TRENT UNIVERSITY
DURHAM
GREATER TORONTO AREA

**Durham Campus**

# Business Communication and Human Resources Management Dual Post-Graduate Certificate

## Registration Guide

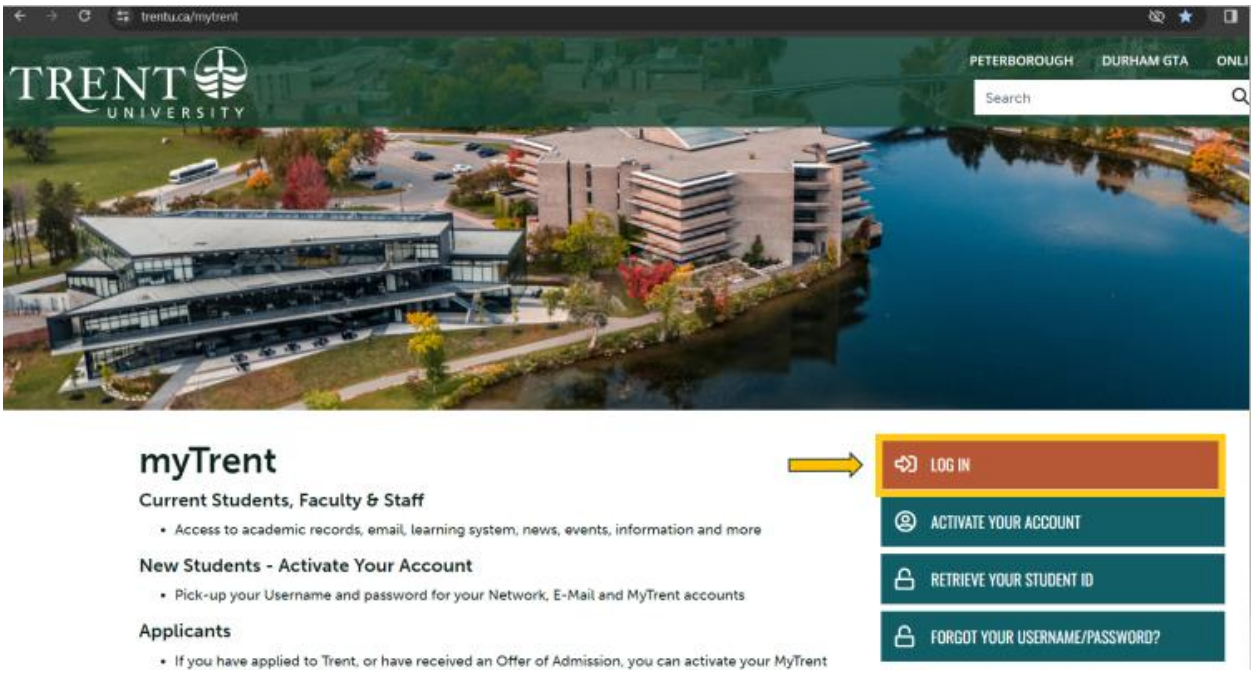
## Summer Term

## May 2, 2024 Entry

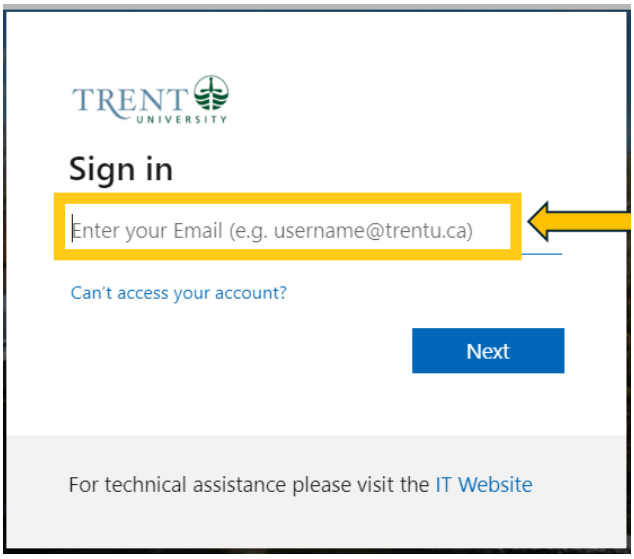
## Registration Steps

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

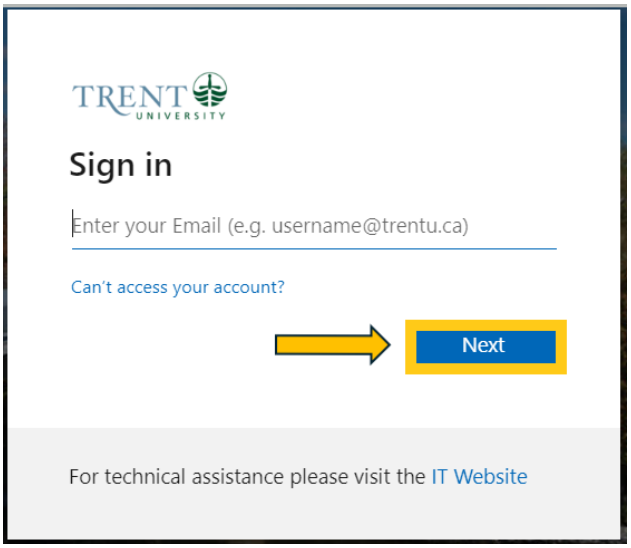
2. To the right of the screen > click **Log In**



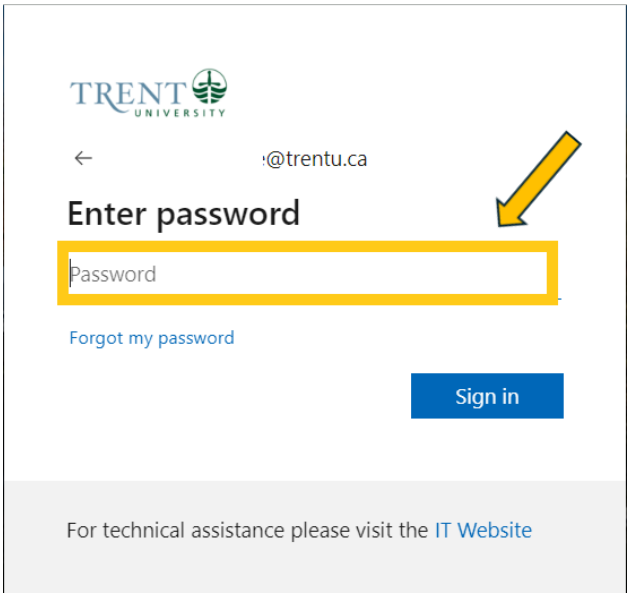

3. Enter your **Trent email address** (<username>@trentu.ca)



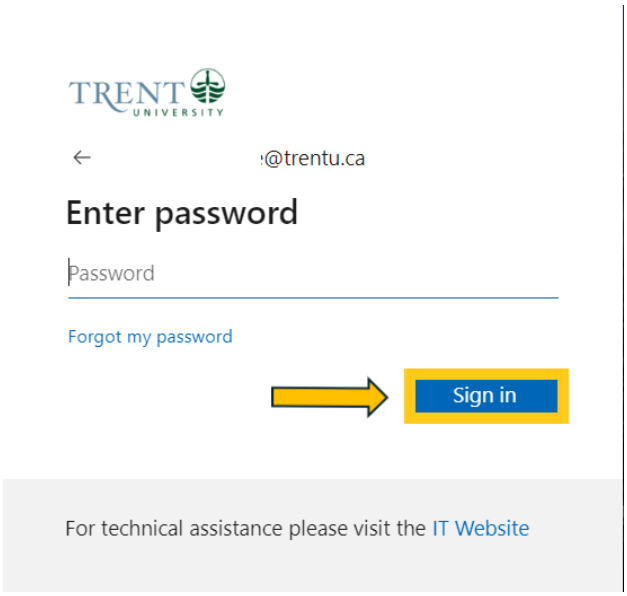

4. Click **Next**




5. Enter your **password**

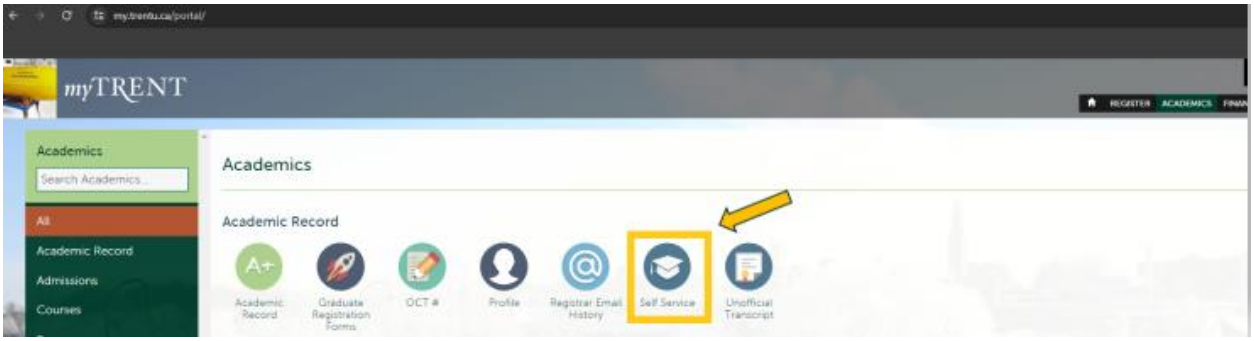



6. Click **Sign in**

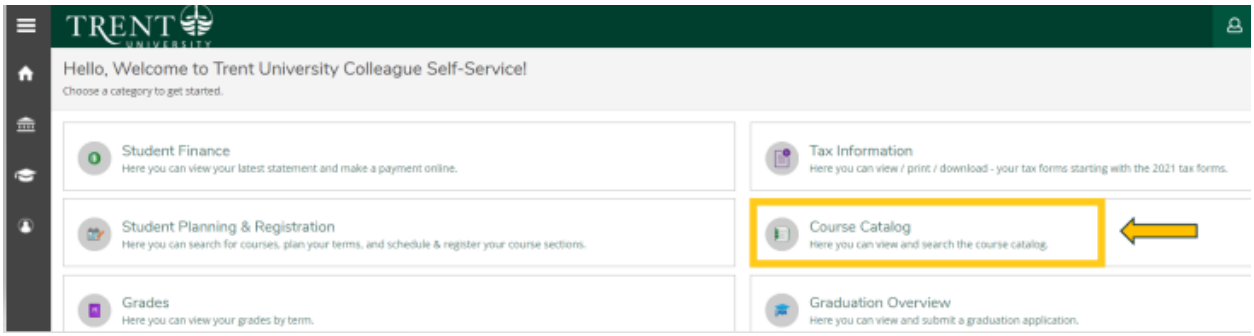



7. At the top right corner of myTrent portal, click **Academics** tabs

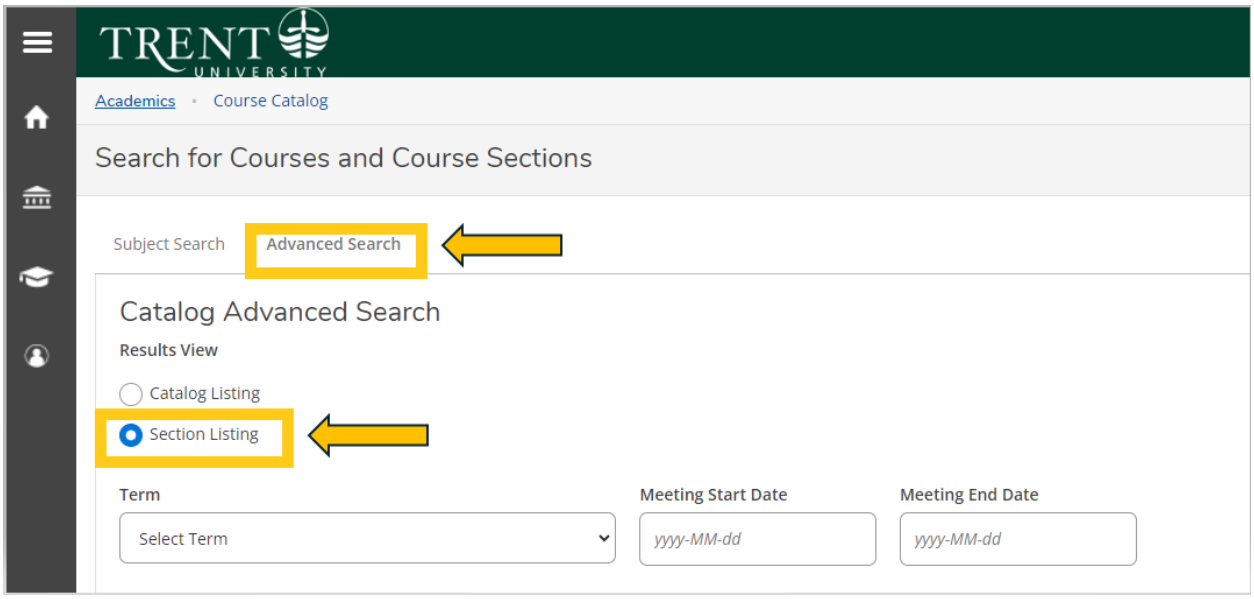
8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)



