



Durham Campus

Business Communication and Human Resources Management Dual Post-Graduate Certificate

Registration Guide

Summer Term

May 2, 2024 Entry

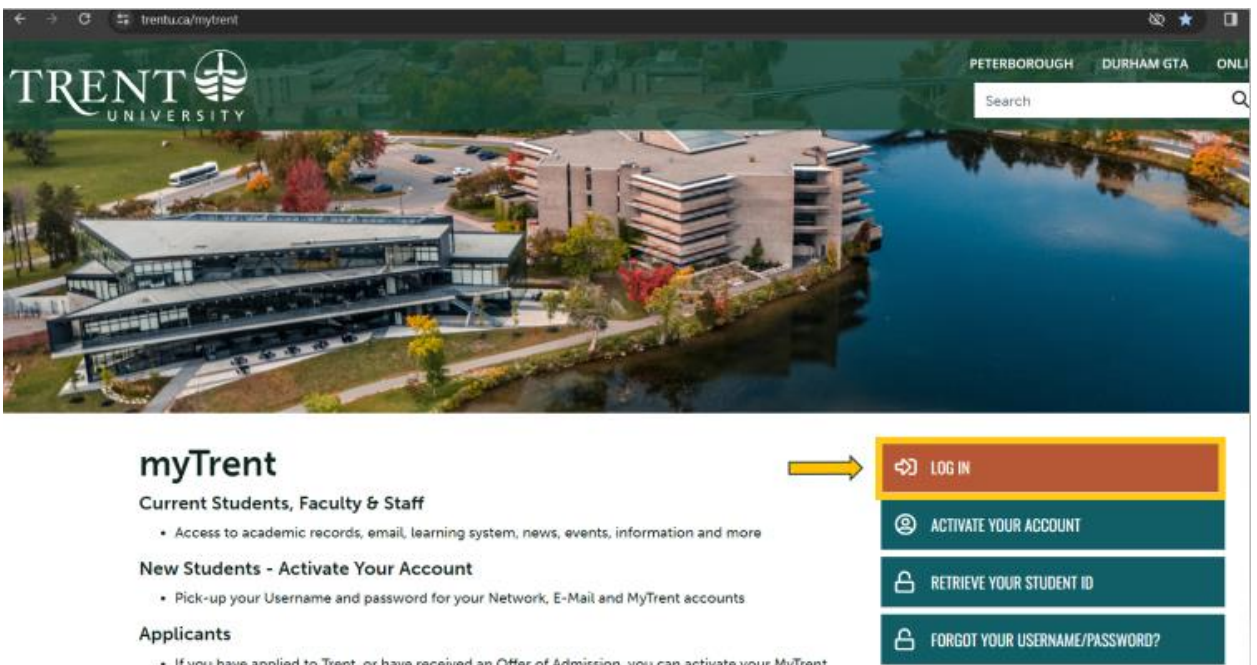
Business Communication and Human Resource Management Dual Post-Graduate Certificate
Durham Campus | Registration Guide | May 2024 Start

Registration Steps

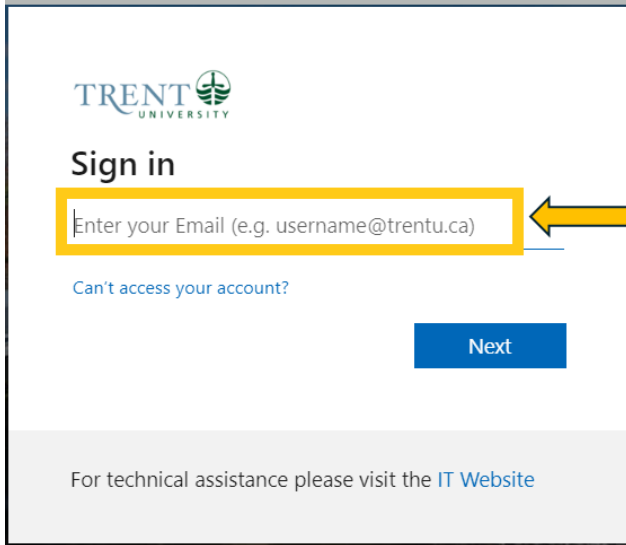
1. In the search bar, type <https://www.trentu.ca/mytrent/>



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



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



TRENT UNIVERSITY

Sign in

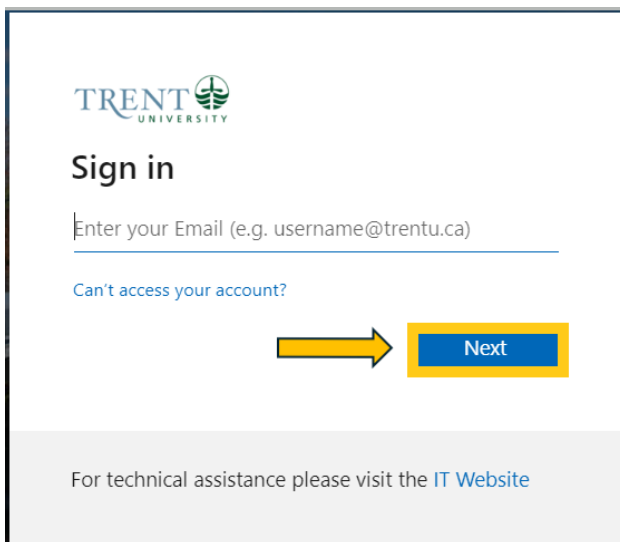
Enter your Email (e.g. username@trentu.ca)

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

Next

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

4. Click **Next**



TRENT UNIVERSITY

Sign in

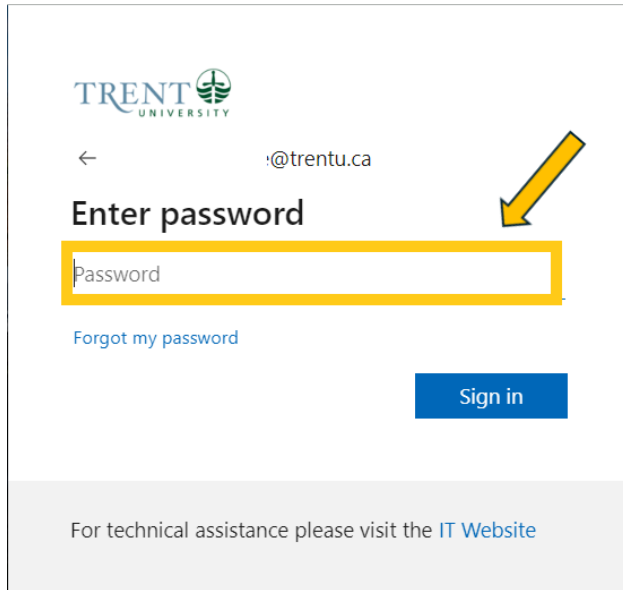
Enter your Email (e.g. username@trentu.ca)

