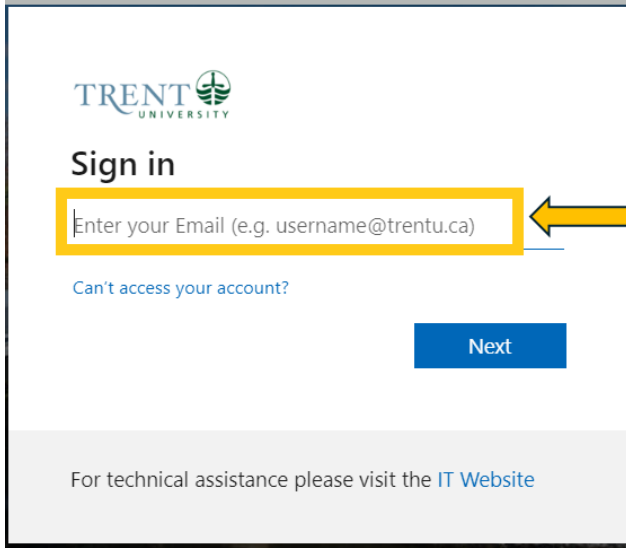


2. To the right of the screen > click **Log In**



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

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TRENT UNIVERSITY

Sign in

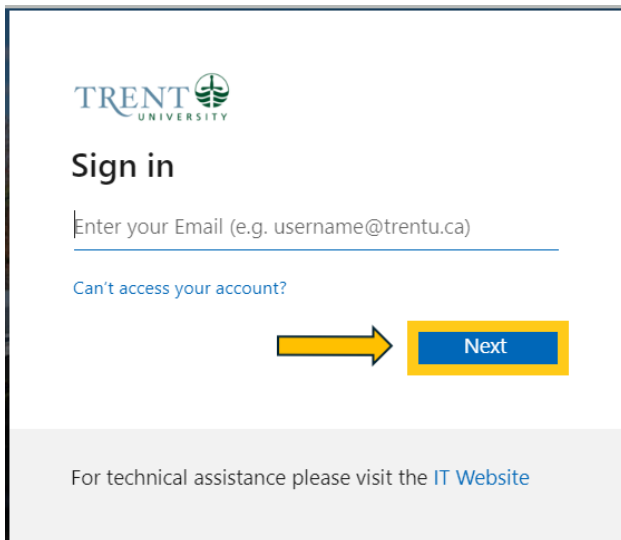
Enter your Email (e.g. username@trentu.ca)

[Can't access your account?](#)

Next

For technical assistance please visit the [IT Website](#)

4. Click **Next**



TRENT UNIVERSITY

Sign in

Enter your Email (e.g. username@trentu.ca)

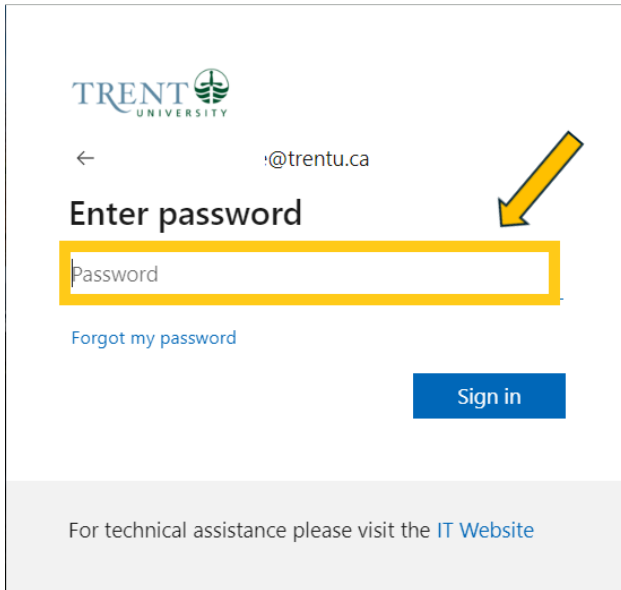
[Can't access your account?](#)

Next

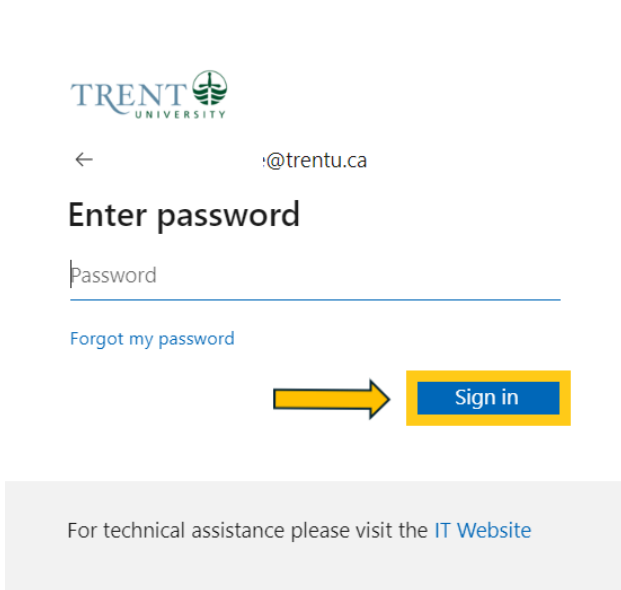
For technical assistance please visit the [IT Website](#)