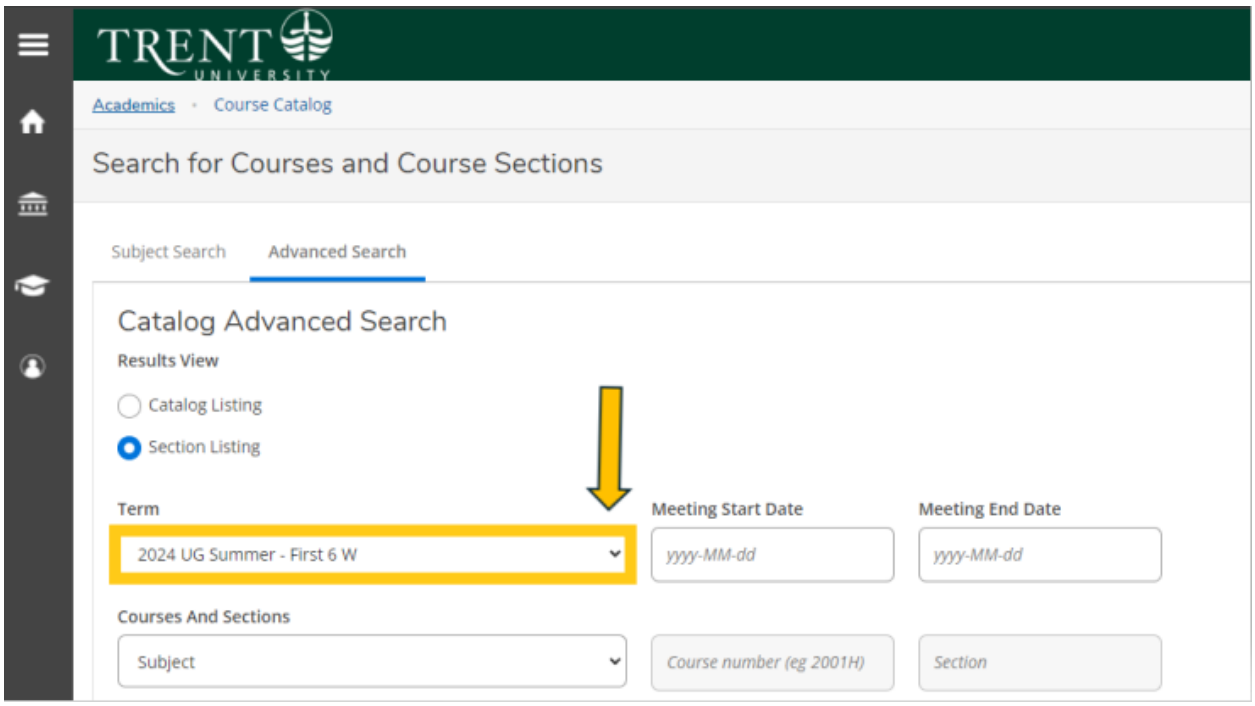

9. Once redirected to Self Service, click on **Course Catalog**



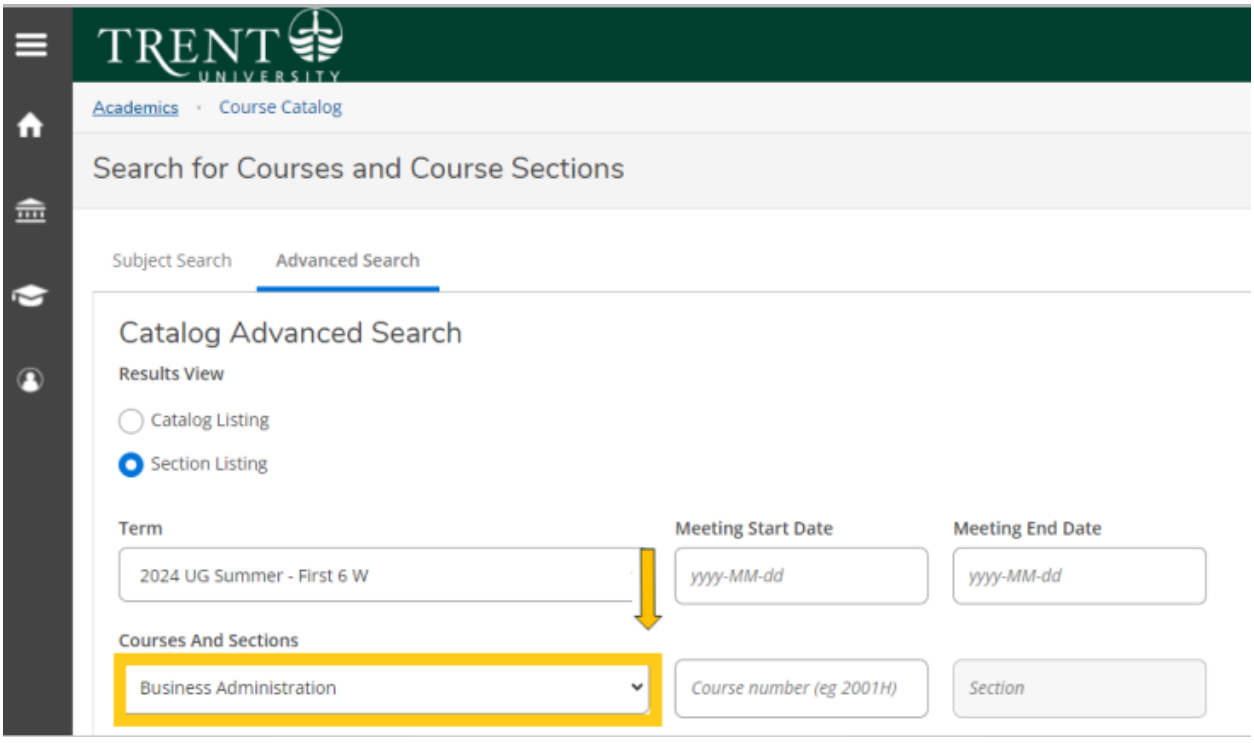

10. Using the Advanced Search Tab, under Results View, select **Section Listing**



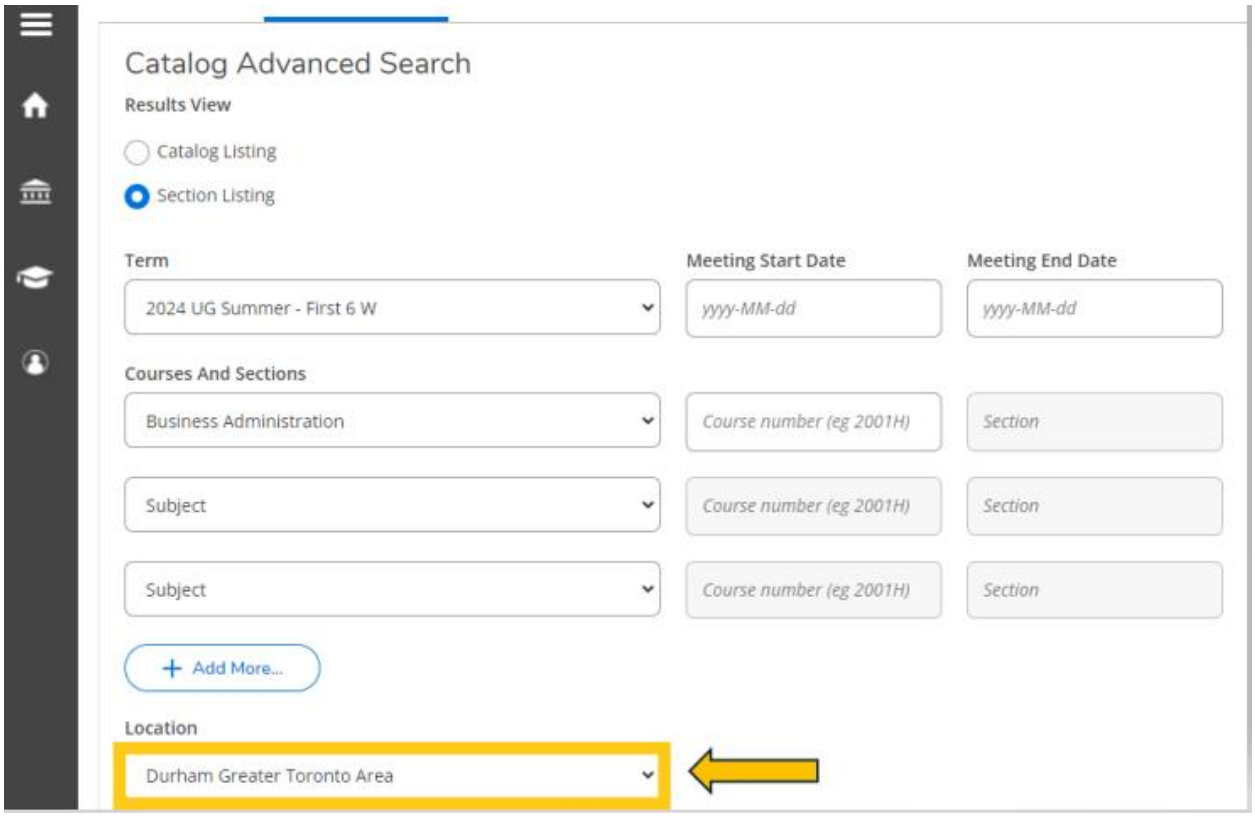

11. Under Term, select **2024 UG Summer – First 6 W** from the drop-down menu



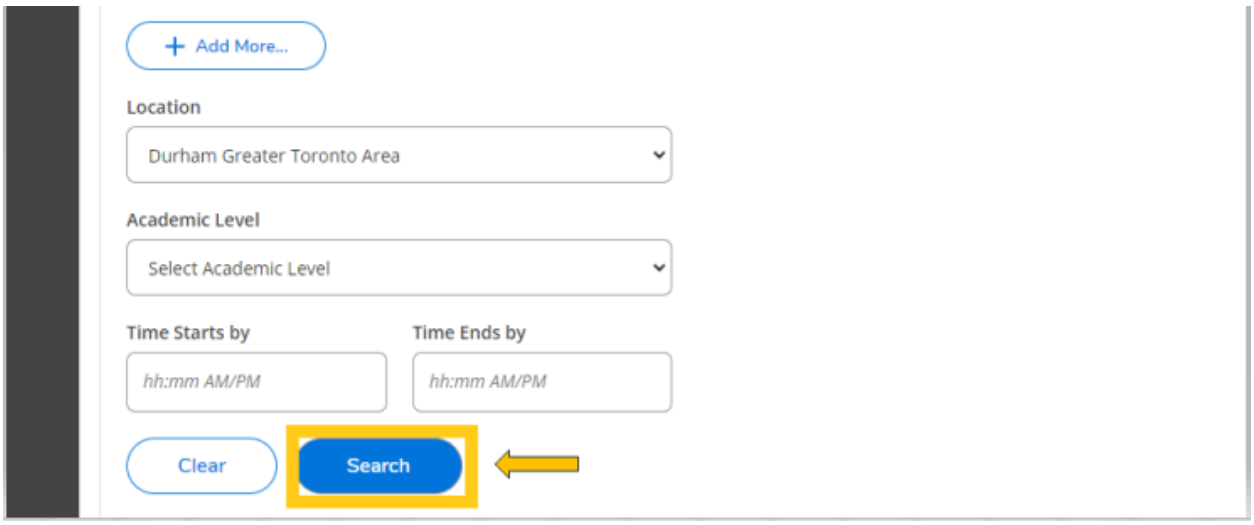

12. Under Courses And Sections, select **Business Administration** from the drop-down menu



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




14. Click **Search**

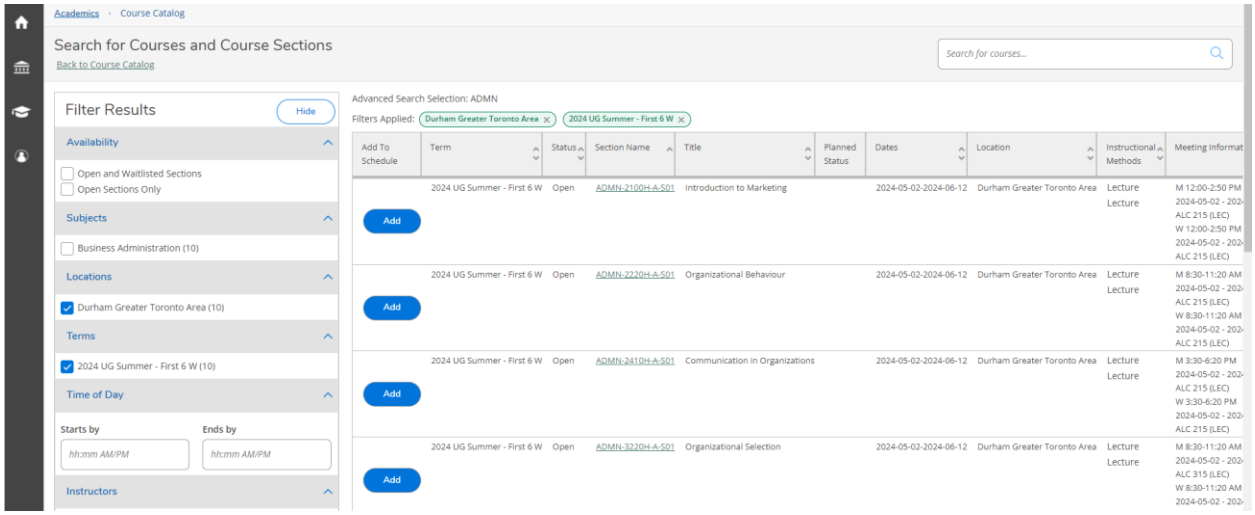



15. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S61 courses. The courses will appear in numerical order. On this step you are planning your courses.