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

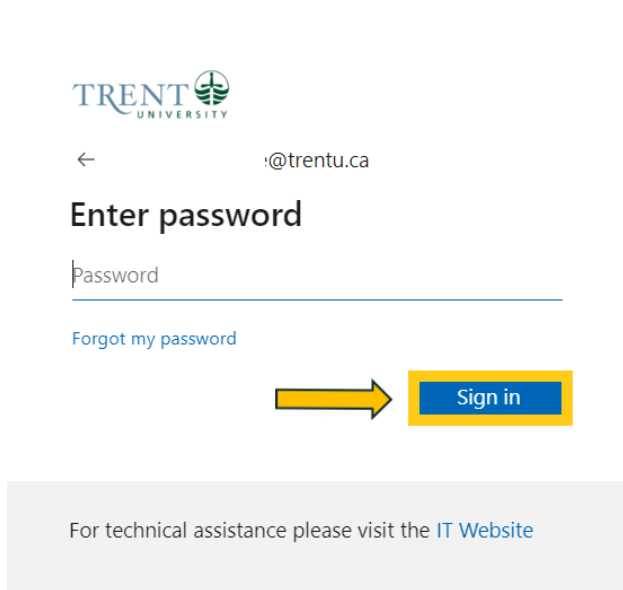
Next

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

5. Enter your **password**



6. Click **Sign in**

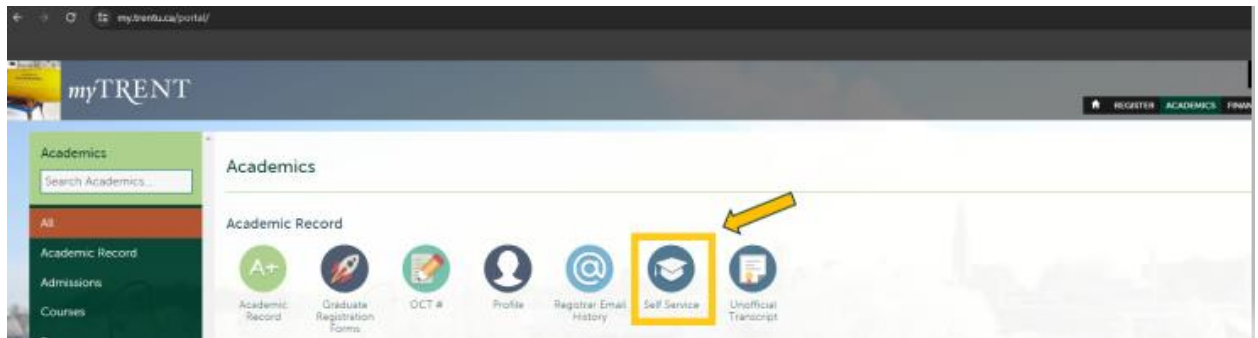


7. At the top right corner of myTrent portal, click **Academics** tabs

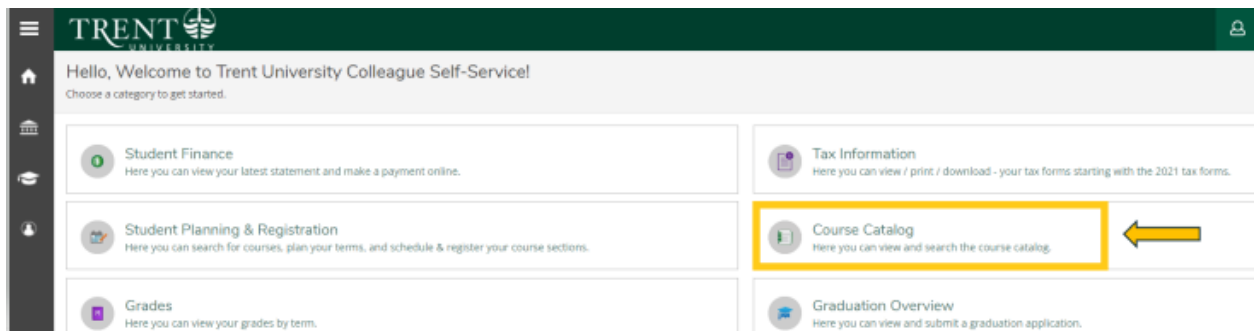


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

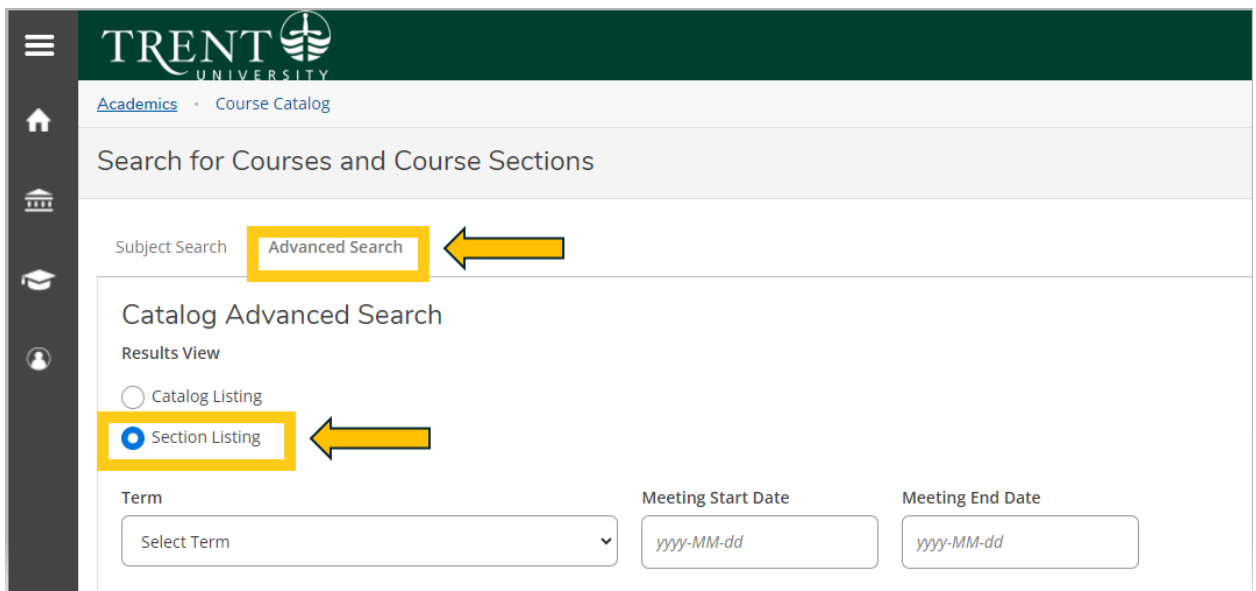
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9. Once redirected to Self Service, click on **Course Catalog**



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

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

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

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

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

The screenshot shows the 'Catalog Advanced Search' interface. On the left is a dark sidebar with navigation icons. The main content area has a title 'Catalog Advanced Search' and a 'Results View' section with radio buttons for 'Catalog Listing' and 'Section Listing' (the latter is selected). Below this are three rows of search criteria: 'Term' (set to '2024 UG Summer - First 6 W'), 'Meeting Start Date' (placeholder 'yyyy-MM-dd'), and 'Meeting End Date' (placeholder 'yyyy-MM-dd'). The 'Courses And Sections' section has three rows, each with a dropdown for 'Courses And Sections' (set to 'Business Administration', 'Subject', and 'Subject' respectively) and input fields for 'Course number (eg 2001H)' and 'Section'. A '+ Add More...' button is below. At the bottom, the 'Location' dropdown is highlighted with a yellow box and a yellow arrow pointing to it, showing 'Durham Greater Toronto Area' selected.