5. Enter your **password**

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6. Click **Sign in**

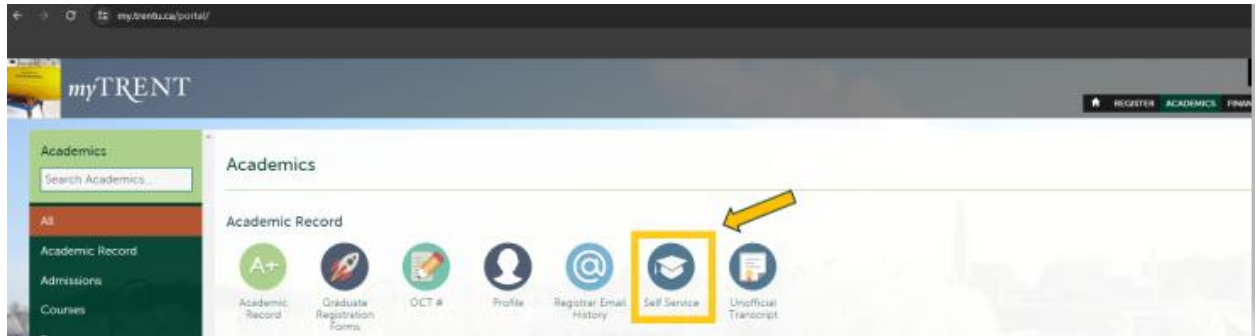


7. At the top right corner of myTrent portal, click **Academics** tabs

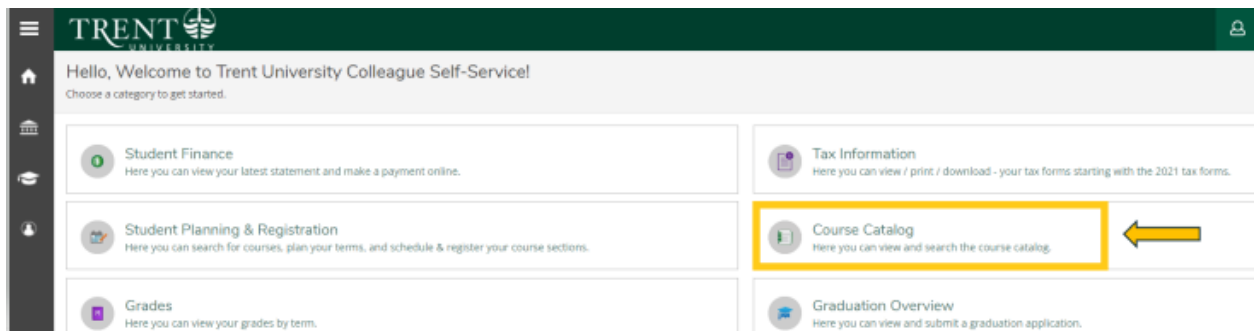


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

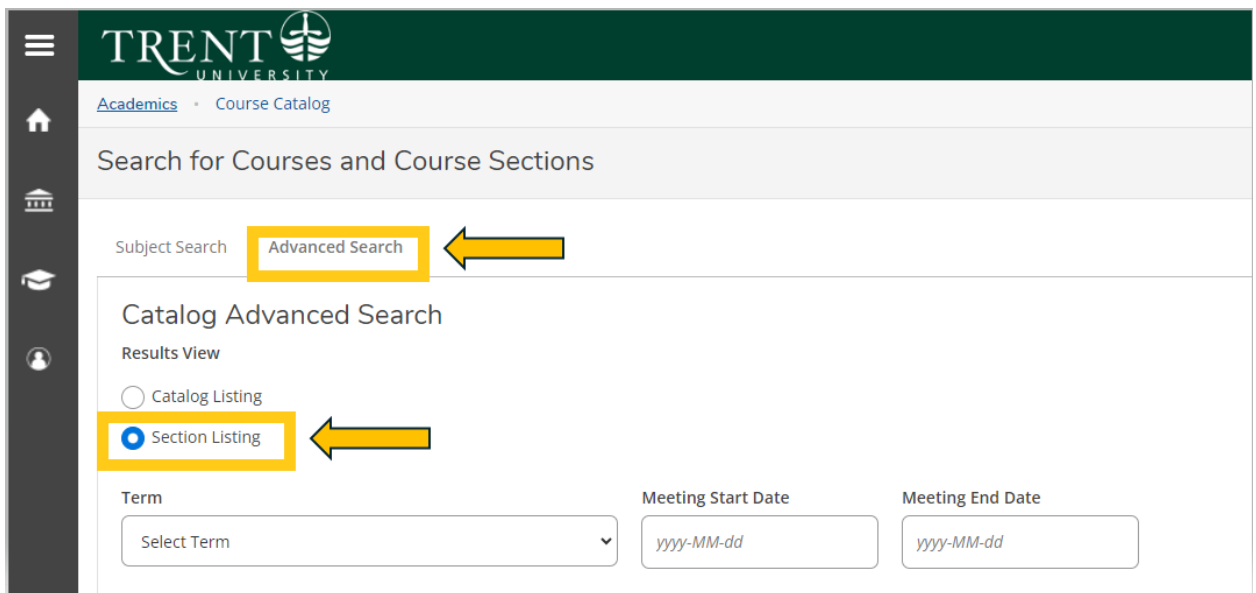
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9. Once redirected to Self Service, click on **Course Catalog**



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

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The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow border and a yellow arrow points to it. The 'Courses And Sections' section has a 'Subject' dropdown menu.

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

The screenshot shows the 'Catalog Advanced Search' interface. The 'Term' dropdown menu is now '2024 UG Summer - First 6 W'. The 'Courses And Sections' dropdown menu is highlighted with a yellow border and a yellow arrow points to it. The 'Section Listing' radio button is selected.

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

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Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - First 6 W

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration

Subject

Subject

+ Add More...

Location: Durham Greater Toronto Area

14. Click **Search**

+ Add More...