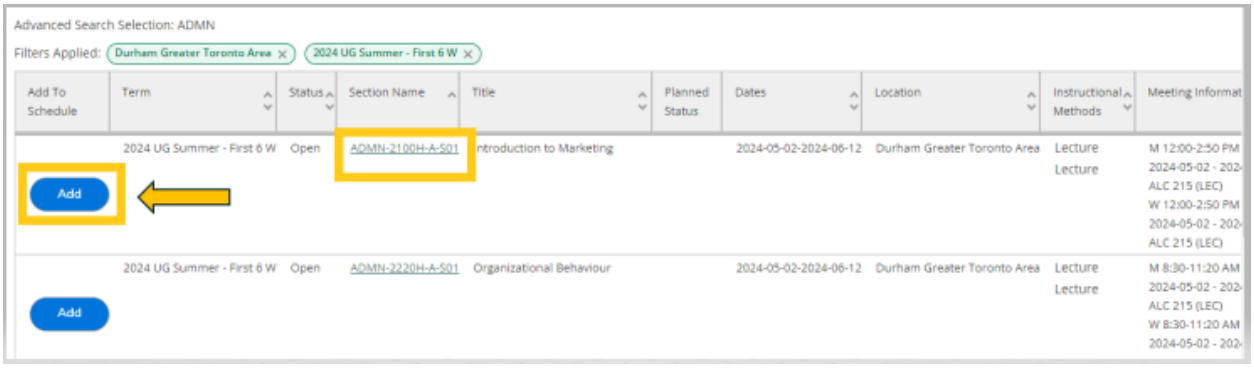
The **required in-person S61 courses** are:

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

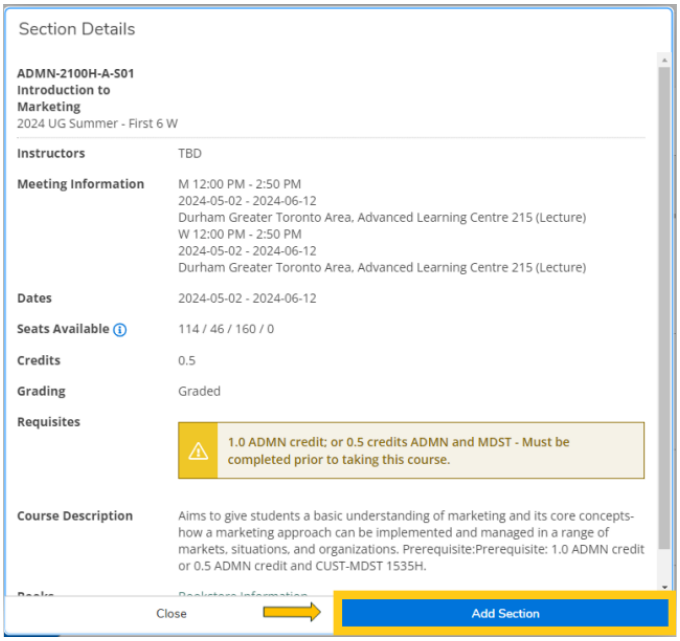
- **ADMN 2220H: Organizational Behaviour (Summer Session 1 – S61)**
  - ADMN-2220H-A-S01
  - In-person Durham Campus, Building ALC, Section A



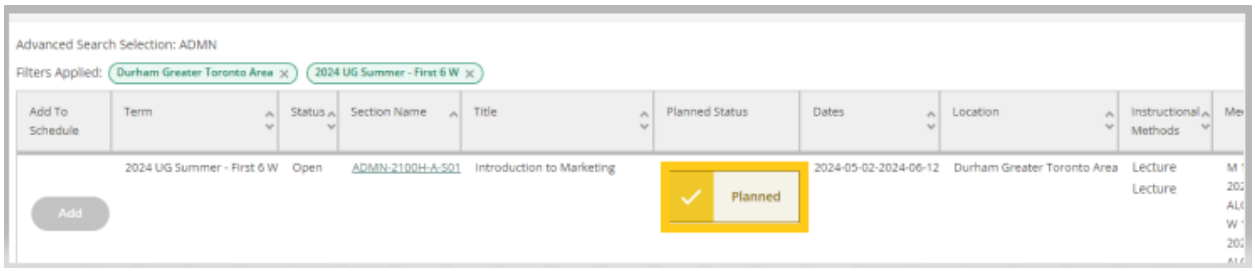

16. Locate **ADMN-2100H-A-S01** > click **Add**



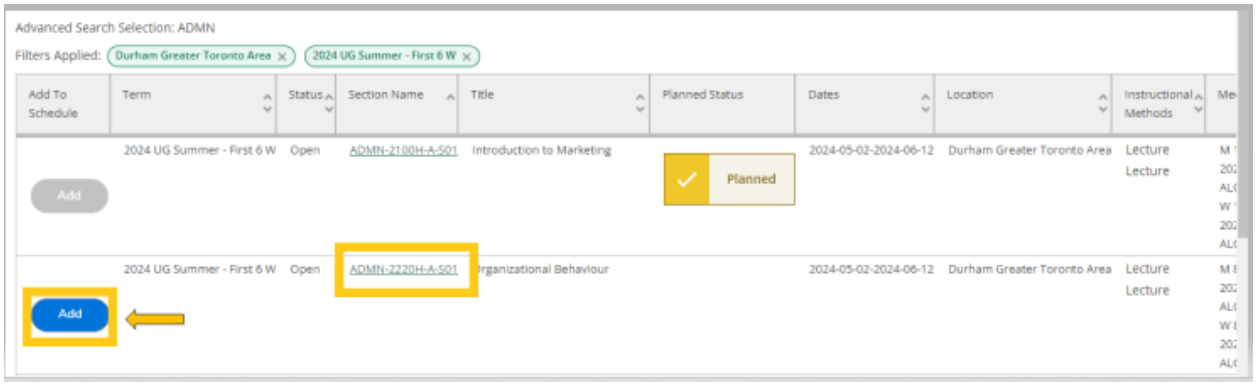

17. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



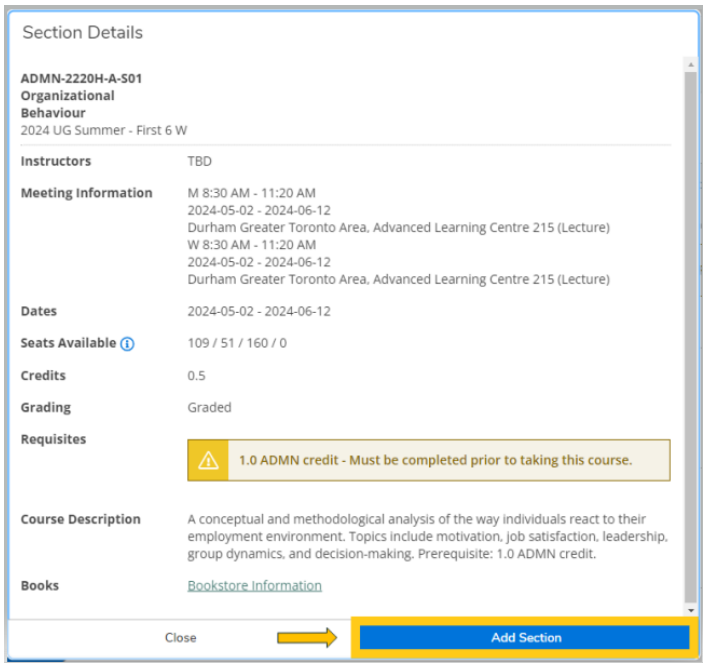

18. The course will then show as 'Planned', registration is not complete



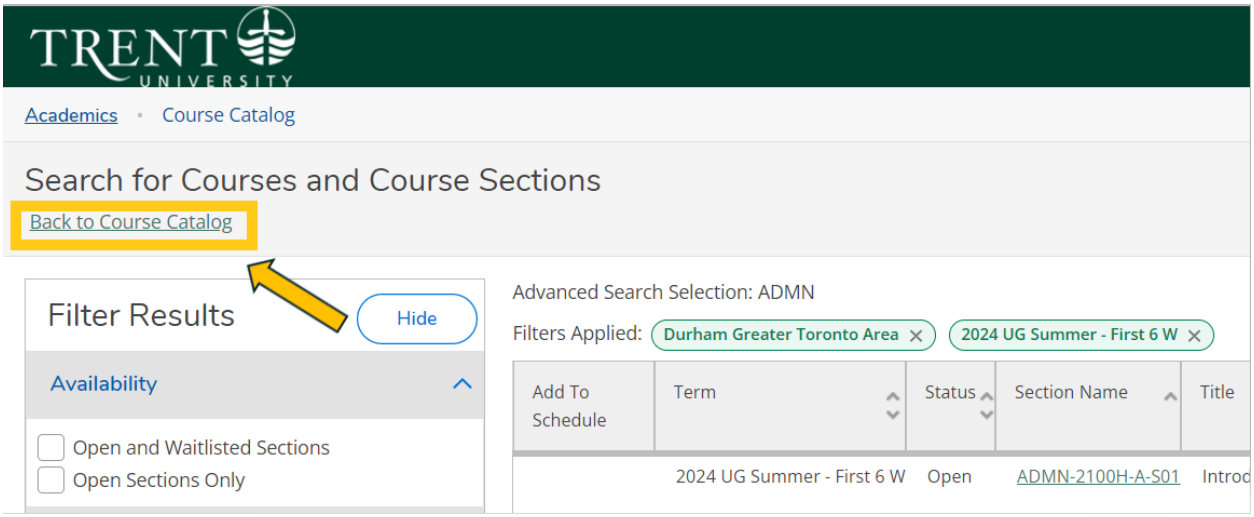

19. Locate next S61 course, **ADMN-2220H-A-S01** > click **Add**



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

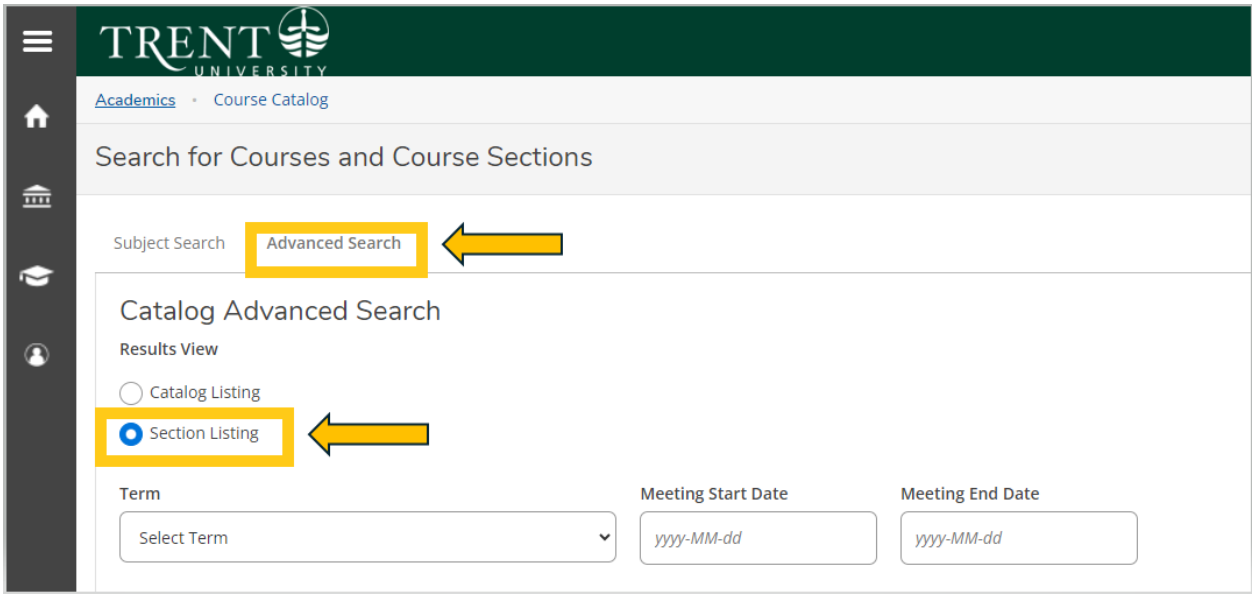



21. Once you have added the in-person S61 required courses > click **Back to Course Catalog** in the top left hand corner of the page