14. Click **Search**

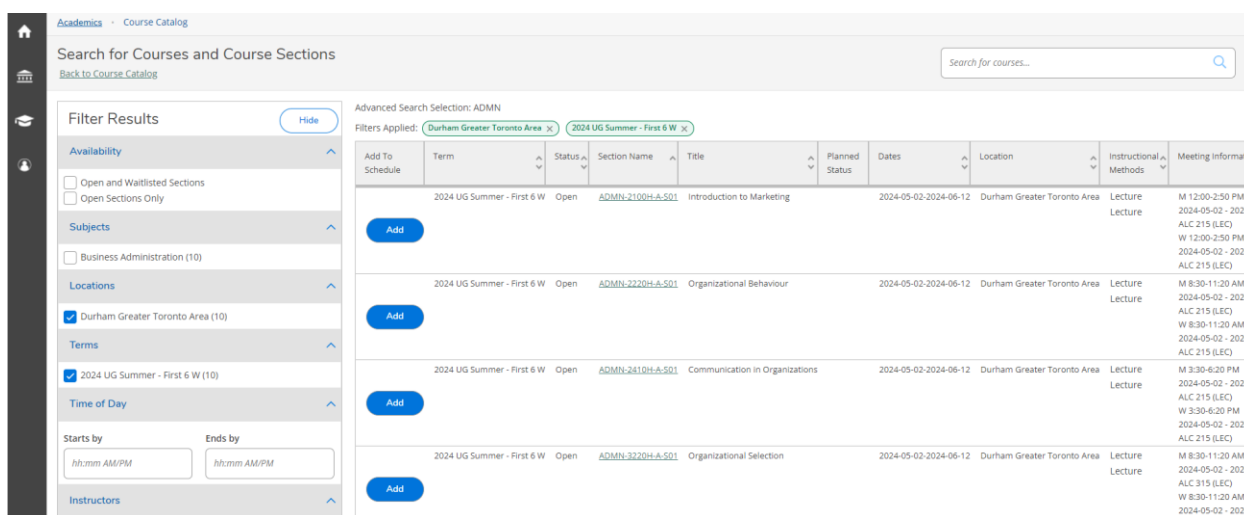
This screenshot shows the search filter section. It includes a '+ Add More...' button at the top. Below it are three dropdown menus: 'Location' (set to 'Durham Greater Toronto Area'), 'Academic Level' (set to 'Select Academic Level'), and 'Time Starts by' (placeholder 'hh:mm AM/PM'). To the right of 'Time Starts by' is 'Time Ends by' (placeholder 'hh:mm AM/PM'). At the bottom are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a yellow box and a yellow arrow pointing to it.

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.

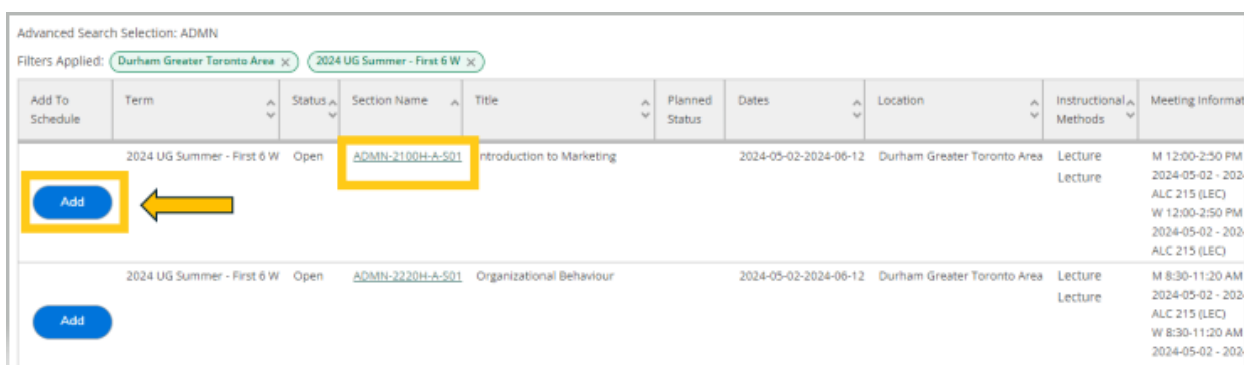
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The required in-person S61 courses are:

- **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)

**Business Communication and Human Resource Management Dual Post-Graduate Certificate
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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 x 2024 UG Summer - First 6 W x

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	✔ 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**

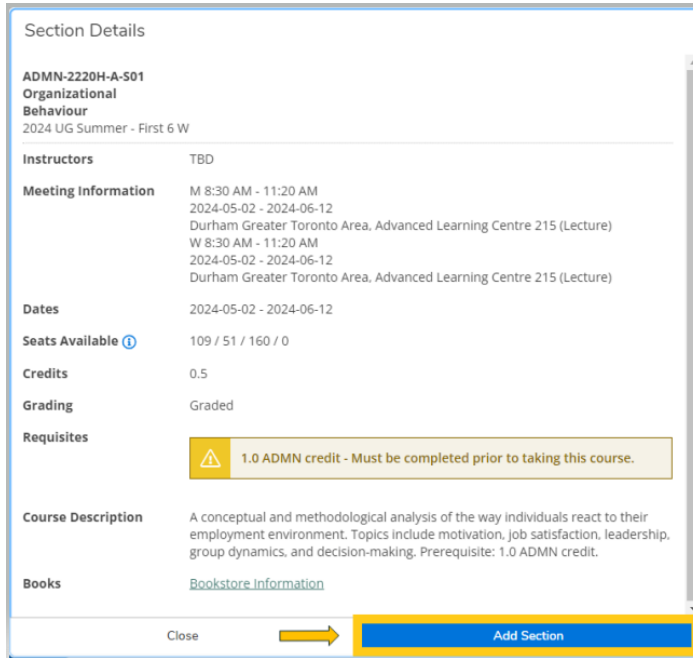
Advanced Search Selection: ADMN

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

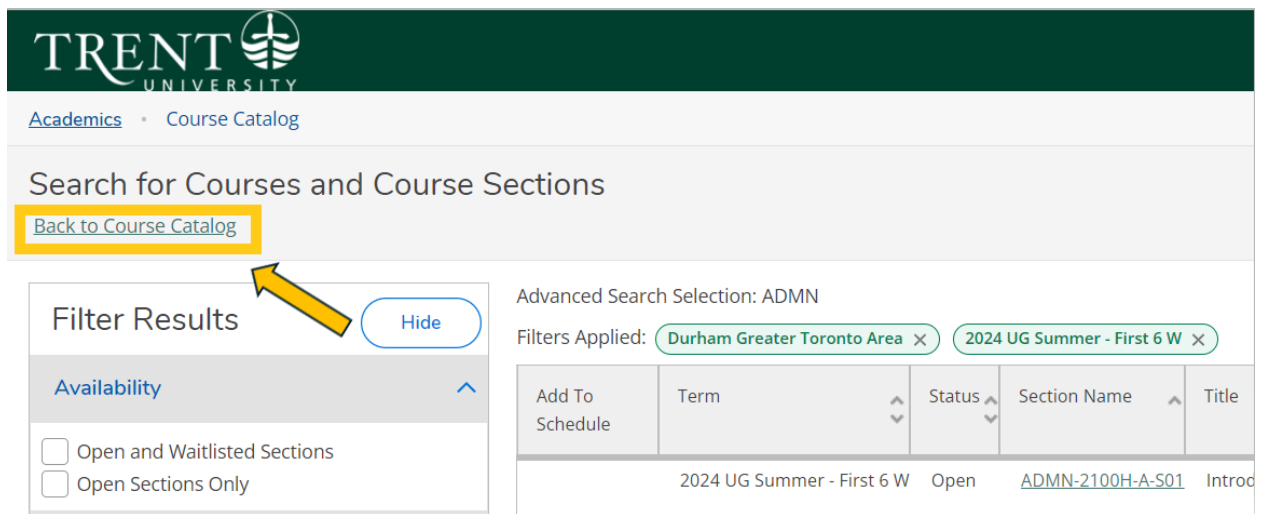
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Me
<input type="button" value="Add"/>	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-S01	Introduction to Marketing	✔ Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 200 ALC W 200 ALC
<input 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)