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

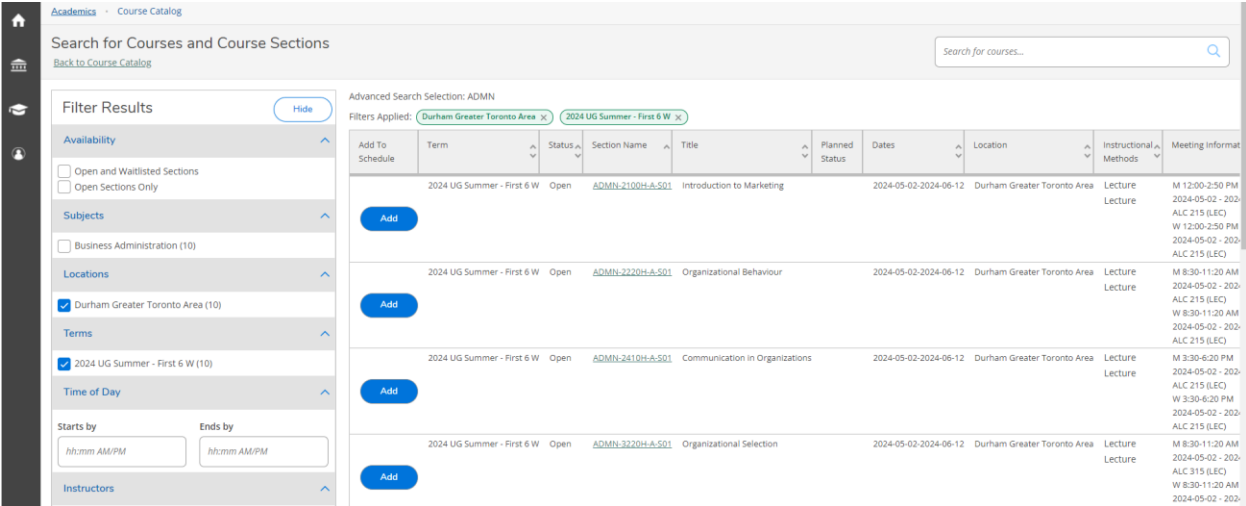
Clear Search

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.

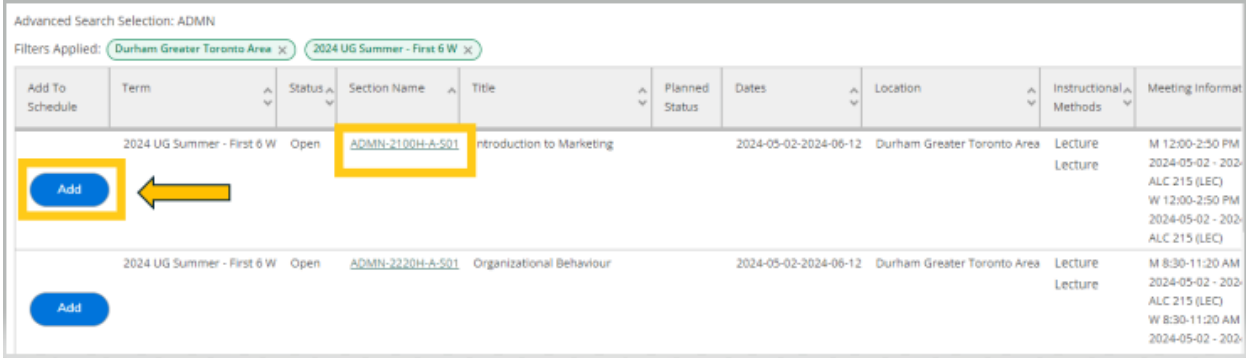
The **required in-person S61 courses** are:

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- **ADMN 2100H: Intro to Marketing (Summer Session 1-S61)**
 - ADMN-2100H-A-S01
 - In-person Durham Campus, Building ALC, Section A
- **ADMN 2220H: Organizational Behaviour (Summer Session 1 – S61)**
 - ADMN-2220H-A-S01
 - In-person Durham Campus, Building ALC, Section A



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



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

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Section Details

ADMN-2100H-A-S01
Introduction to Marketing
2024 UG Summer - First 6 W

Instructors TBD

Meeting Information
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 114 / 46 / 160 / 0

Credits 0.5

Grading Graded

Requisites
⚠️ 1.0 ADMN credit; or 0.5 credits ADMN and MDST - Must be completed prior to taking this course.

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 or 0.5 ADMN credit and CUST-MDST 1535H.

Close **Add Section**

18. 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 | Me |
|------------------------------------|----------------------------|--------|----------------------------------|---------------------------|---|-----------------------|-----------------------------|-----------------------|------------------------------------|
| <input type="button" value="Add"/> | 2024 UG Summer - First 6 W | Open | ADMN-2100H-A-S01 | Introduction to Marketing | <input checked="" type="checkbox"/> Planned | 2024-05-02-2024-06-12 | Durham Greater Toronto Area | Lecture Lecture | M 200 ALC W 200 ALC |

19. Locate next S61 course, **ADMN-2220H-A-S01** > click **Add**

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 | Me |
|---|----------------------------|--------|----------------------------------|---------------------------|---|-----------------------|-----------------------------|-----------------------|------------------------------------|
| <input type="button" value="Add"/> | 2024 UG Summer - First 6 W | Open | ADMN-2100H-A-S01 | Introduction to Marketing | <input checked="" type="checkbox"/> Planned | 2024-05-02-2024-06-12 | Durham Greater Toronto Area | Lecture Lecture | M 200 ALC W 200 ALC |
| <input checked="" type="button" value="Add"/> | 2024 UG Summer - First 6 W | Open | ADMN-2220H-A-S01 | Organizational Behaviour | | 2024-05-02-2024-06-12 | Durham Greater Toronto Area | Lecture Lecture | M 200 ALC W 200 ALC |

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

Section Details

ADMN-2220H-A-S01
Organizational Behaviour
2024 UG Summer - First 6 W

Instructors: TBD

Meeting Information: M 8:30 AM - 11:20 AM (2024-05-02 - 2024-06-12), W 8:30 AM - 11:20 AM (2024-05-02 - 2024-06-12)

Dates: 2024-05-02 - 2024-06-12

Seats Available: 109 / 51 / 160 / 0

Credits: 0.5

Grading: Graded

Requisites: 1.0 ADMN credit - Must be completed prior to taking this course.