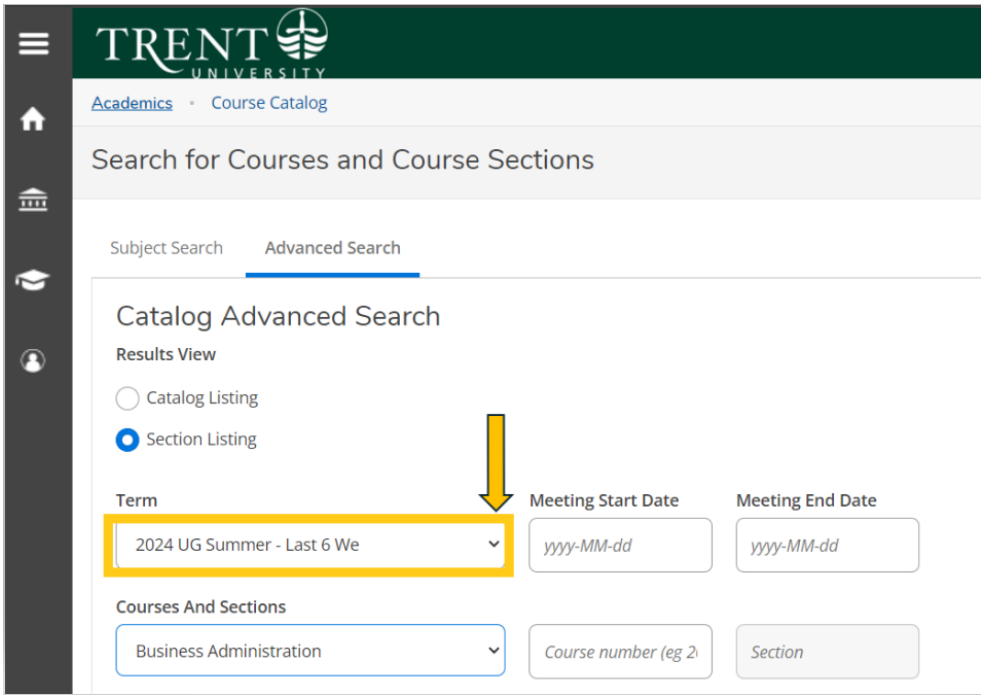



22. You will now need to choose the required in-person course for S62, this is the second half of the summer term.

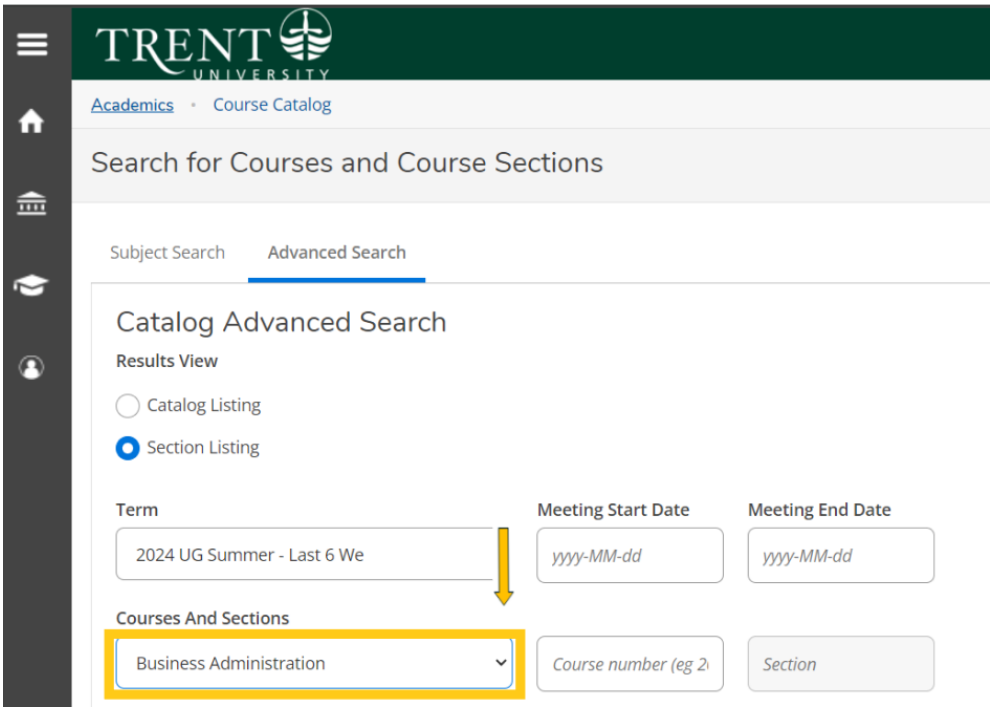
    Using the Advanced Search Tab, under Results View, select **Section Listing**



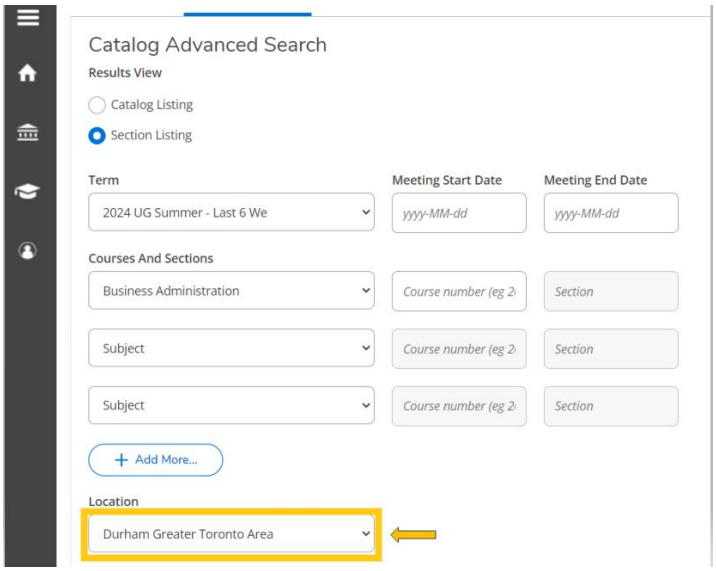

23. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu



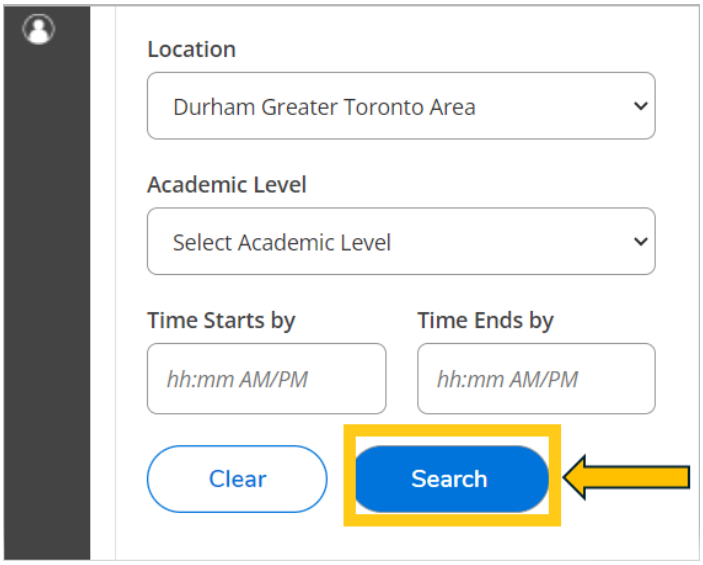

24. Under Courses And Sections, select **Business Administration** from the drop-down menu




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



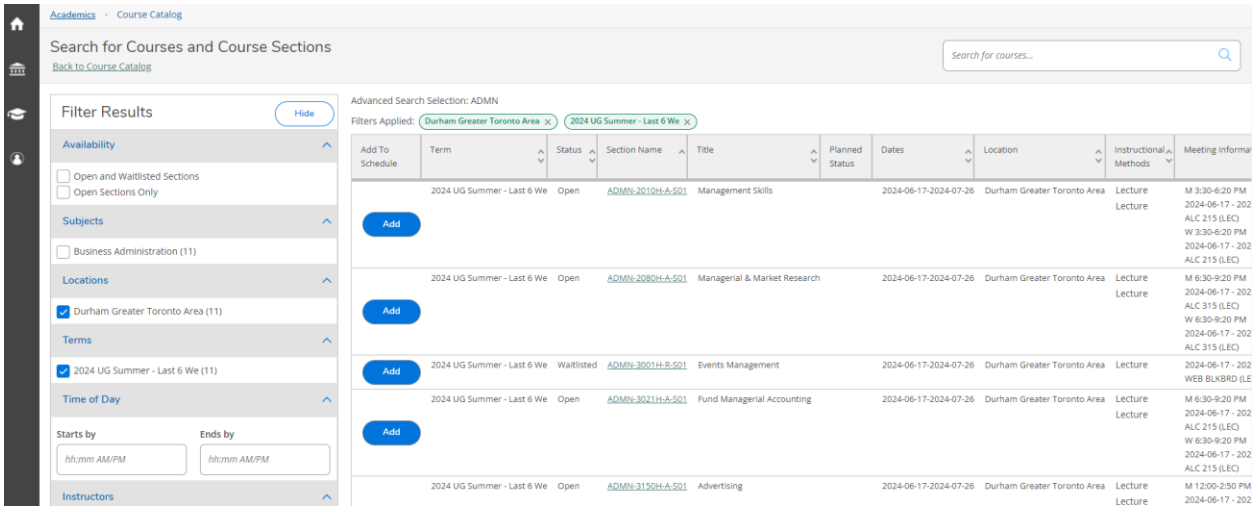

26. Click **Search**



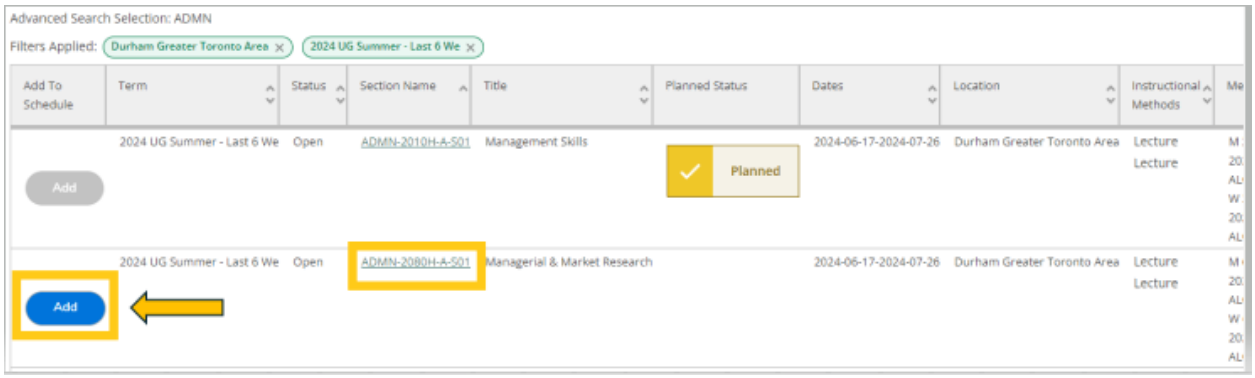

27. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S62 course. The courses will appear in numerical order. On this step you are planning your courses.

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

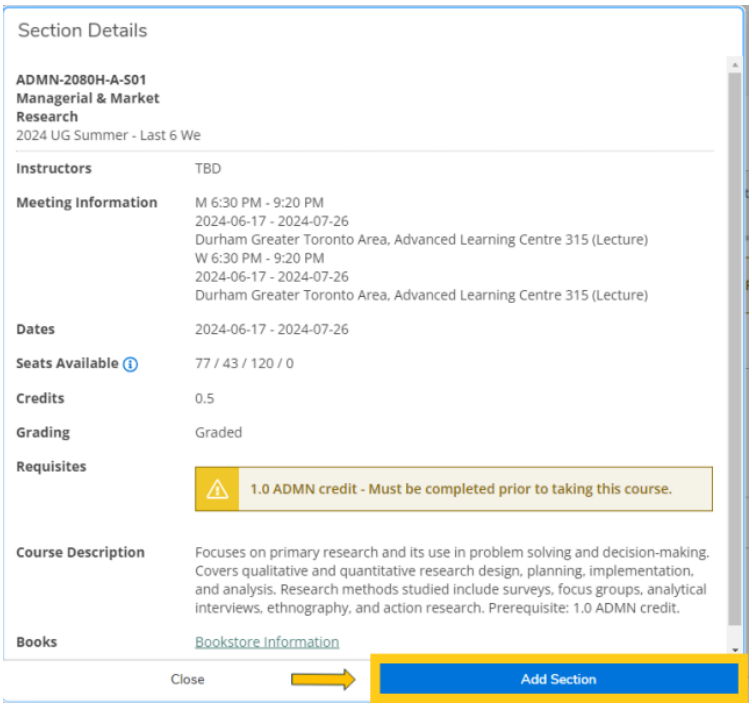
    - **ADMN 2080H: Managerial and Market Research (Summer Session 2-S62)**
        - ADMN-2080H-A-S01
        - In-person Durham Campus, Building ALC, Section A