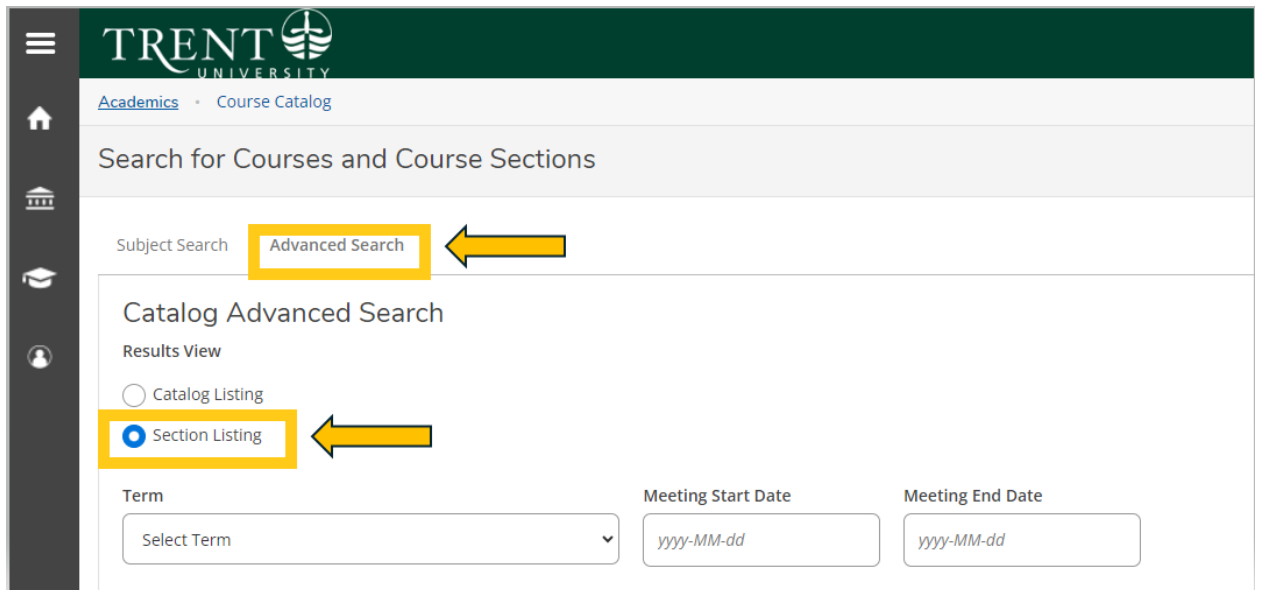
21. Once you have added the in-person S61 required courses > click **Back to Course Catalog** in the top left hand corner of the page



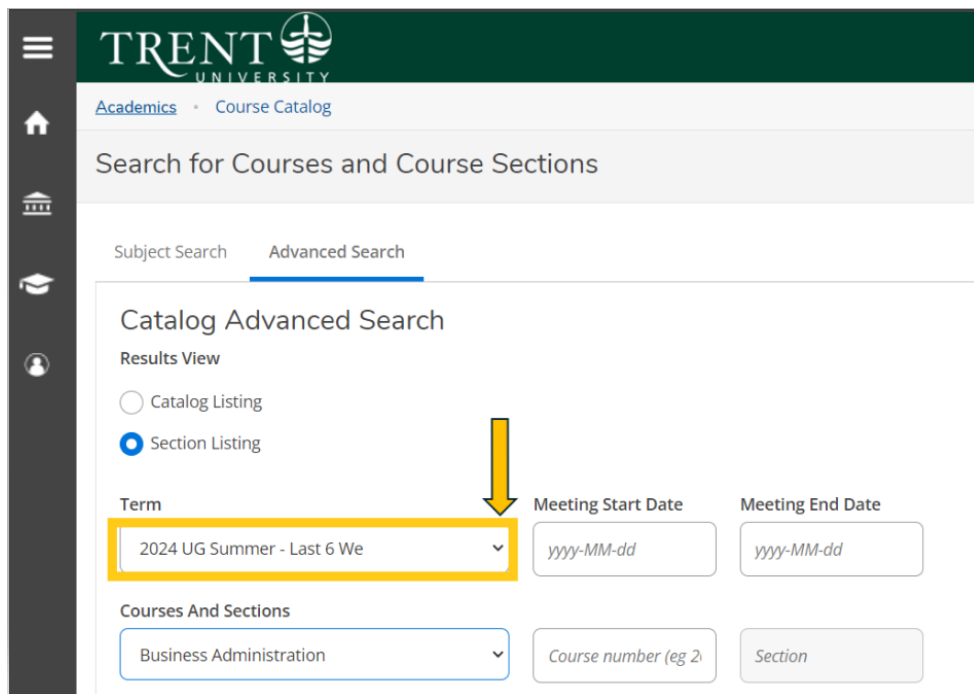
22. You will now need to choose the required in-person course for S62, this is the second half of the summer term.

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

**Business Communication and Human Resource Management Dual Post-Graduate Certificate
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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

**Business Communication and Human Resource Management Dual Post-Graduate Certificate
Durham Campus | Registration Guide | May 2024 Start**

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

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

Subject

Course number (eg 2)

Section

Subject

Course number (eg 2)

Section

+ Add More...

Location

Durham Greater Toronto Area

26. Click **Search**

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27. 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 2080H: Managerial and Market Research (Summer Session 2-S62)**
 - ADMN-2080H-A-S01
 - In-person Durham Campus, Building ALC, Section A

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	Meeting Informa
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	M 3:30-6:20 PM 2024-06-17 - 2024-06-17 - 2024 ALC 215 (LEC) W 3:30-6:20 PM 2024-06-17 - 2024-06-17 - 2024 ALC 215 (LEC)
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 6:30-9:20 PM 2024-06-17 - 2024-06-17 - 2024 ALC 315 (LEC) W 6:30-9:20 PM 2024-06-17 - 2024-06-17 - 2024 ALC 315 (LEC)
Add	2024 UG Summer - Last 6 We	Waitlisted	ADMN-3001H-B-S01	Events Management		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture	2024-06-17 - 2024-06-17 - 2024 WEB BLKBRD (L)
Add	2024 UG Summer - Last 6 We	Open	ADMN-3021H-A-S01	Fund Managerial Accounting		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture	M 6:30-9:20 PM 2024-06-17 - 2024-06-17 - 2024 ALC 215 (LEC) W 6:30-9:20 PM 2024-06-17 - 2024-06-17 - 2024 ALC 215 (LEC)
Add	2024 UG Summer - Last 6 We	Open	ADMN-3150H-A-S01	Advertising		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture	M 12:00-2:50 PM 2024-06-17 - 2024-06-17 - 2024

28. Locate **ADMN-2080H-A-S01** > click **Add**

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Advanced Search Selection: ADMN

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

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

29. 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

30. 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 x 2024 UG Summer - Last 6 We x

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	ADMIN-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	ADMIN-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

31. 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

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term:

Meeting Start Date:

Meeting End Date:

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

The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. The page has a dark green header with the Trent University logo and navigation icons on the left. Below the header, there are links for 'Academics' and 'Course Catalog'. The main heading is 'Search for Courses and Course Sections'. There are two tabs: 'Subject Search' and 'Advanced Search', with 'Advanced Search' being the active tab. Under 'Catalog Advanced Search', there are two radio buttons for 'Results View': 'Catalog Listing' (unselected) and 'Section Listing' (selected). Below this, there are three input fields: 'Term' (containing '2024 UG Summer - Last 6 We'), 'Meeting Start Date' (placeholder 'yyyy-MM-dd'), and 'Meeting End Date' (placeholder 'yyyy-MM-dd'). The 'Term' field is highlighted with a yellow box and a yellow arrow points to it. Below these fields, there are three more input fields: 'Courses And Sections' (containing 'Business Administration'), 'Course number (eg 2)', and 'Section'. The 'Courses And Sections' field is also highlighted with a yellow box.