Course Description: A conceptual and methodological analysis of the way individuals react to their employment environment. Topics include motivation, job satisfaction, leadership, group dynamics, and decision-making. Prerequisite: 1.0 ADMN credit.

Books: [Bookstore Information](#)

Close **Add Section**

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

TRENT UNIVERSITY

Academics • Course Catalog

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results Hide

Availability

Open and Waitlisted Sections

Open Sections Only

Advanced Search Selection: ADMN

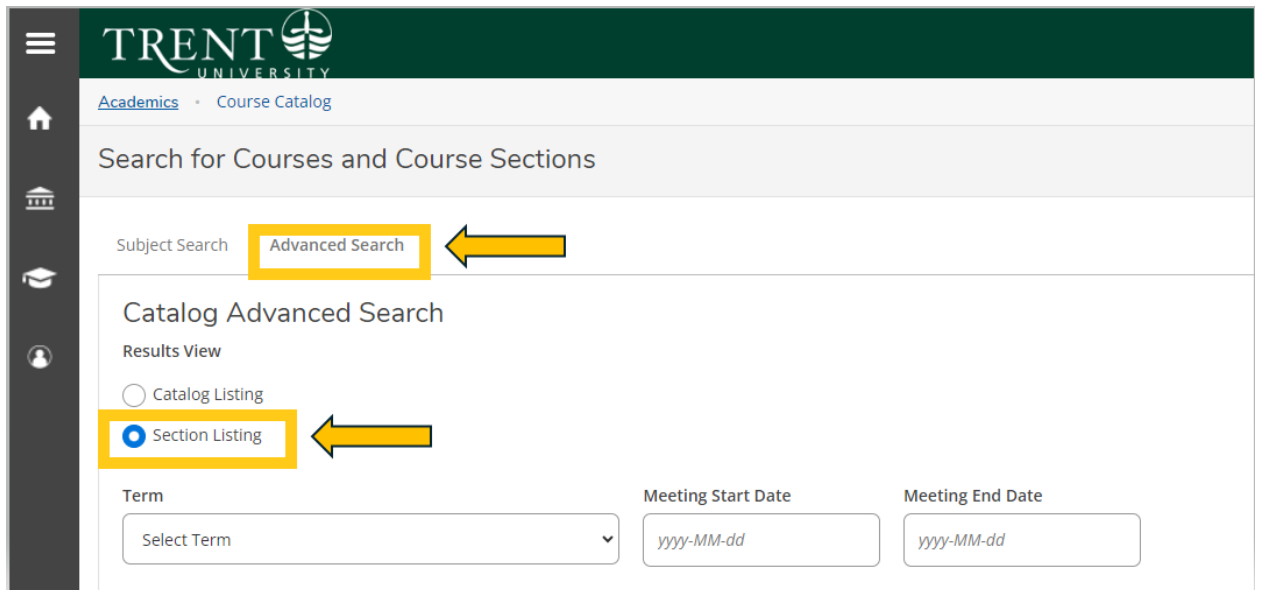
Filters Applied: Durham Greater Toronto Area x 2024 UG Summer - First 6 W x

| Add To Schedule | Term | Status | Section Name | Title |
|-----------------|----------------------------|--------|----------------------------------|-------|
| | 2024 UG Summer - First 6 W | Open | ADMN-2100H-A-S01 | Intro |

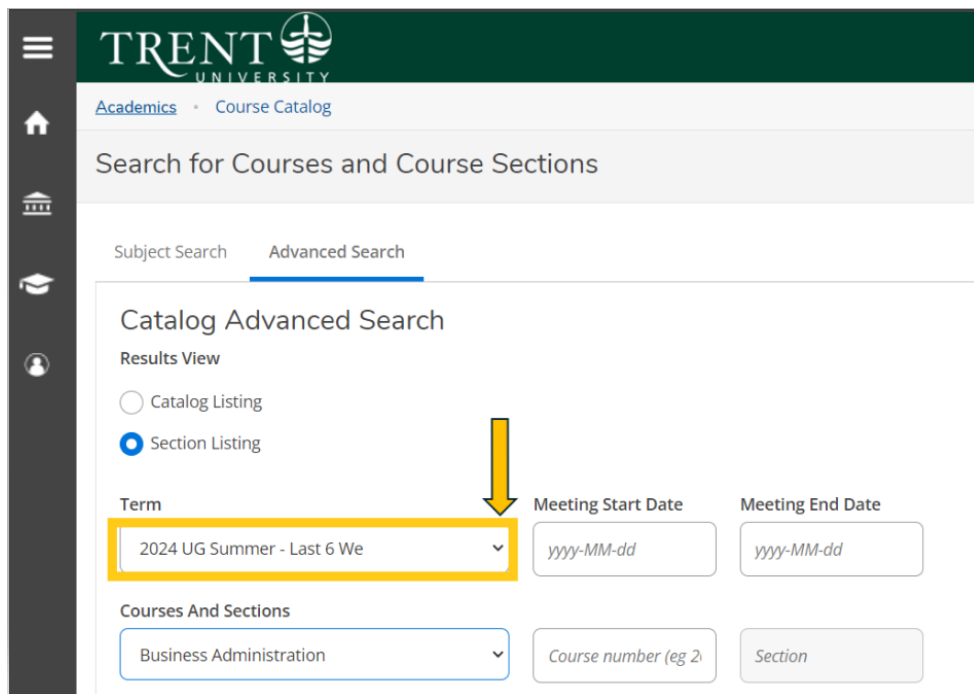
22. You will now need to choose the required in-person courses for S62, this is the second half of the summer term.