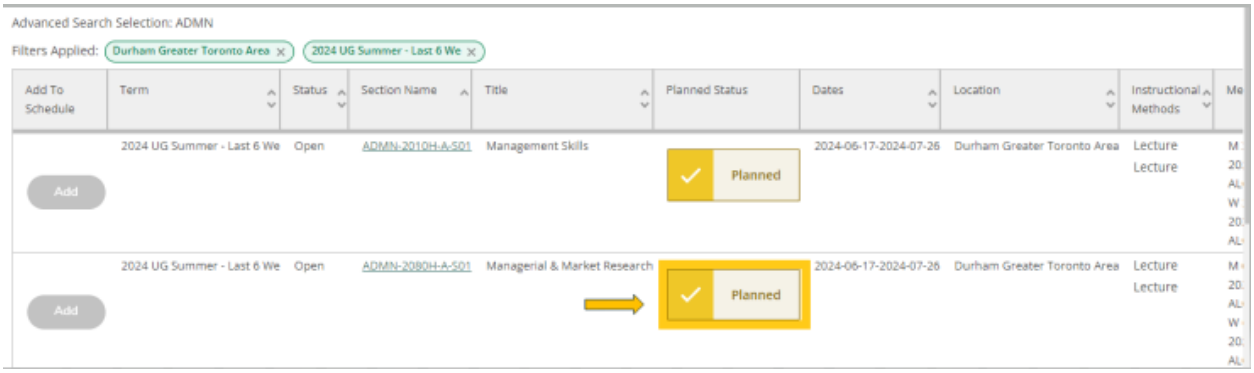

28. Locate **ADMN-2080H-A-S01** > click **Add**




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

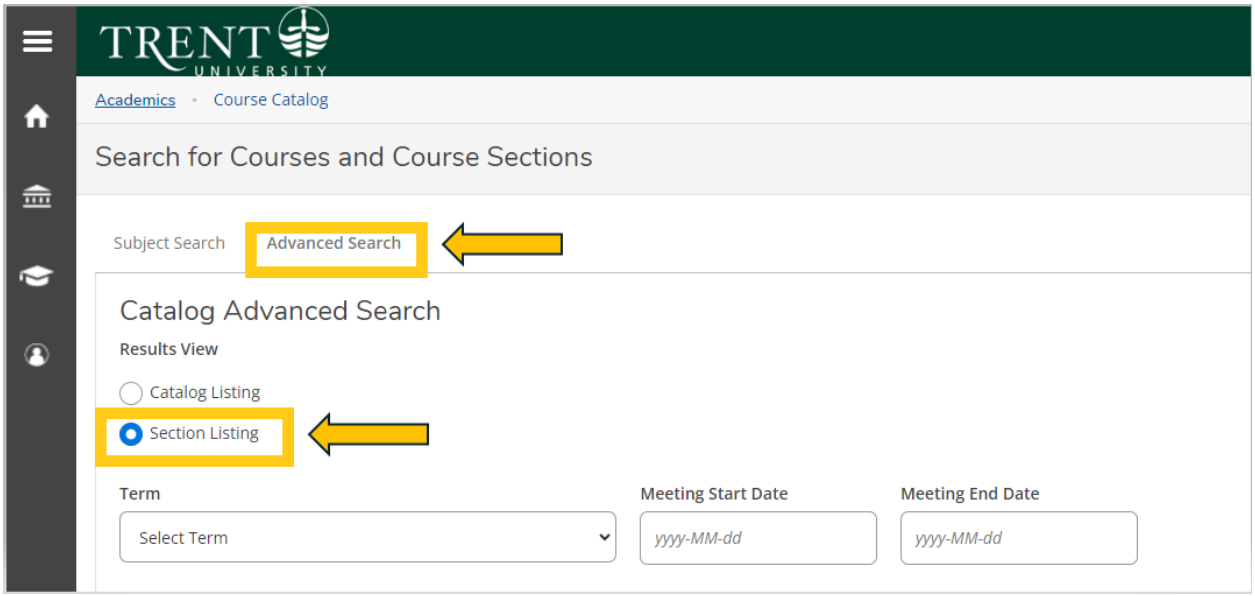



30. The course will then show as ‘Planned’, registration is not complete

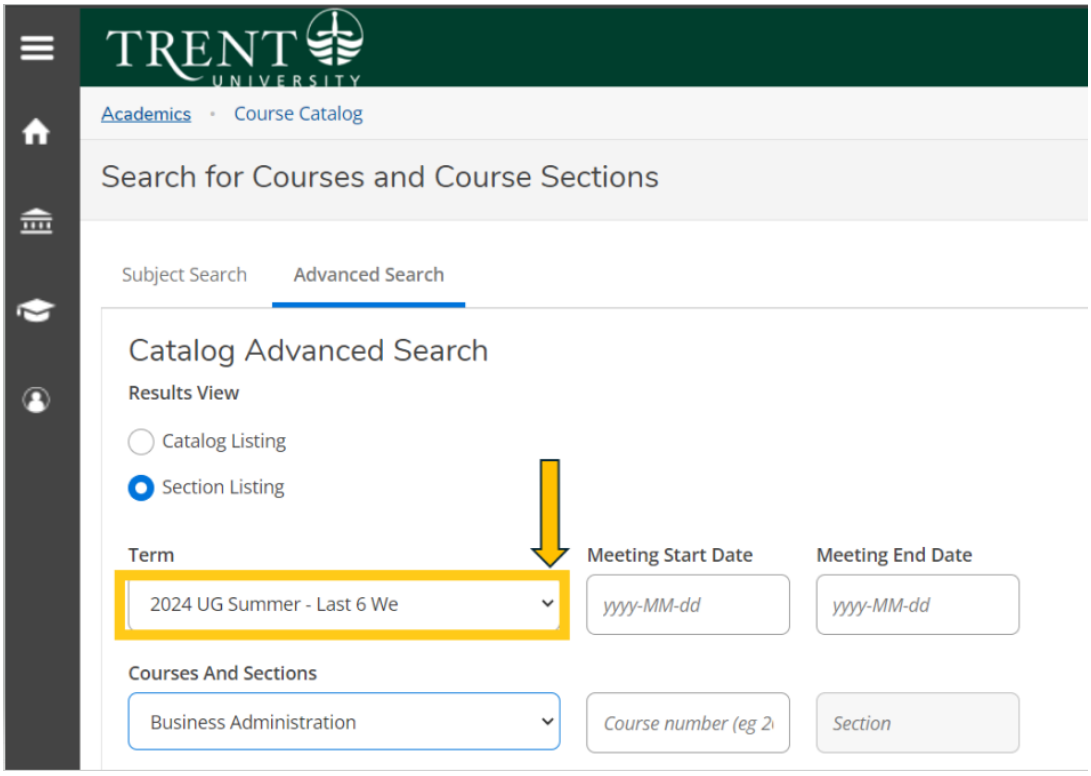



31. You will now need to choose your required S62 web course, this is the second half of the summer term.

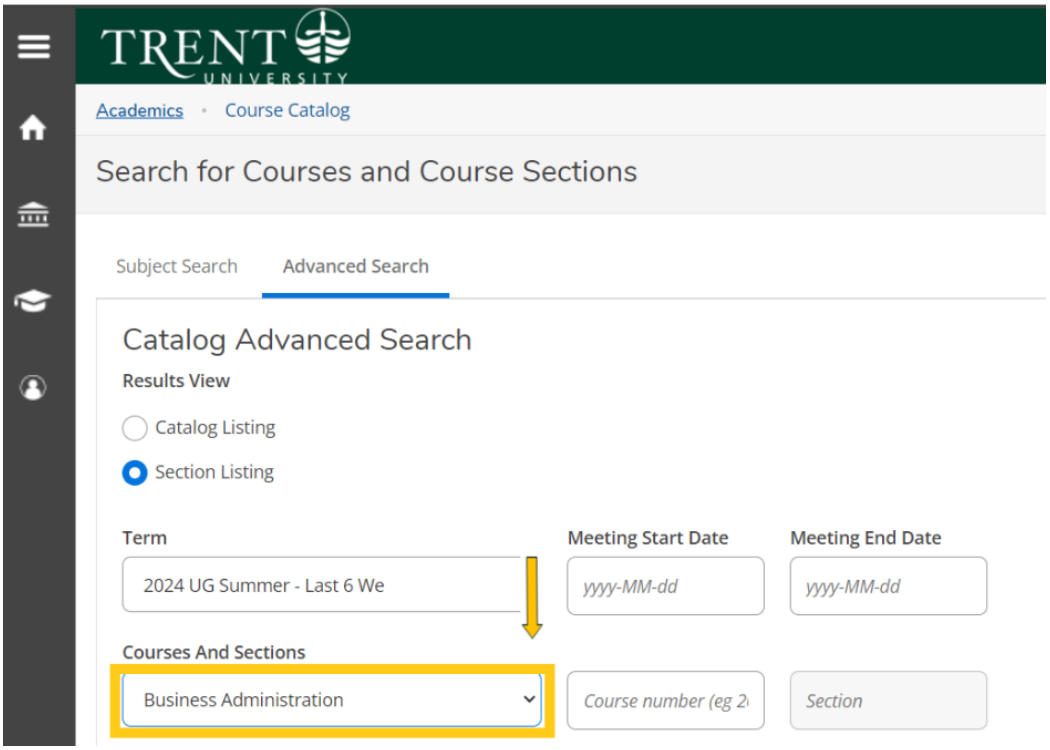
    Using the Advanced Search Tab, under Results View, select **Section Listing**



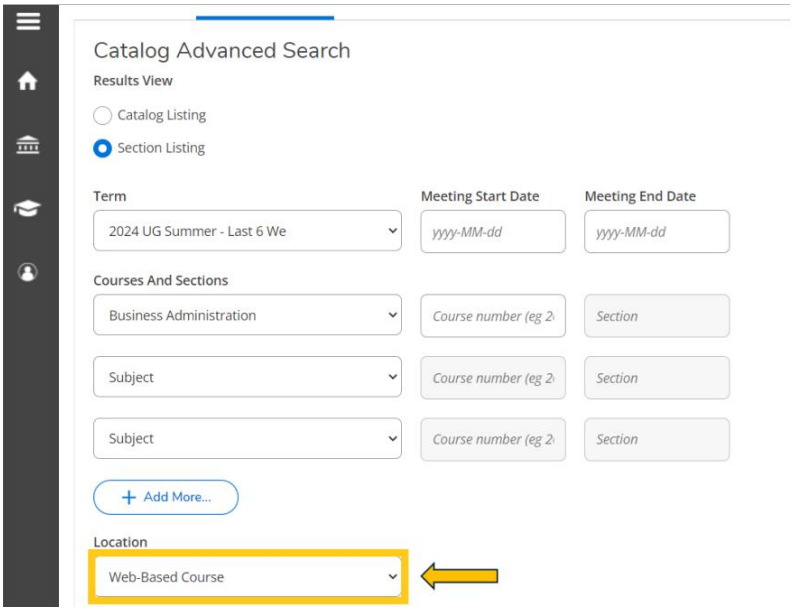

32. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu



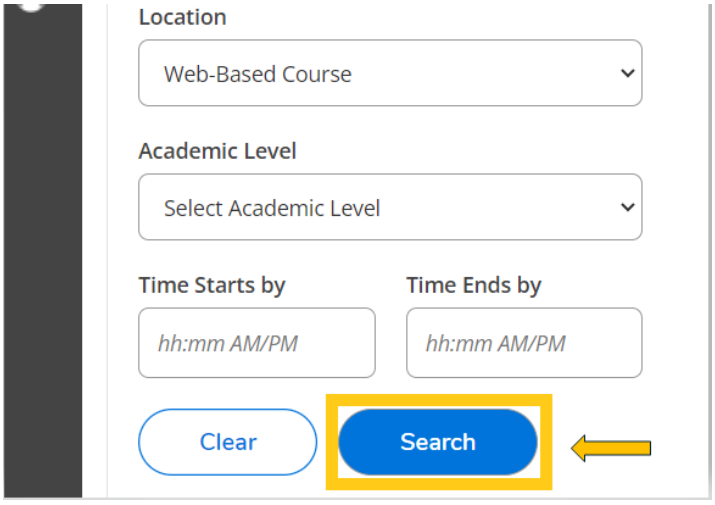

33. Under Courses And Sections, select **Business Administration** from the drop-down menu




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



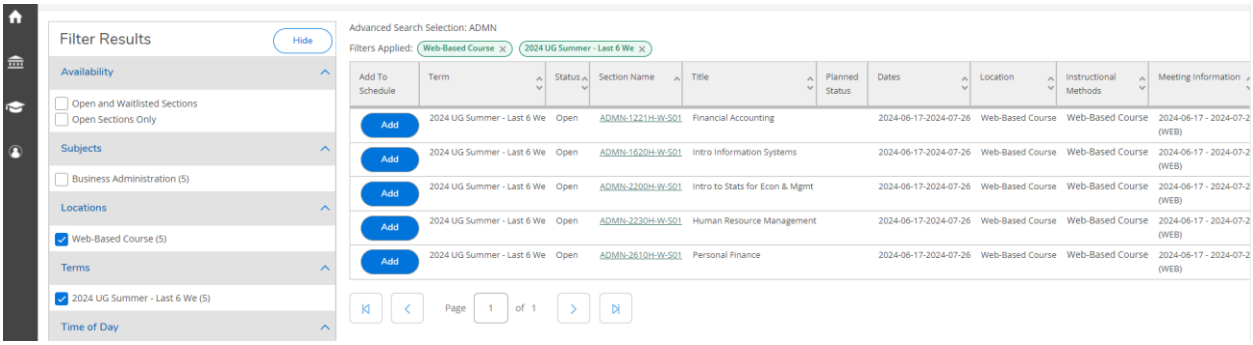

35. Click **Search**



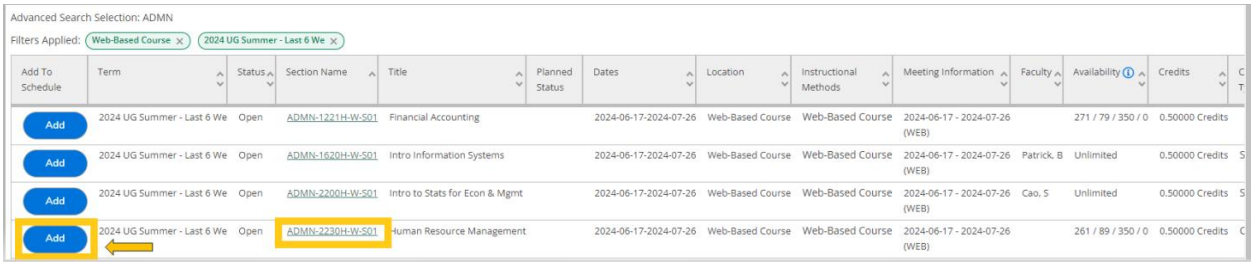

36. You will be directed to the course listing page. You will need to scroll through this page to locate the required S62 web course. The courses will appear in numerical order. On this step you are planning your courses.