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

This screenshot is similar to the previous one, showing the 'Catalog Advanced Search' page. In this view, the 'Term' dropdown menu is no longer highlighted. Instead, the 'Courses And Sections' dropdown menu is highlighted with a yellow box, and a yellow arrow points to it. The other elements, including the 'Section Listing' radio button and the date input fields, remain the same as in the previous screenshot.

34. Under Location, select **Web-Based Course** 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

Course number (eg 2):

Section:

Subject

Course number (eg 2):

Section:

Subject

Course number (eg 2):

Section:

+ Add More...

Location

Web-Based Course

35. Click **Search**

Location

Web-Based Course

Academic Level

Select Academic Level

Time Starts by

hh:mm AM/PM

Time Ends by

hh:mm AM/PM

Clear

Search

36. 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 x, 2024 UG Summer - Last 6 We x

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

37. Locate **ADMN-2230H-W-S01** > click **Add**

Advanced Search Selection: ADMN
Filters Applied: Web-Based Course x, 2024 UG Summer - Last 6 We x

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	

38. 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](#)

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

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Durham Campus | Registration Guide | May 2024 Start**

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-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	0.500
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	0.500
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)	Caio, S	Unlimited	0.500
Add	2024 UG Summer - Last 6 We	Open	ADMN-2230H-W-S01	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

40. Once you have added the S62 required web course > 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

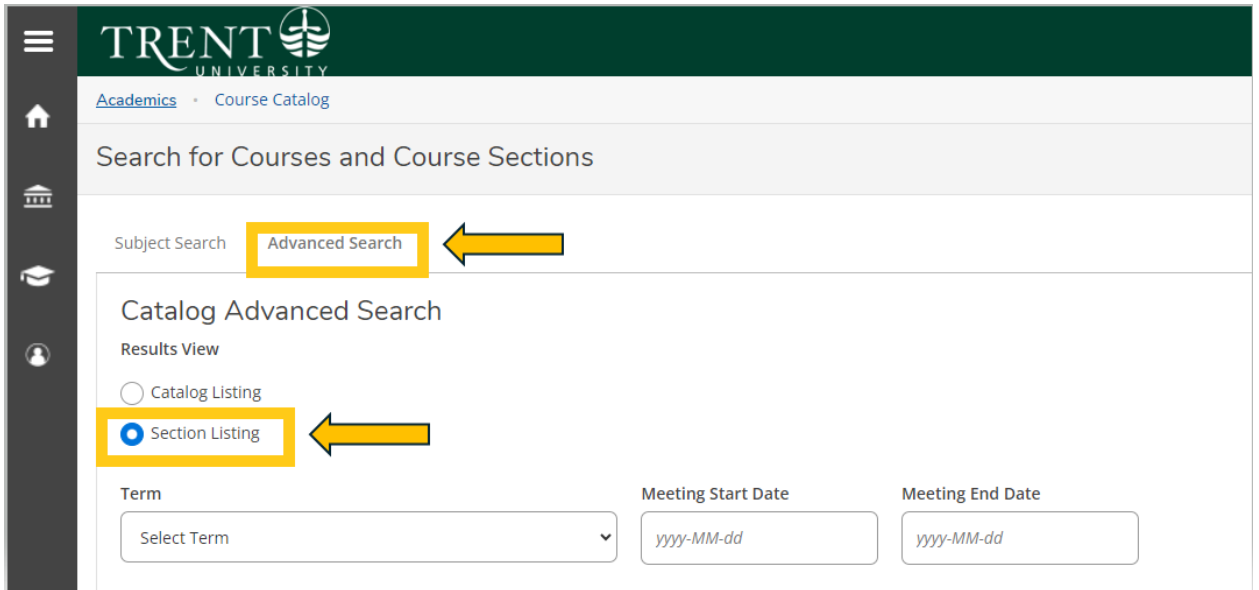
Open Sections Only

Advanced Search Selection: ADMN
Filters Applied: [Durham Greater Toronto Area](#) [2024 UG Summer - First 6 W](#)

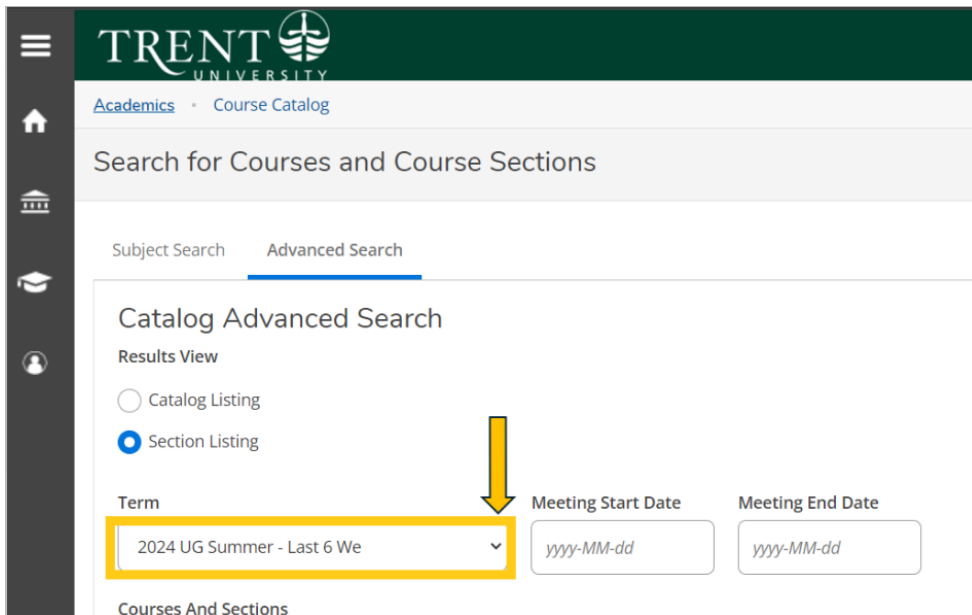
Add To Schedule	Term	Status	Section Name	Title
	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-S01	Intro