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

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



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

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TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - Last 6 We

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2)

Section

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

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - Last 6 We

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Subject:

Subject:

+ Add More...

Location: Durham Greater Toronto Area

26. Click **Search**

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28. Locate **ADMN-2010H-A-S01** > click **Add**

| 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 - 2024-06-17 (LEC) W 3:30-6:20 PM 2024-06-17 - 2024-06-17 (LEC) ALC 215 (LEC) |

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

Section Details

ADMN-2010H-A-S01
Management Skills
2024 UG Summer - Last 6 We

Instructors TBD

Meeting Information M 3:30 PM - 6:20 PM
2024-06-17 - 2024-07-26
Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)
W 3:30 PM - 6:20 PM
2024-06-17 - 2024-07-26
Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)

Dates 2024-06-17 - 2024-07-26

Seats Available 130 / 30 / 160 / 0

Credits 0.5

Grading Graded

Requisites

⚠ Complete 2.0 credits and have a minimum cumulative average of 60% - Must be completed prior to taking this course.

Course Description Examines the theory and practice of foundational skills important to management and organization in private, non-profit, and public sectors. Focuses on conceptual skills, communication skills, and interpersonal skills. Prerequisite: 2.0 university credits.

Books [Bookstore Information](#)

Close **Add Section**

30. 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 | Me |
|-----------------|----------------------------|--------|-------------------------|-------------------|------------------|-----------------------|-----------------------------|-----------------------|----------------------------------|
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2010H-A-S01 | Management Skills | ✓ Planned | 2024-06-17-2024-07-26 | Durham Greater Toronto Area | Lecture Lecture | M: 20 AL W: 20 AL |

31. Locate next S62 in-person course, **ADMN-2080H-A-S01** > click **Add**

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Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area 2024 UG Summer - Last 6 We

| Add To Schedule | Term | Status | Section Name | Title | Planned Status | Dates | Location | Instructional Methods | Me |
|------------------------------------|----------------------------|--------|----------------------------------|------------------------------|---|-----------------------|-----------------------------|-----------------------|----------------------------------|
| <input type="button" value="Add"/> | 2024 UG Summer - Last 6 We | Open | ADMN-2010H-A-S01 | Management Skills | <input checked="" type="checkbox"/> Planned | 2024-06-17-2024-07-26 | Durham Greater Toronto Area | Lecture | M 20: AL W 20: AL |
| <input type="button" value="Add"/> | 2024 UG Summer - Last 6 We | Open | ADMN-2080H-A-S01 | Managerial & Market Research | | 2024-06-17-2024-07-26 | Durham Greater Toronto Area | Lecture | M 20: AL W 20: AL |

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

Section Details

ADMN-2080H-A-S01
Managerial & Market Research
 2024 UG Summer - Last 6 We

Instructors TBD

Meeting Information
 M 6:30 PM - 9:20 PM
 2024-06-17 - 2024-07-26
 Durham Greater Toronto Area, Advanced Learning Centre 315 (Lecture)
 W 6:30 PM - 9:20 PM
 2024-06-17 - 2024-07-26
 Durham Greater Toronto Area, Advanced Learning Centre 315 (Lecture)

Dates 2024-06-17 - 2024-07-26

Seats Available 77 / 43 / 120 / 0

Credits 0.5

Grading Graded

Requisites
⚠️ 1.0 ADMN credit - Must be completed prior to taking this course.

Course Description
 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.

Books [Bookstore Information](#)

Close

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

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Advanced Search Selection: ADMIN

Filters Applied: Durham Greater Toronto Area 2024 UG Summer - Last 6 We

| Add To Schedule | Term | Status | Section Name | Title | Planned Status | Dates | Location | Instructional Methods | Me |
|------------------------------------|----------------------------|--------|----------------------------------|------------------------------|---|-----------------------|-----------------------------|-----------------------|--------------------------------|
| <input type="button" value="Add"/> | 2024 UG Summer - Last 6 We | Open | ADMN-2010H-A-501 | Management Skills | <input checked="" type="checkbox"/> Planned | 2024-06-17-2024-07-26 | Durham Greater Toronto Area | Lecture Lecture | M 20 AL W 20 AL |
| <input type="button" value="Add"/> | 2024 UG Summer - Last 6 We | Open | ADMN-2080H-A-501 | Managerial & Market Research | <input checked="" type="checkbox"/> Planned | 2024-06-17-2024-07-26 | Durham Greater Toronto Area | Lecture Lecture | M 20 AL W 20 AL |

34. 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**

TRENT UNIVERSITY

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:

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

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The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow box and has a yellow arrow pointing to it. The 'Courses And Sections' dropdown menu is also highlighted with a yellow box. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, with placeholder text 'yyyy-MM-dd'. The 'Course number (eg 2)' and 'Section' fields are also empty.

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

The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow box and has a yellow arrow pointing to it. The 'Courses And Sections' dropdown menu is also highlighted with a yellow box. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, with placeholder text 'yyyy-MM-dd'. The 'Course number (eg 2)' and 'Section' fields are also empty.

