



Durham Campus

Business Communication Post-Graduate Certificate

Registration Guide
Summer Term
May 2, 2024 Entry

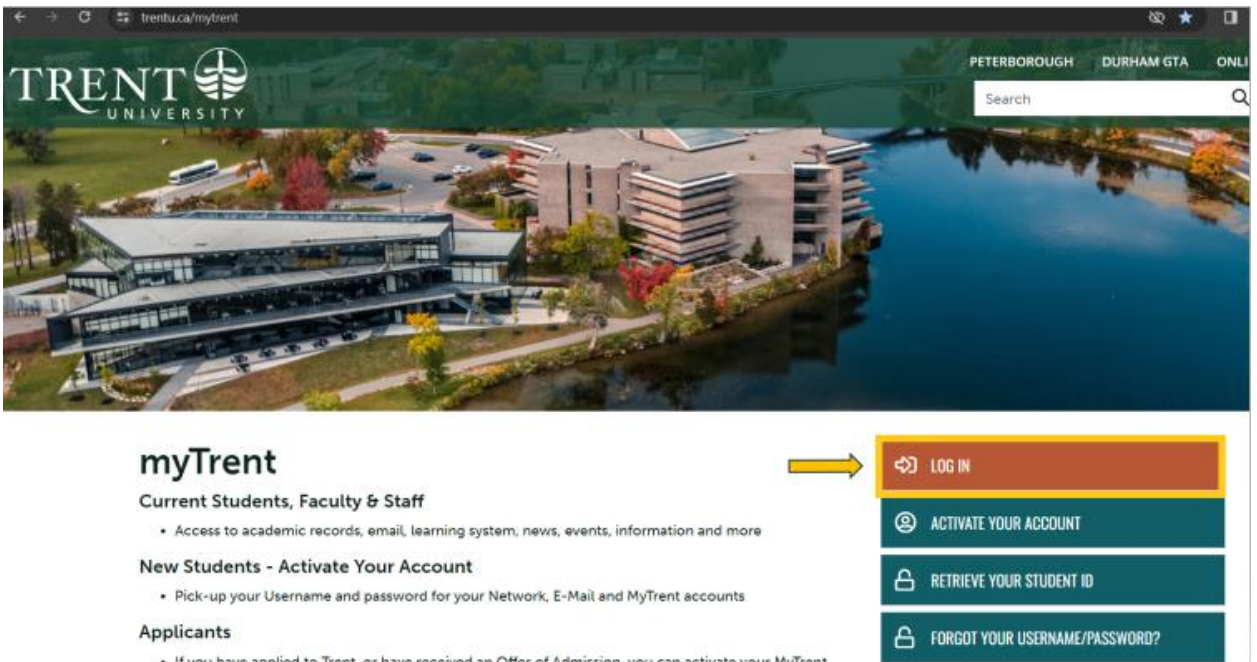
**Business Communication Post-Graduate Certificate
Durham Campus | Registration Guide | May 2024 Start**

Registration Steps

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

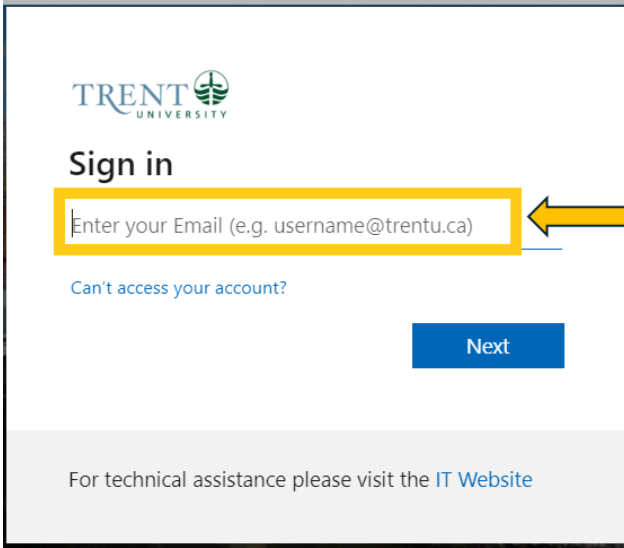


2. To the right of the screen > click **Log In**



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

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TRENT UNIVERSITY

Sign in

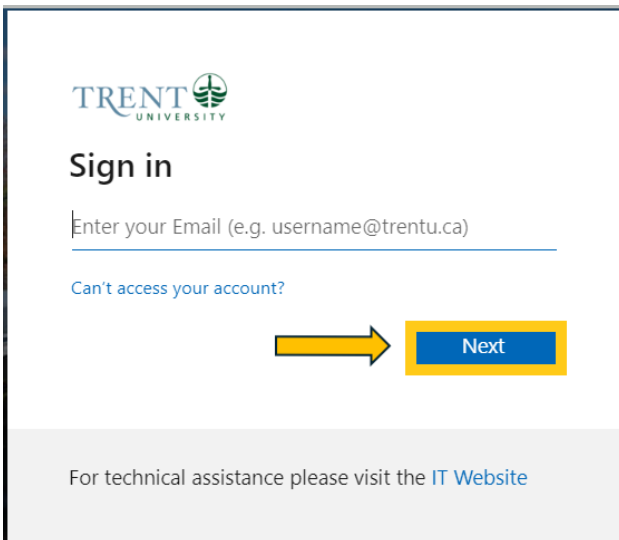
Enter your Email (e.g. username@trentu.ca)