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

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

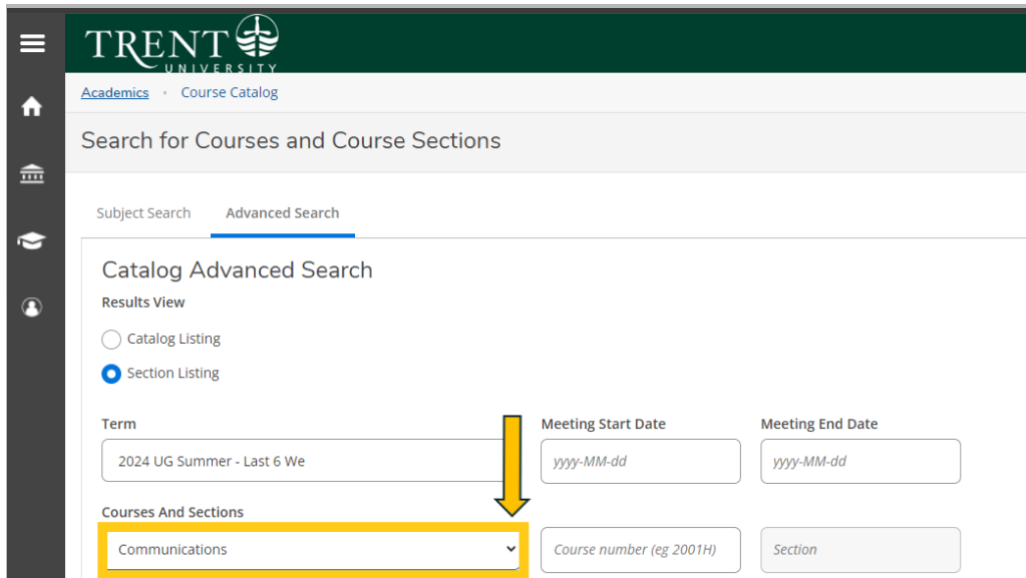


42. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu



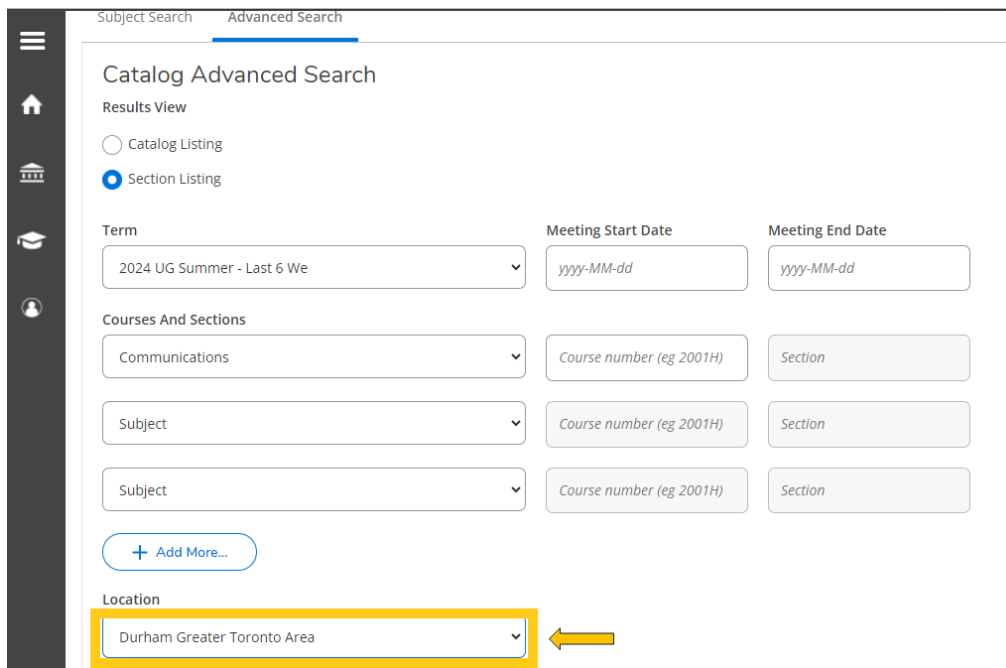
**Business Communication and Human Resource Management Dual Post-Graduate Certificate
Durham Campus | Registration Guide | May 2024 Start**

43. Under Courses And Sections, select **Communications** from the drop-down menu



The screenshot shows the Trent University Course Catalog search interface. The page title is "TRENT UNIVERSITY" and the breadcrumb is "Academics > Course Catalog". The search bar is "Search for Courses and Course Sections". The "Advanced Search" tab is selected. Under "Catalog Advanced Search", "Results View" has "Section Listing" selected. The "Term" dropdown is set to "2024 UG Summer - Last 6 We". The "Meeting Start Date" and "Meeting End Date" fields are empty. The "Courses And Sections" dropdown menu is highlighted in yellow and shows "Communications" selected. A yellow arrow points to the dropdown menu.

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



The screenshot shows the Trent University Course Catalog search interface. The page title is "TRENT UNIVERSITY" and the breadcrumb is "Academics > Course Catalog". The search bar is "Search for Courses and Course Sections". The "Advanced Search" tab is selected. Under "Catalog Advanced Search", "Results View" has "Section Listing" selected. The "Term" dropdown is set to "2024 UG Summer - Last 6 We". The "Meeting Start Date" and "Meeting End Date" fields are empty. The "Courses And Sections" dropdown menu is set to "Communications". Below it, there are two "Subject" dropdown menus, each set to "Subject". A "+ Add More..." button is visible. The "Location" dropdown menu is highlighted in yellow and shows "Durham Greater Toronto Area" selected. A yellow arrow points to the dropdown menu.

45. Click **Search**

**Business Communication and Human Resource Management Dual Post-Graduate Certificate
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The screenshot shows a search filter interface. It includes a 'Location' dropdown menu set to 'Durham Greater Toronto Area', an 'Academic Level' dropdown menu set to 'Select Academic Level', and two 'Time' input fields labeled 'Time Starts by' and 'Time Ends by', both containing the placeholder 'hh:mm AM/PM'. At the bottom, there are two buttons: a 'Clear' button and a 'Search' button. The 'Search' button is highlighted with a yellow rectangular box, and a yellow arrow points to it from the right side of the image.

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

The required in-person Communications S62 course is:

- **COMM 1000H: Introduction to Communication (Summer Session 2-S62)**
 - COMM-1000H-A-S01 or COMM-1000H-A-S02
 - Thornton Campus, Section 1 or 2

The screenshot displays a course catalog search results page. On the left is a 'Filter Results' sidebar with sections for Availability, Subjects, Locations, Terms, and Time of Day. The main area shows a table of search results. The table has columns: Add to Schedule, Term, Status, Section Name, Title, Planned Status, Dates, Location, Instructional Methods, and Meeting Information. Two rows are visible, both for 'Intro to Communications' courses. The first row is for 'COMM-1000H-A-S01' and the second row is for 'COMM-1000H-A-S02'. Both rows have an 'Add' button next to them.



Add to Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information
Add	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S01	Intro to Communications		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Workshop Lecture Workshop	M 9:00-10:50 AM 2024-06-17 - 2024-07- DRA A125 (LEC) M 11:00 AM-12:00 PM 2024-06-17 - 2024-07- DRA A125 (WRK) W 9:00-10:50 AM 2024-06-17 - 2024-07- DRA A125 (LEC) W 11:00 AM-12:00 PM 2024-06-17 - 2024-07- DRA A125 (WRK)
Add	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S02	Intro to Communications		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Workshop Lecture Workshop	M 9:00-10:50 AM 2024-06-17 - 2024-07- DRA A125 (LEC) M 11:00 AM-12:00 PM 2024-06-17 - 2024-07- DRA A105 (WRK) W 9:00-10:50 AM 2024-06-17 - 2024-07- DRA A125 (LEC) W 11:00 AM-12:00 PM

47. Locate **COMM-1000H-A-S01 or COMM-1000H-A-S02**> click **Add**

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Advanced Search Selection: COMM

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	Meeting Information
	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S01	Intro to Communications		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Workshop Lecture Workshop	M 9:00-10:50 AM 2024-06-17 - 2024-0 DRA A125 (LEC) M 11:00 AM-12:00 P 2024-06-17 - 2024-0 DRA A125 (WRK) W 9:00-10:50 AM 2024-06-17 - 2024-0 DRA A125 (LEC) W 11:00 AM-12:00 P 2024-06-17 - 2024-0 DRA A125 (WRK)
OR									
	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S02	Intro to Communications		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Workshop Lecture Workshop	M 9:00-10:50 AM 2024-06-17 - 2024-0 DRA A125 (LEC) M 11:00 AM-12:00 P 2024-06-17 - 2024-0 DRA A105 (WRK) W 9:00-10:50 AM 2024-06-17 - 2024-0 DRA A125 (LEC) W 11:00 AM-12:00 P 2024-06-17 - 2024-0

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


Section Details

COMM-1000H-A-S01 Intro to Communications
2024 UG Summer - Last 6 We

Instructors Monti, A

Meeting Information

- M 9:00 AM - 10:50 AM
2024-06-17 - 2024-07-26
Durham Greater Toronto Area, Durham Building A A125 (Lecture)
- M 11:00 AM - 12:00 PM
2024-06-17 - 2024-07-26
Durham Greater Toronto Area, Durham Building A A125 (Workshop)
- W 9:00 AM - 10:50 AM
2024-06-17 - 2024-07-26
Durham Greater Toronto Area, Durham Building A A125 (Lecture)
- W 11:00 AM - 12:00 PM
2024-06-17 - 2024-07-26
Durham Greater Toronto Area, Durham Building A A125 (Workshop)