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

The screenshot shows the 'Catalog Advanced Search' page. On the left is a dark sidebar with navigation icons. The main content area has a 'Results View' section with radio buttons for 'Catalog Listing' and 'Section Listing' (selected). Below are three input fields for 'Term', 'Meeting Start Date', and 'Meeting End Date'. The 'Term' field is set to '2024 UG Summer - Last 6 We'. There are three 'Courses And Sections' rows, each with a dropdown for 'Business Administration', 'Subject', and 'Subject', and input fields for 'Course number (eg 2)' and 'Section'. A '+ Add More...' button is below. At the bottom, the 'Location' dropdown is highlighted with a yellow box and an arrow, showing 'Web-Based Course' selected.

38. Click **Search**

The screenshot shows the search filters section. It includes a 'Location' dropdown set to 'Web-Based Course', an 'Academic Level' dropdown set to 'Select Academic Level', and two time input fields labeled 'Time Starts by' and 'Time Ends by', both showing 'hh:mm AM/PM'. At the bottom are 'Clear' and 'Search' buttons. The 'Search' button is highlighted with a yellow box and an arrow pointing to it.

39. 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 courses.

The required **Web S62** course is:

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

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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 | Instructional Methods | Meeting Information |
|---------------------|----------------------------|--------|------------------|--------------------------------|----------------|-----------------------|------------------|-----------------------|-------------------------------|
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-1221H-W-S01 | Financial Accounting | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-1620H-W-S01 | Intro Information Systems | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2200H-W-S01 | Intro to Stats for Econ & Mgmt | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2230H-W-S01 | Human Resource Management | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2610H-W-S01 | Personal Finance | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) |

Page 1 of 1

40. Locate **ADMN-2230H-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 | Instructional Methods | Meeting Information | Faculty | Availability | Credits | C | T |
|---------------------|----------------------------|--------|------------------|--------------------------------|----------------|-----------------------|------------------|-----------------------|-------------------------------|-----------|--------------------|-----------------|---|---|
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-1221H-W-S01 | Financial Accounting | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | | 271 / 79 / 350 / 0 | 0.50000 Credits | | |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-1620H-W-S01 | Intro Information Systems | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | Patrick B | Unlimited | 0.50000 Credits | 5 | |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2200H-W-S01 | Intro to Stats for Econ & Mgmt | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | Cao, S | Unlimited | 0.50000 Credits | 5 | |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2230H-W-S01 | Human Resource Management | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | | 261 / 89 / 350 / 0 | 0.50000 Credits | C | |

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

Section Details

ADMN-2230H-W-S01
Human Resource Management
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 262 / 88 / 350 / 0

Credits 0.5

Grading Graded

Requisites 1.0 ADMN credit - Must be completed prior to taking this course.

Course Description A survey of the concepts and practices in the major functions of human resource management. Topics include human resource forecasting, human rights, recruitment and selection, training and development, collective bargaining, performance appraisal, and compensation. Pre- or co-requisite: 1.0 ADMN credit

Books [Bookstore Information](#)

Close [Add Section](#)

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

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 | Instructional Methods | Meeting Information | Faculty | Availability | Credit |
|---------------------|----------------------------|--------|------------------|--------------------------------|----------------|-----------------------|------------------|-----------------------|-------------------------------|------------|--------------------|--------|
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-1221H-W-501 | Financial Accounting | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | | 271 / 79 / 350 / 0 | 0.500 |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-1620H-W-501 | Intro information Systems | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | Patrick, B | Unlimited | 0.500 |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2200H-W-501 | Intro to Stats for Econ & Mgmt | | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | Cao, S | Unlimited | 0.500 |
| Add | 2024 UG Summer - Last 6 We | Open | ADMN-2230H-W-501 | Human Resource Management | Planned | 2024-06-17-2024-07-26 | Web-Based Course | Web-Based Course | 2024-06-17 - 2024-07-26 (WEB) | | 261 / 89 / 350 / 0 | 0.500 |

43. 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.

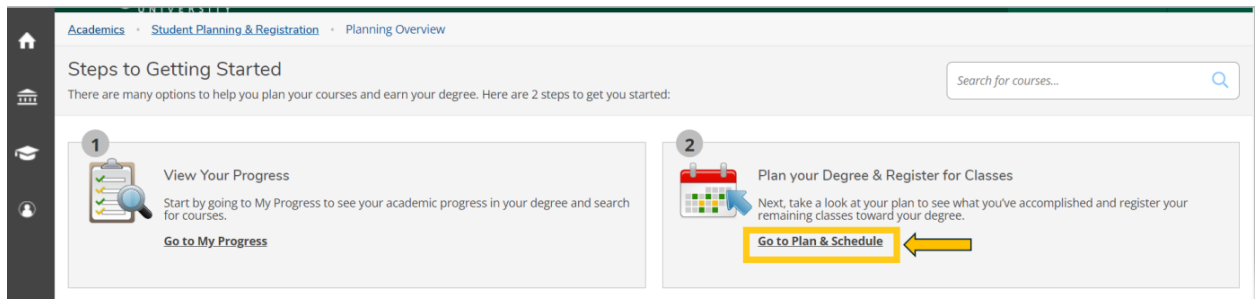
The screenshot shows the Trent University Course Catalog interface. On the left, a dark navigation pane contains a 'House' icon highlighted with a yellow box and an arrow pointing to it. The main content area displays 'Academics > Course Catalog' and a search bar. Below the search bar, there are filter options for 'Availability' (Open and Waitlisted Sections, Open Sections Only) and 'Subjects'. An 'Advanced Search Selection: ADMN' section shows filters for 'Durham Greater Toronto A' and an 'Add' button.