    The **required Web S62 course** is:

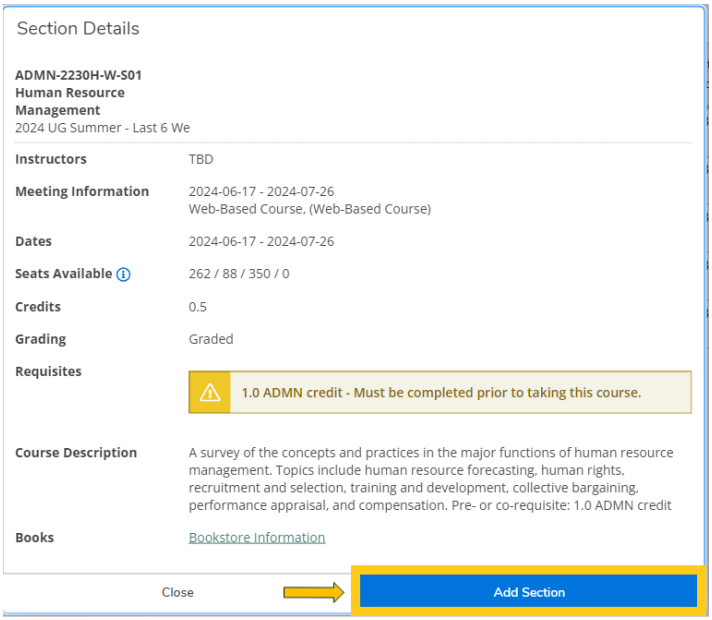
- **ADMN 2230H: Human Resource Management (Summer Session 2-S62)**
  - ADMN-2230H-W-S01
  - Web-Based Course, Section W



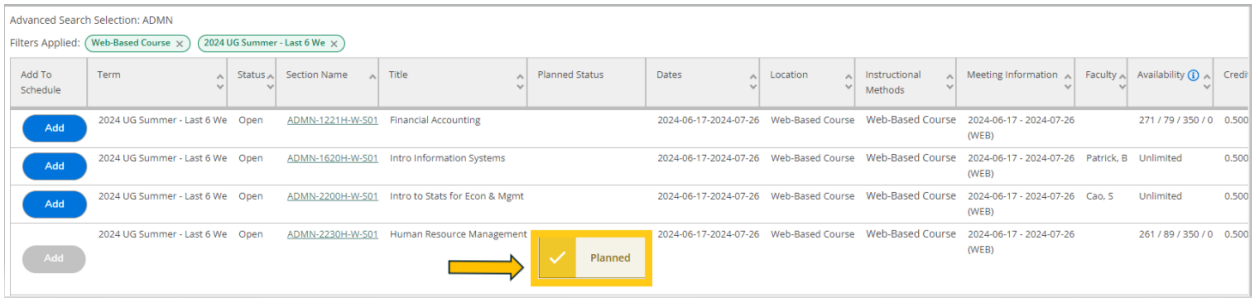

37. Locate **ADMN-2230H-W-S01** > click **Add**



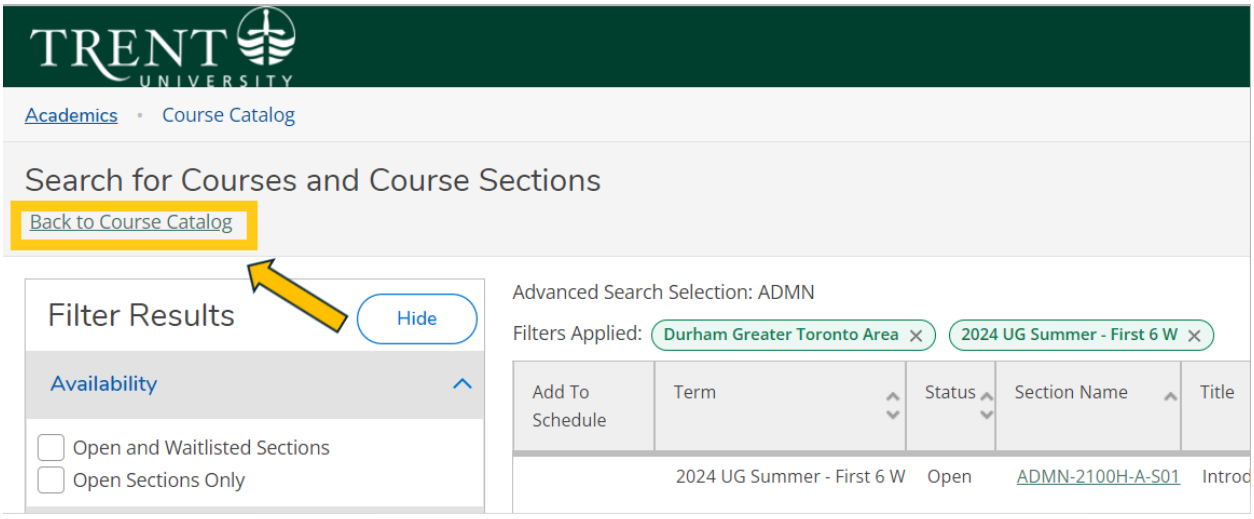

38. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)




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

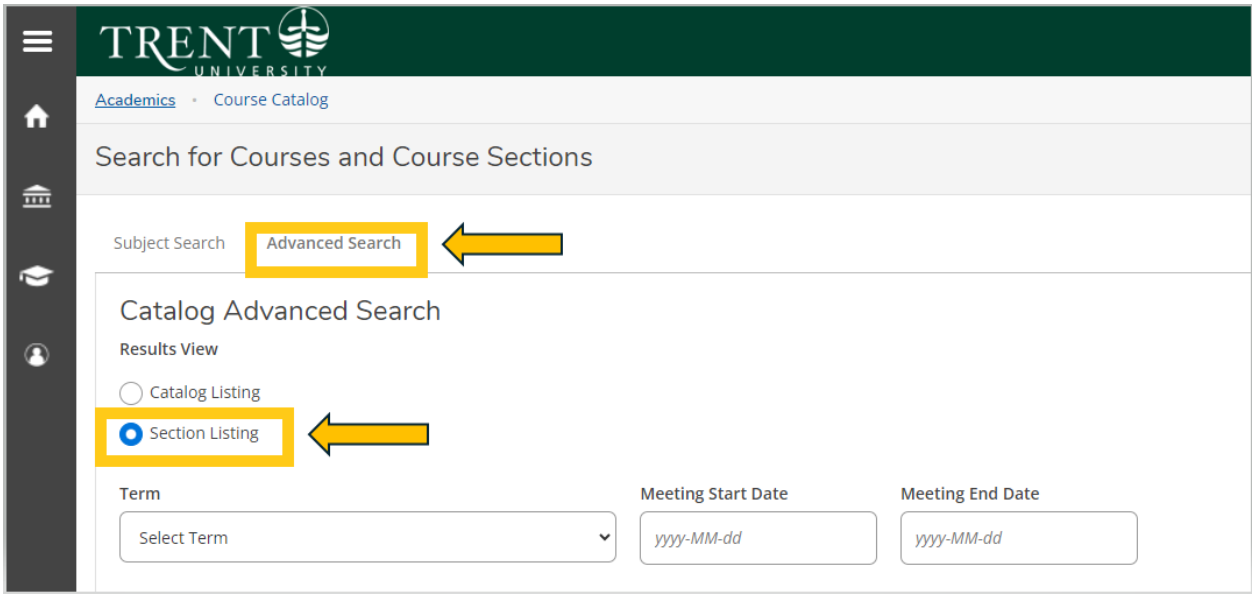



40. Once you have added the S62 required web course > click **Back to Course Catalog** in the top left hand corner of the page

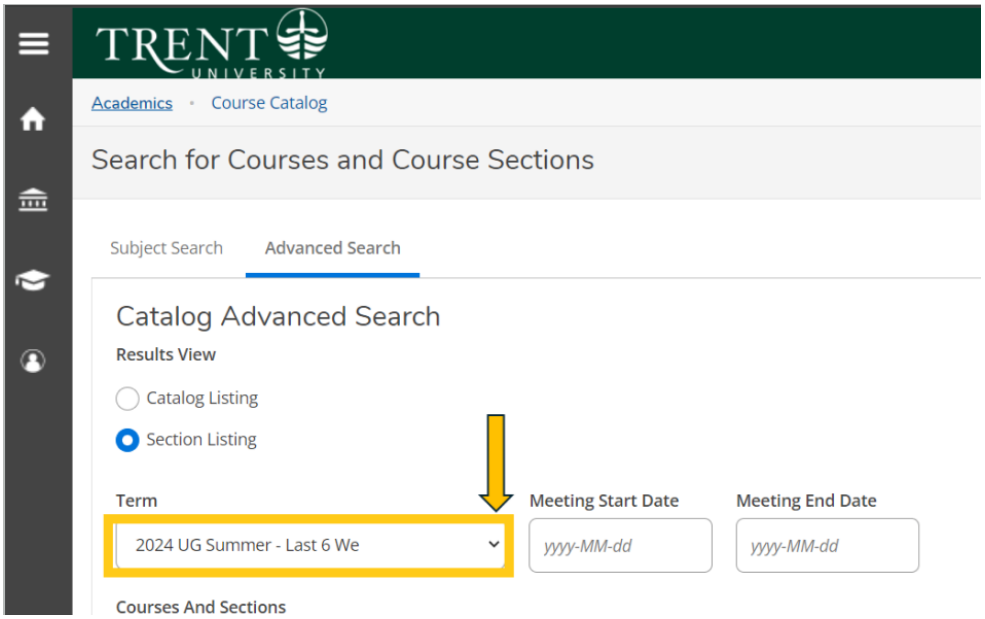



41. You will now need to choose the required in-person Communications course for S62, this is the second half of the summer term.

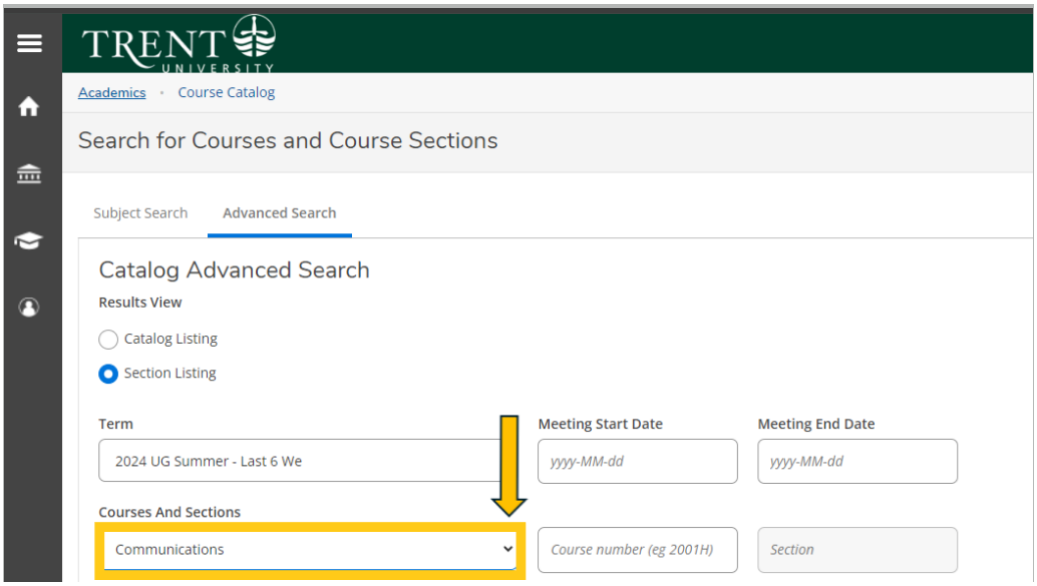
    Using the Advanced Search Tab, under Results View, select **Section Listing**



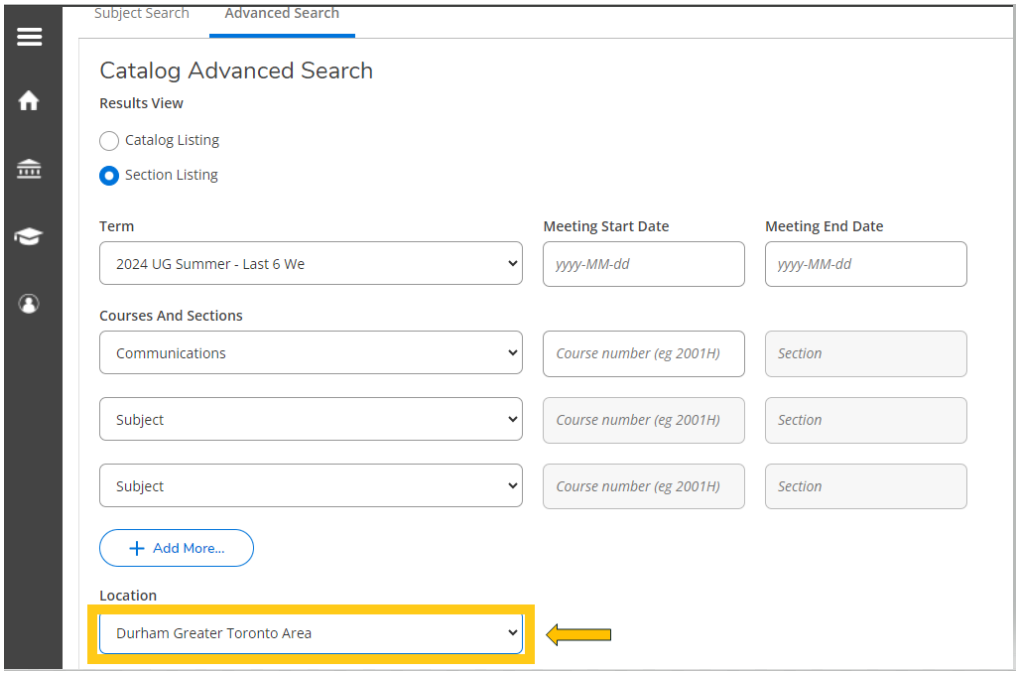

42. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu



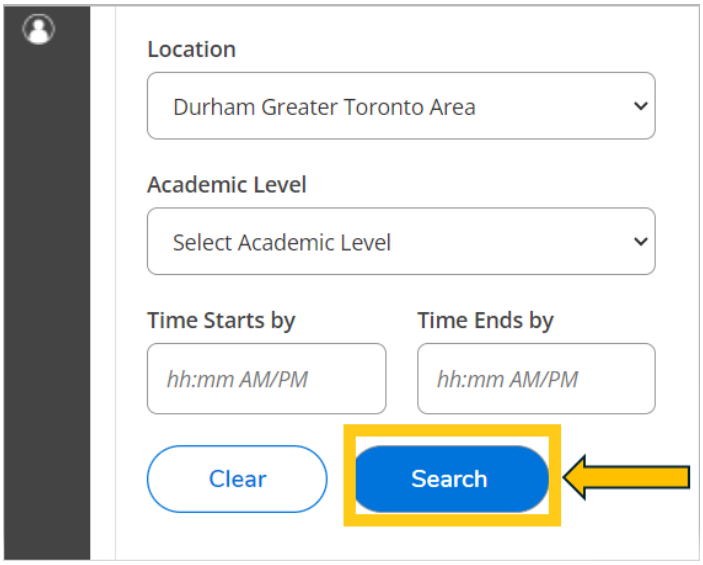
43. Under Courses And Sections, select **Communications** from the drop-down menu