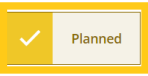

Close  **Add Section**

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

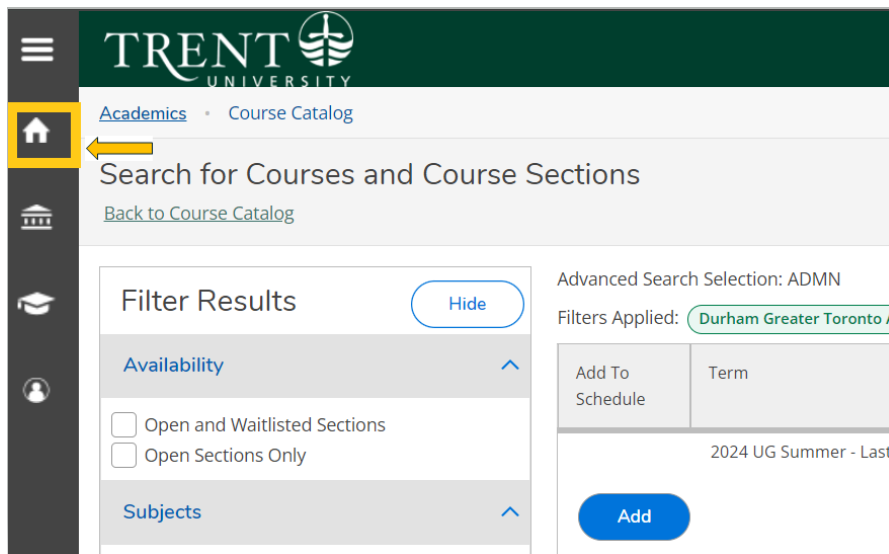
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Advanced Search Selection: COMM

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S01	Intro to Communications		2024-06-17-2024-07-26	Durham Gr
							
	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S02	Intro to Communications		2024-06-17-2024-07-26	Durham Gr

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



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

Subjects

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto A

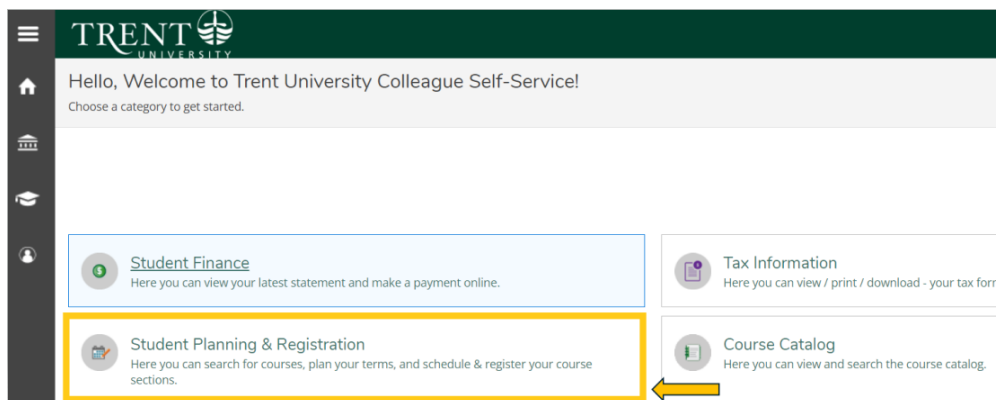
Add To Schedule

Term

2024 UG Summer - Last

Add


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





TRENT UNIVERSITY


Hello, Welcome to Trent University Colleague Self-Service!

Choose a category to get started.

 **Student Finance**
Here you can view your latest statement and make a payment online.

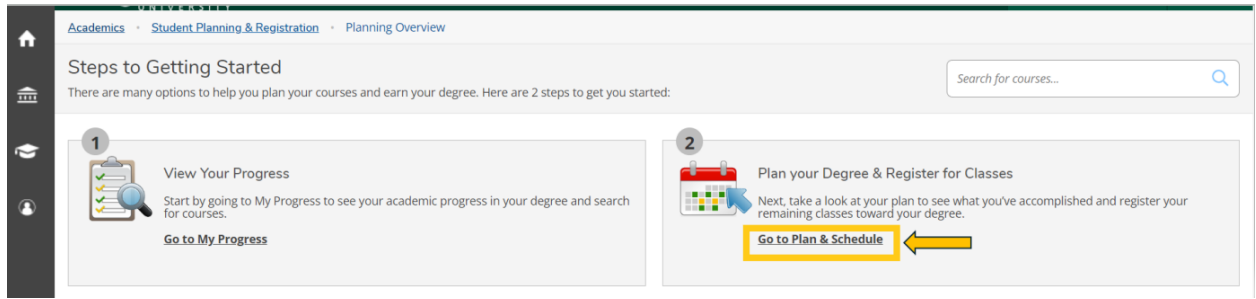
 **Tax Information**
Here you can view / print / download - your tax form

 **Student Planning & Registration**
Here you can search for courses, plan your terms, and schedule & register your course sections.

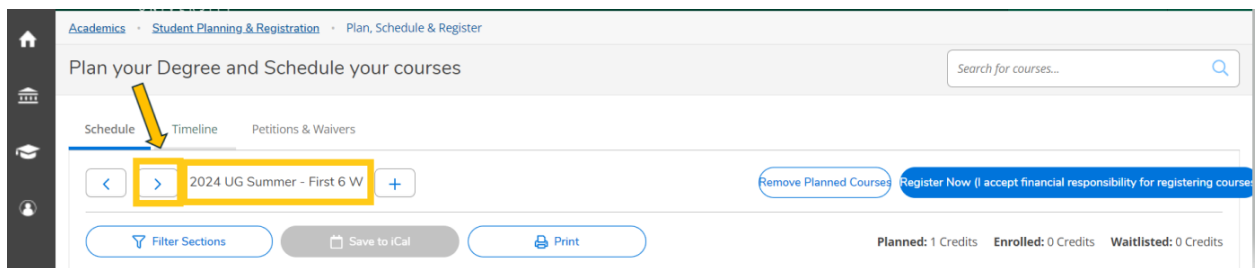
 **Course Catalog**
Here you can view and search the course catalog.

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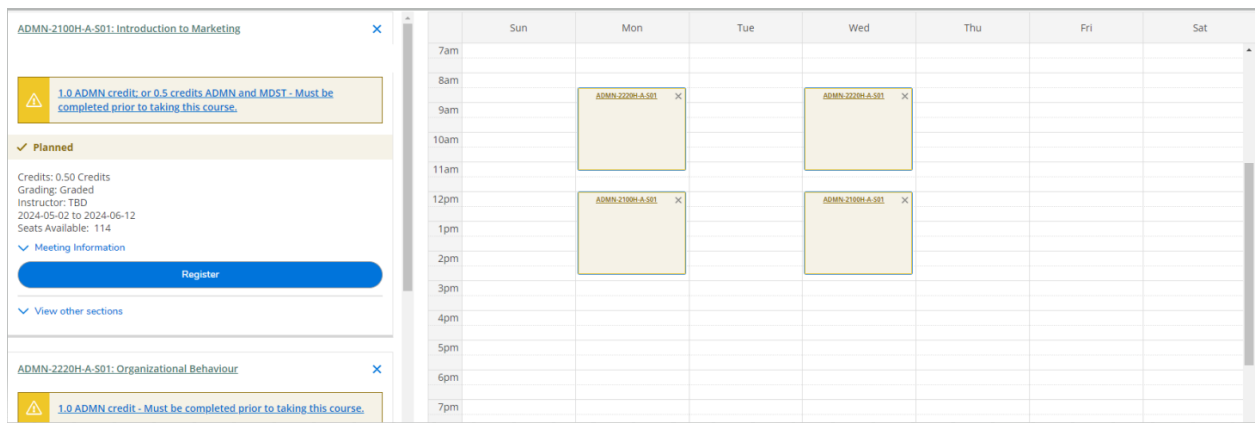
52. Click on “Go to Plan & Schedule”