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

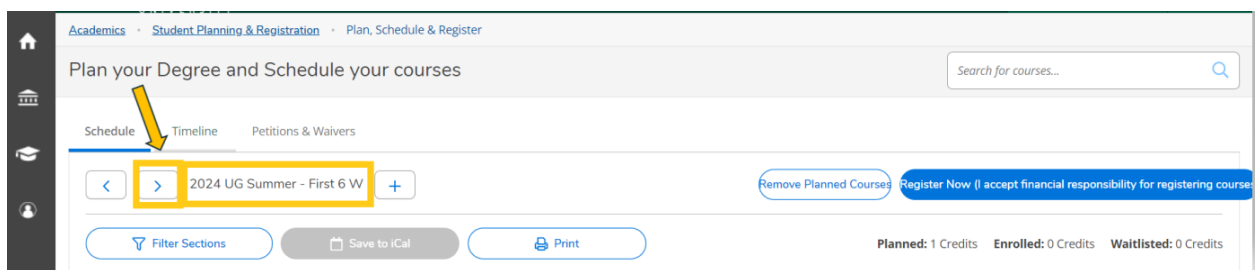
The screenshot shows the Trent University Colleague Self-Service dashboard. The top navigation bar includes a 'House' icon. Below the navigation bar, there are several service tiles: 'Student Finance', 'Tax Information', 'Student Planning & Registration', and 'Course Catalog'. The 'Student Planning & Registration' tile is highlighted with a yellow box and an arrow pointing to it. The dashboard also includes a welcome message and a prompt to 'Choose a category to get started'.

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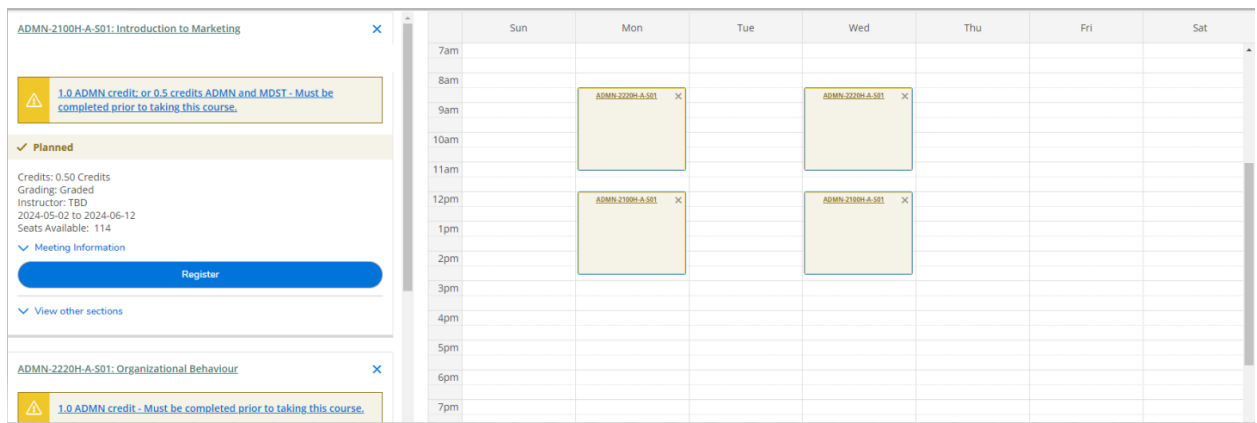
45. Click on “Go to Plan & Schedule”



46. Click the **right arrow** to locate the term: **2024 UG Summer – First 6 W**



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

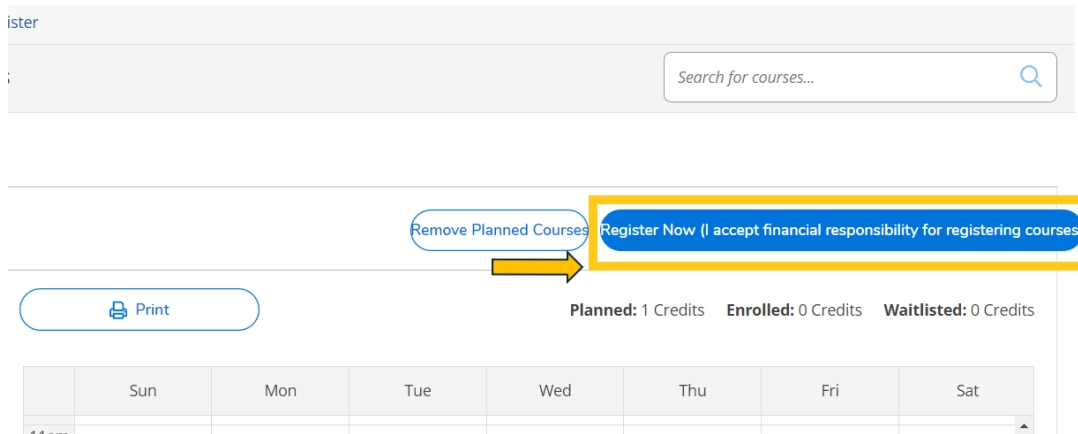


48. Click the blue ‘**Register Now (I accept financial responsibility for registering courses)**’ button in the top right corner to register in the S61 (first 6 weeks courses).