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



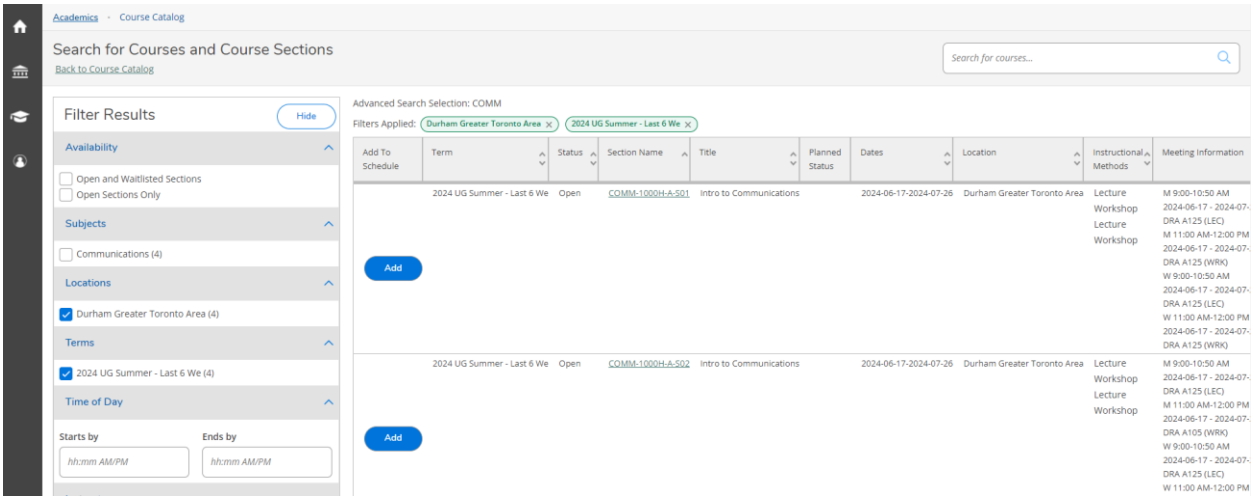

45. Click **Search**



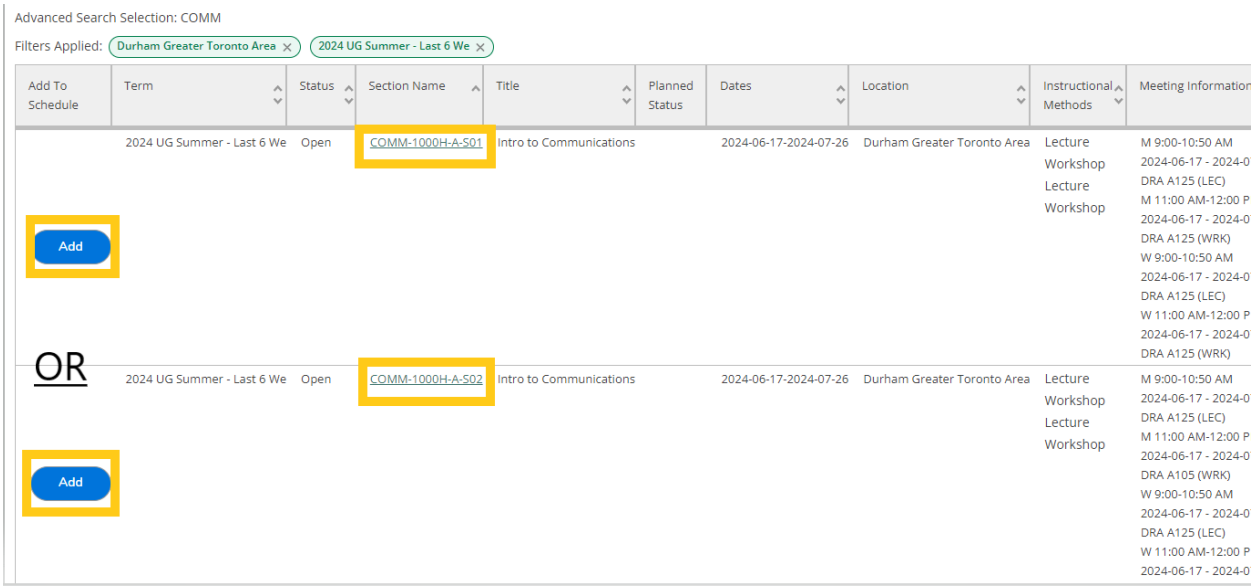

46. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person Communications S62 course. The courses will appear in numerical order. On this step you are planning your courses.

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

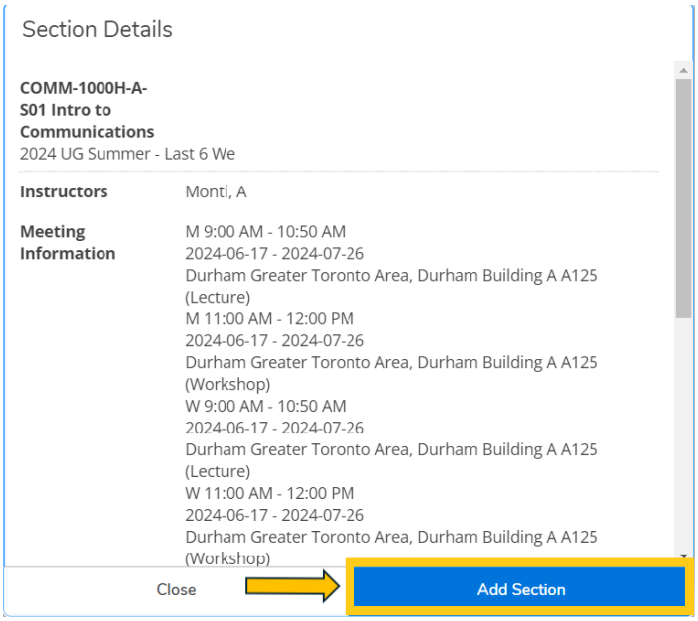
- **COMM 1000H: Introduction to Communication (Summer Session 2-S62)**
    - COMM-1000H-A-S01 or COMM-1000H-A-S02
    - Thornton Campus, Section 1 or 2



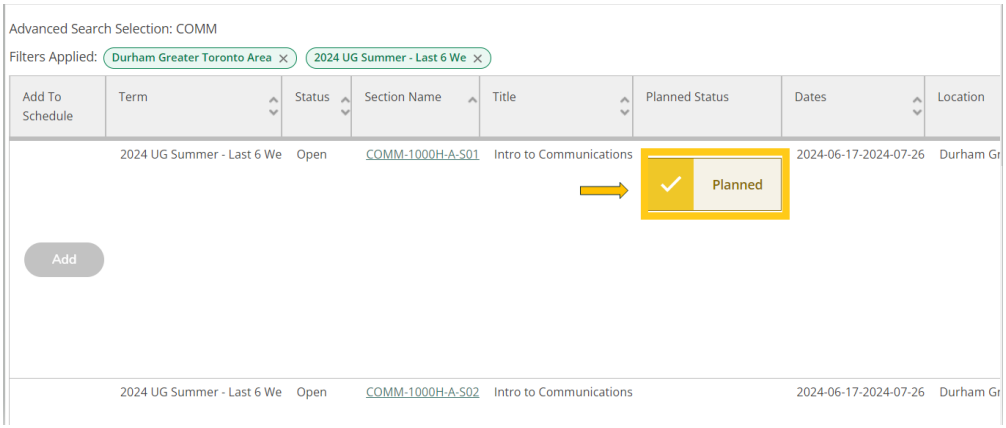

47. Locate **COMM-1000H-A-S01 or COMM-1000H-A-S02**> click **Add**



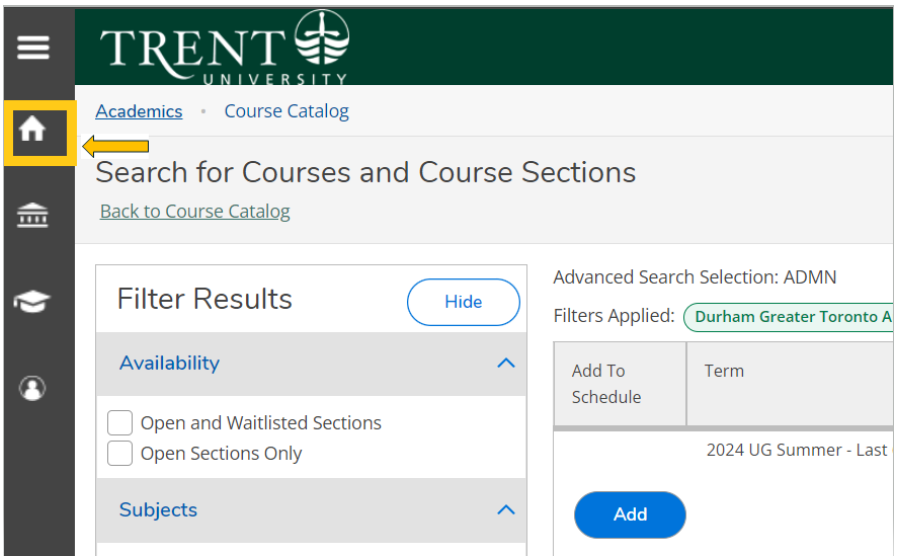

48. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



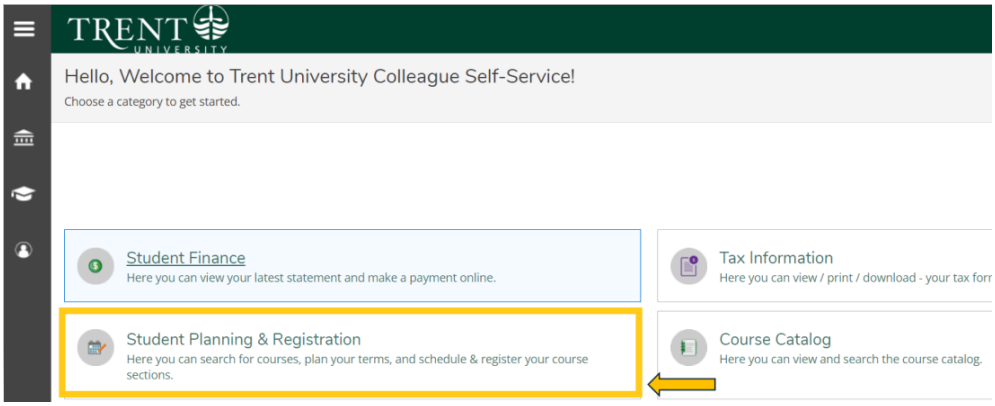

49. The course will then show as 'Planned', registration is not complete



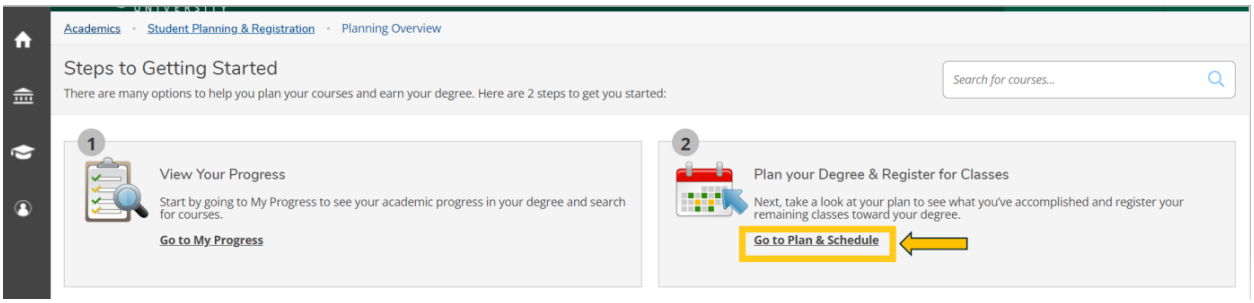

50. Once you have added the required S62 courses to your plan > go to **left navigation pane** > click on the **House**. This step will ensure you register for the courses.