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



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

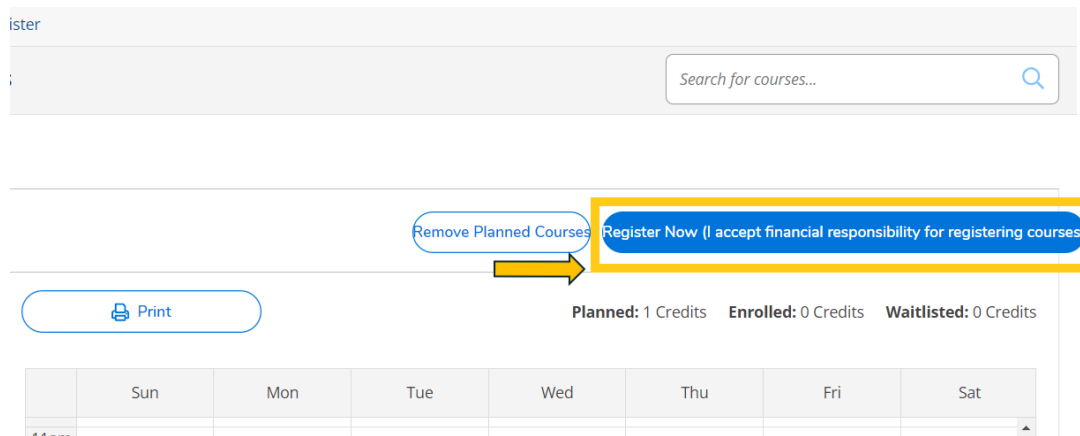


55. Click the blue ‘**Register Now (I accept financial responsibility for registering courses)**’ button in the top right corner to register in the S61 (first 6 weeks courses).

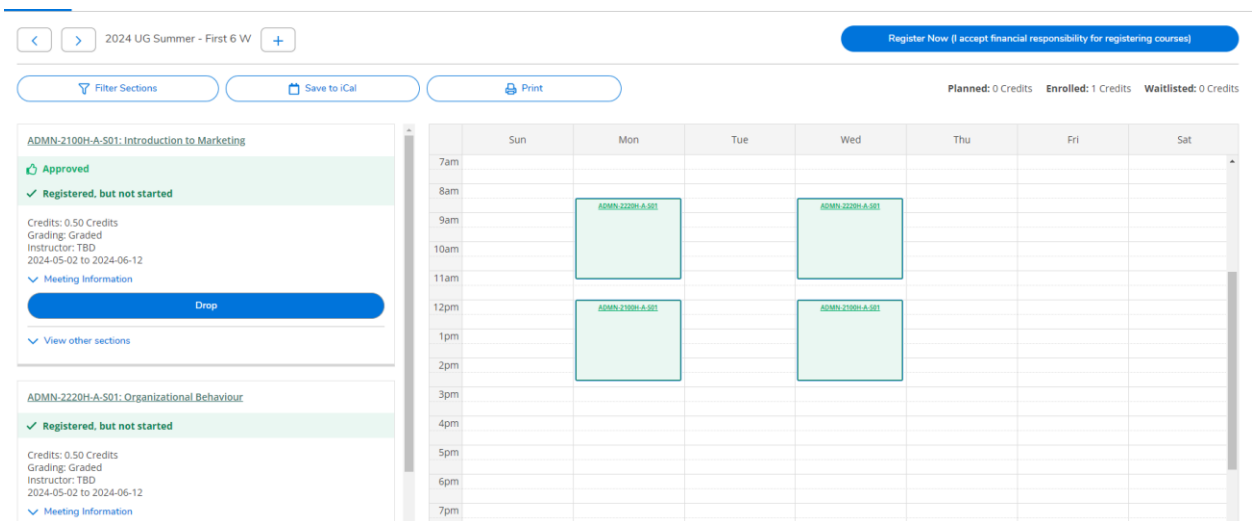
If you receive an error regarding pre-requisites, please email businesscertificates@trentu.ca

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

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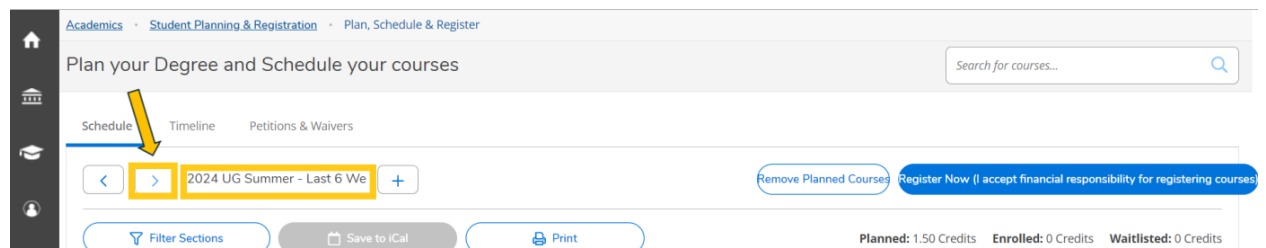


56. Your **courses** will turn **green** once you have **successfully registered** in the **S61** courses.



57. 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**



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58. 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.

The screenshot displays a course registration interface. On the left, there are two course detail panels. The top panel is for 'ADMN-2080H-A-S01: Managerial & Market Research', showing it is 'Planned' with 0.50 credits, graded, and a 'Register' button. The bottom panel is for 'ADMN-2230H-W-S01: Human Resource Management', also 'Planned' with 0.50 credits, graded, and a 'Register' button. On the right, a calendar grid shows course sections for Monday and Wednesday. Yellow/brown boxes indicate planned sections: 'COMM-1000H-A-S01' at 9am-11am and 11am-12pm on Monday, and 'ADMN-2080H-A-S01' at 6pm-7pm on both days. A 'Print' button is at the top right, and a status bar shows 'Planned: 1.50 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

59. 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 screenshot shows a registration interface with a search bar at the top. Below the search bar, there are two buttons: 'Remove Planned Courses' and 'Register Now (I accept financial responsibility for registering courses)'. The 'Register Now' button is highlighted with a yellow box and a yellow arrow pointing to it from the 'Remove Planned Courses' button. Below the buttons, there is a 'Print' button and a status bar showing 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom, a calendar grid shows the days of the week from Sun to Sat.

Business Communication and Human Resource Management Dual Post-Graduate Certificate Durham Campus | Registration Guide | May 2024 Start

60. 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, it shows navigation arrows, the term name, and a registration confirmation button. Below this are filters and utility buttons. The main area is split into two columns: course details on the left and a calendar on the right. Two courses are listed as 'Registered, but not started': ADMN-2080H/A-S01 (Managerial & Market Research) and ADMN-2230H/W-S01 (Human Resource Management). The calendar shows sections for these courses on Monday and Wednesday. A summary at the bottom indicates 0.50 Credits Planned, 1 Credit Enrolled, and 0 Credits Waitlisted.

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am		COMM-1000H/A-S01		COMM-1000H/A-S01			
10am							
11am		COMM-1000H/A-S01		COMM-1000H/A-S01			
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm		ADMN-2080H/A-S01		ADMN-2080H/A-S01			
7pm							
8pm							
9pm							

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.