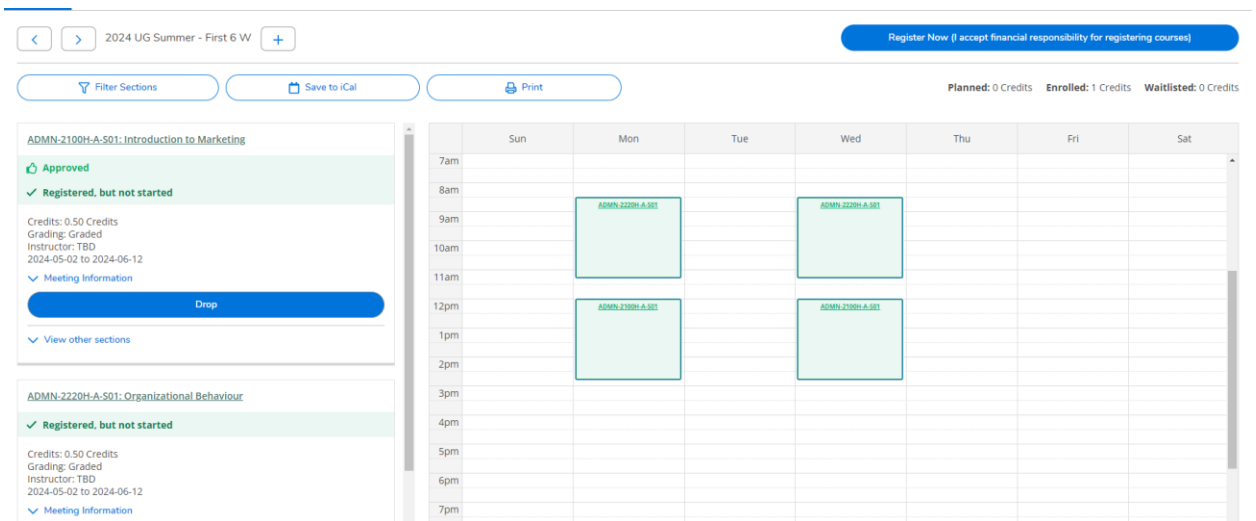
If you receive an error regarding pre-requisites, please email businesscertificates@trentu.ca

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

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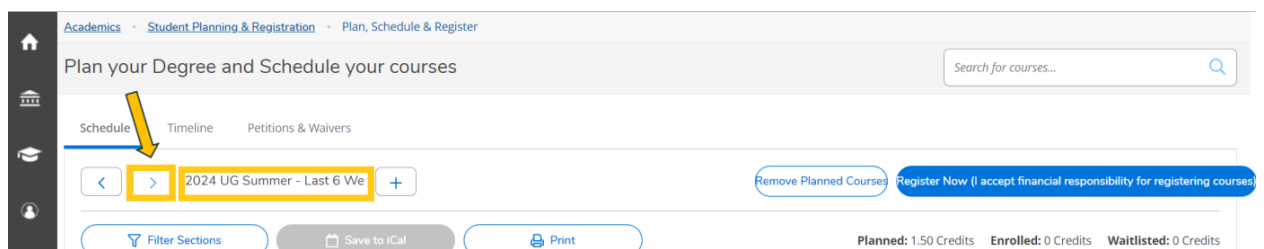


49. Your **courses** will turn **green** once you have **successfully** registered in the **S61** courses.



50. 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**



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

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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.

The screenshot shows a registration interface for the 2024 UG Summer - Last 6 Weeks. At the top right, there are buttons for 'Remove Planned Courses' and 'Register Now (I accept financial responsibility for registering courses)'. Below these are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The interface displays two course details on the left and a calendar on the right. The first course is 'ADMN-2010H-A-S01: Management Skills' (Planned, 0.50 Credits, Graded, Instructor: TBD, 2024-06-17 to 2024-07-26, Seats Available: 130). The second course is 'ADMN-2080H-A-S01: Managerial & Market Research' (Planned, 0.50 Credits, Graded, Instructor: TBD, 2024-06-17 to 2024-07-26, Seats Available: 77). The calendar shows sections for ADMN-2010H-A-S01 and ADMN-2080H-A-S01 on Monday and Wednesday from 3pm to 5pm. At the bottom, there is a section for 'ADMN-2230H Human Resource Management Section W-S01' with no meeting time. The status bar at the bottom indicates 'Planned: 1.50 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

52. 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

This close-up screenshot focuses on the top right of the registration interface. It shows the 'Remove Planned Courses' button and the 'Register Now (I accept financial responsibility for registering courses)' button. A yellow box highlights the 'Register Now' button, and a yellow arrow points to it from the 'Remove Planned Courses' button. Below these buttons is a 'Print' button and a status bar showing 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The bottom of the screenshot shows the top of the calendar grid with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a time slot (11 am).

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

The screenshot displays a registration interface for the 2024 UG Summer term. At the top, there are navigation arrows, the term name '2024 UG Summer - Last 6 We', and a '+'. A blue button labeled 'Register Now | I accept financial resp' is in the top right. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The 'Planned: 0.50 Credits' is shown on the right.

Two course cards are visible on the left:

- ADMN-2010H-A-S01: Management Skills**
 - Status: ✓ Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2024-06-17 to 2024-07-26
 - Meeting Information: [Drop button]
 - View other sections
- ADMN-2080H-A-S01: Managerial & Market Research**
 - Status: ✓ Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2024-06-17 to 2024-07-26
 - Meeting Information: [Drop button]
 - View other sections

The class schedule on the right shows a grid with days (Sun, Mon, Tue, Wed, Thu) and times (11am to 11pm). Green boxes indicate registered sections:

- ADMN-2010H-A-S01: Mon 3pm-5pm, Wed 3pm-5pm
- ADMN-2080H-A-S01: Mon 6pm-8pm, Wed 6pm-8pm

Below the schedule, it says 'Sections with no meeting time' and lists 'ADMN-2230H Human Resource Management Section W-S01'.

54. Congratulations, you are now registered for your summer term courses for the **Durham Human Resources, Marketing and Entrepreneurship Dual Post-Graduate Certificate!**

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