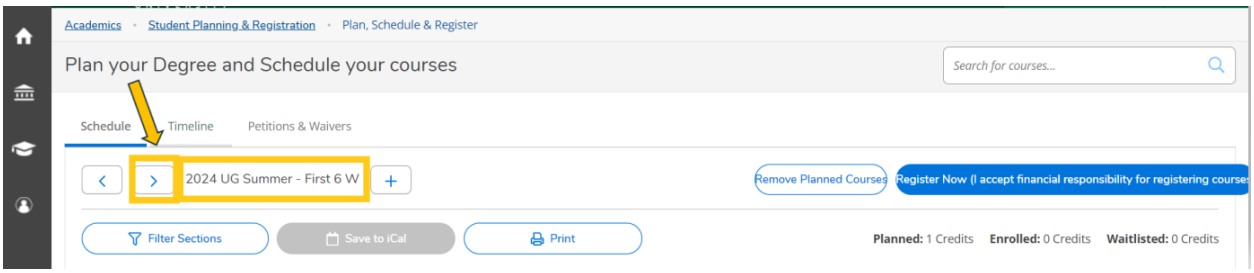

51. Click on '**Student Planning & Registration**'. This is where you will register for your courses.



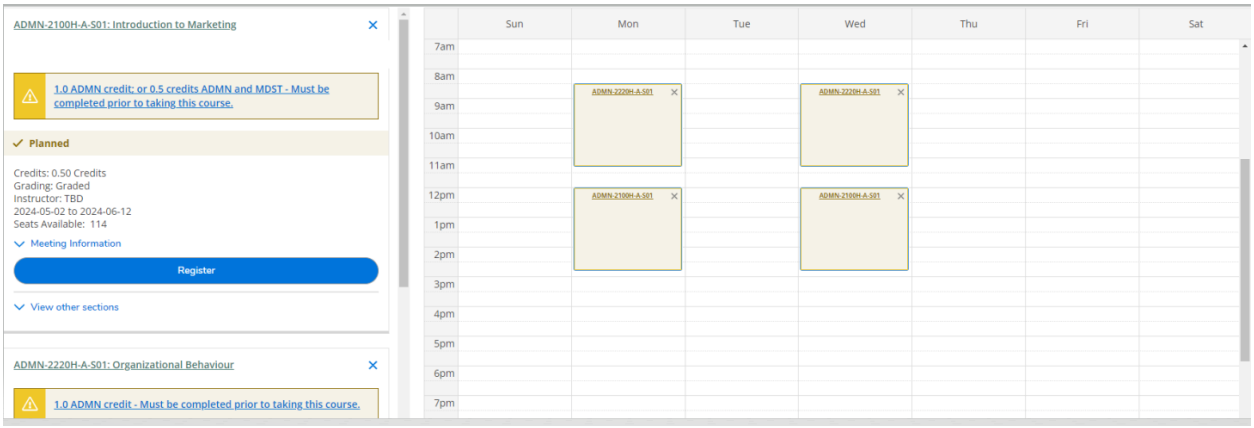
52. Click on "**Go to Plan & Schedule**'




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



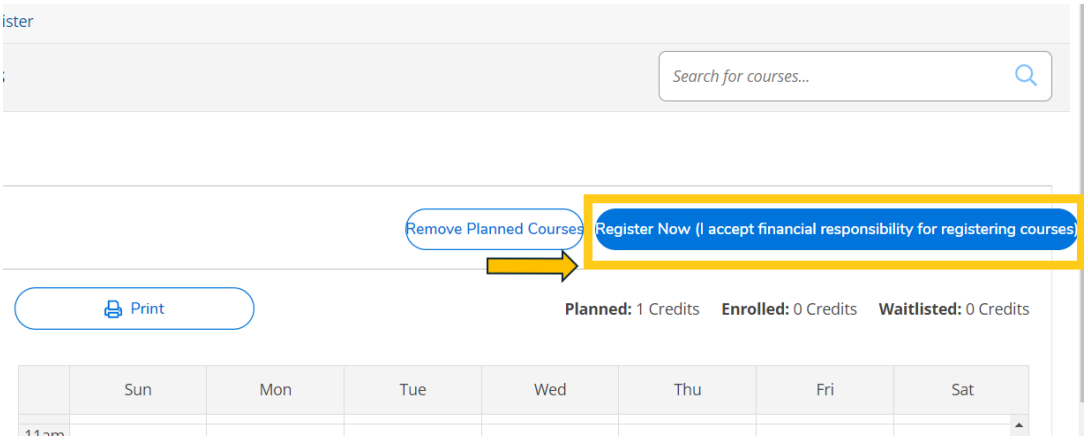

54. You will see all the **S61** (first 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.



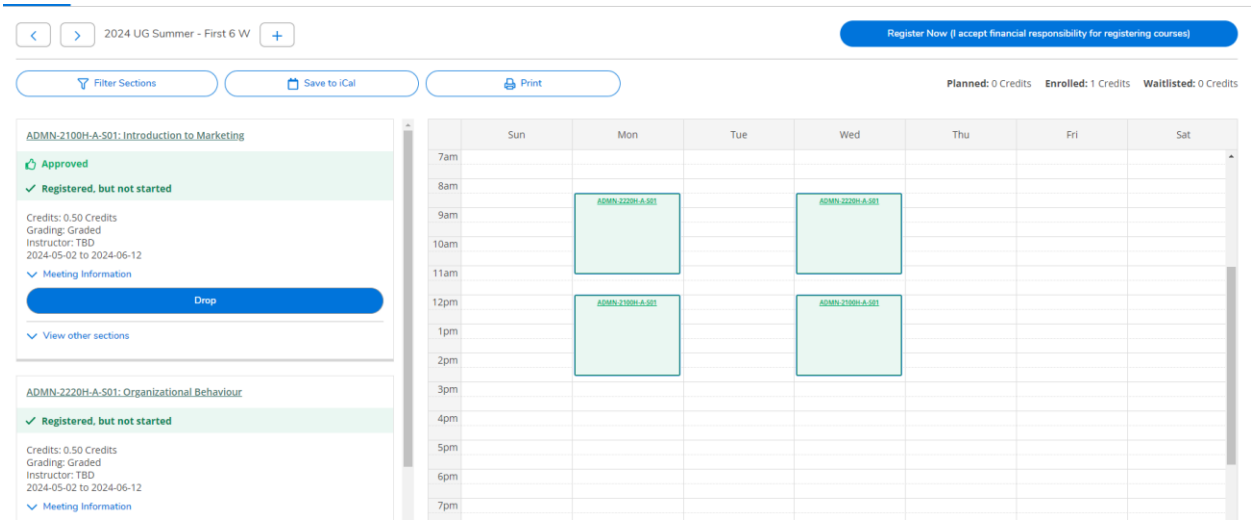

55. Click the blue '**Register Now (I accept financial responsibility for registering courses' button** in the top right corner to register in the S61 (first 6 weeks courses).

    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

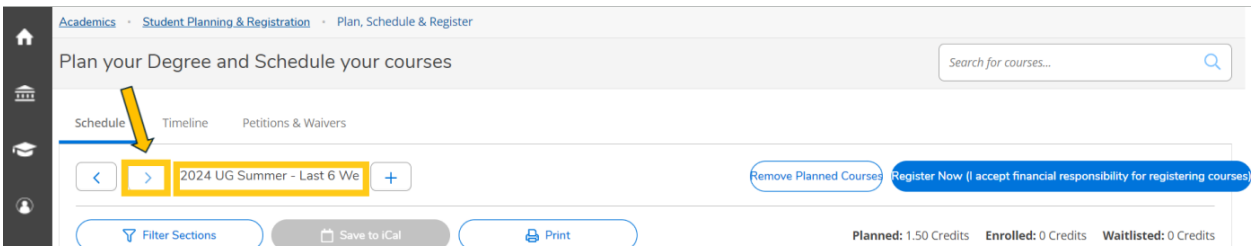



56. Your **courses** will turn **green** once you have **successfully registered** in the **S61** courses.



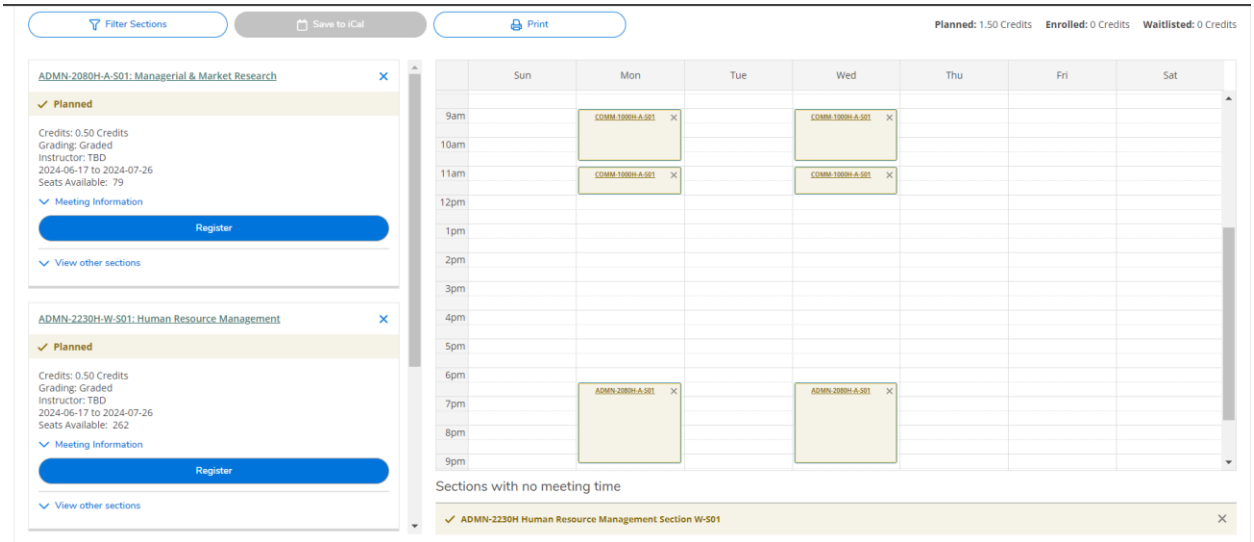

57. Next you will register for your **S62** courses (second 6 week courses).

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



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

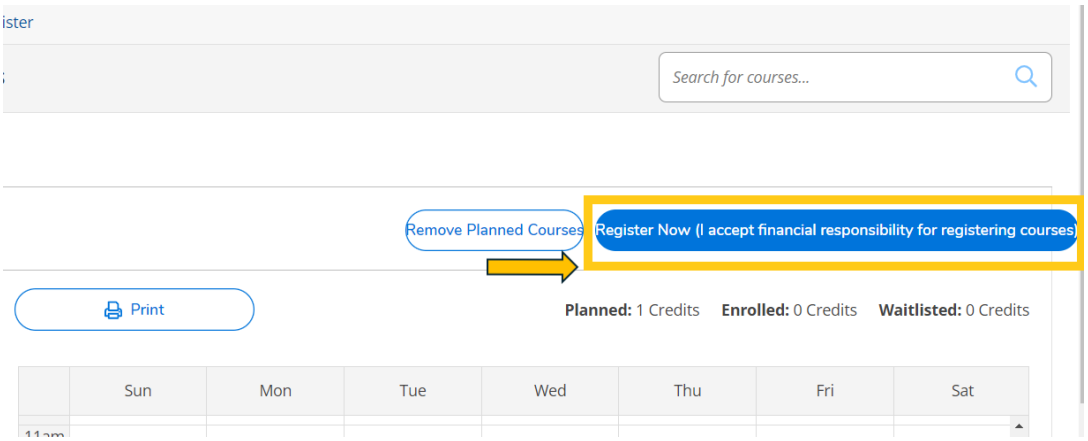
    Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.



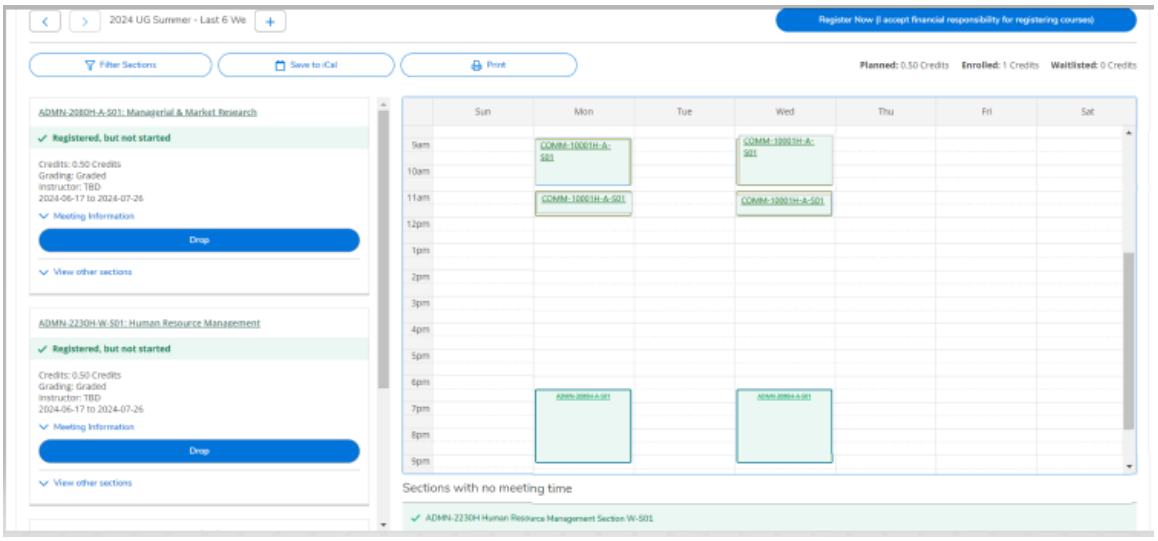

59. Click the blue '**Register Now (I accept financial responsibility for registering courses**' button in the top right corner to register in the S62 (last 6 weeks courses).

    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



60. 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 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.