[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)

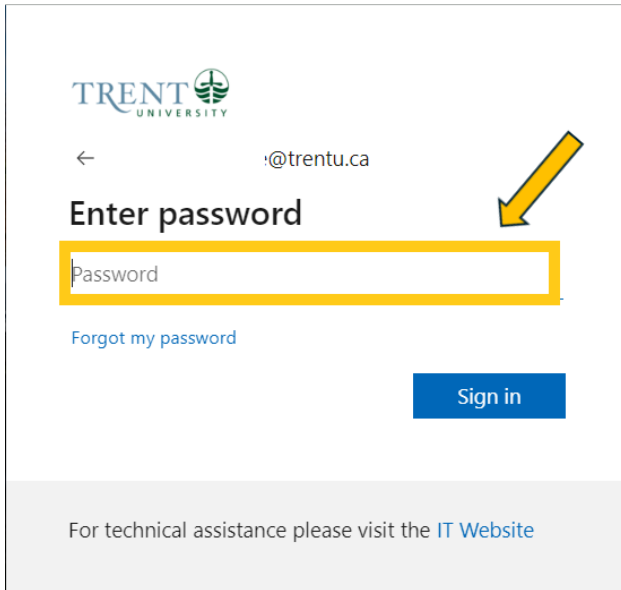
[Can't access your account?](#)

Next

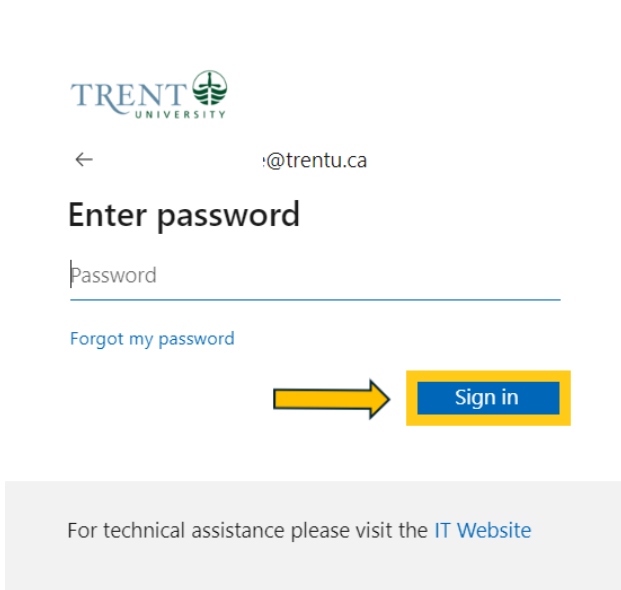
For technical assistance please visit the [IT Website](#)

5. Enter your **password**

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6. Click **Sign in**

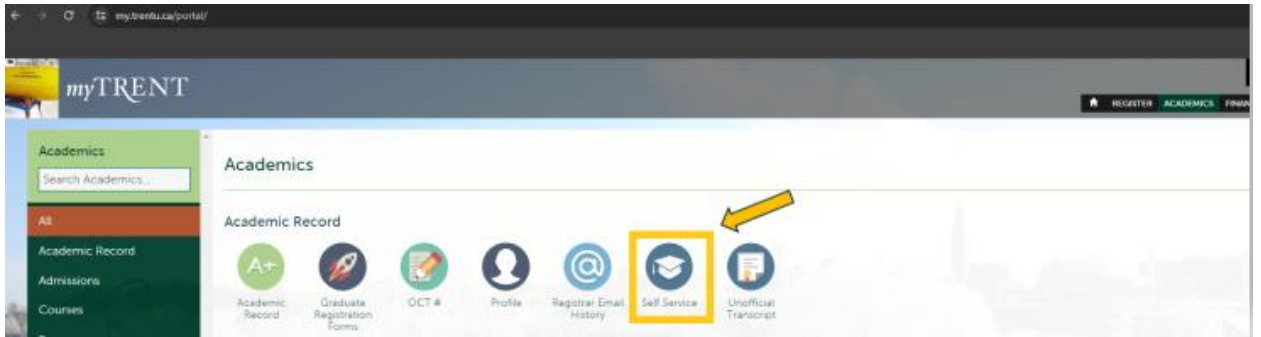


7. At the top right corner of myTrent portal, click **Academics** tabs

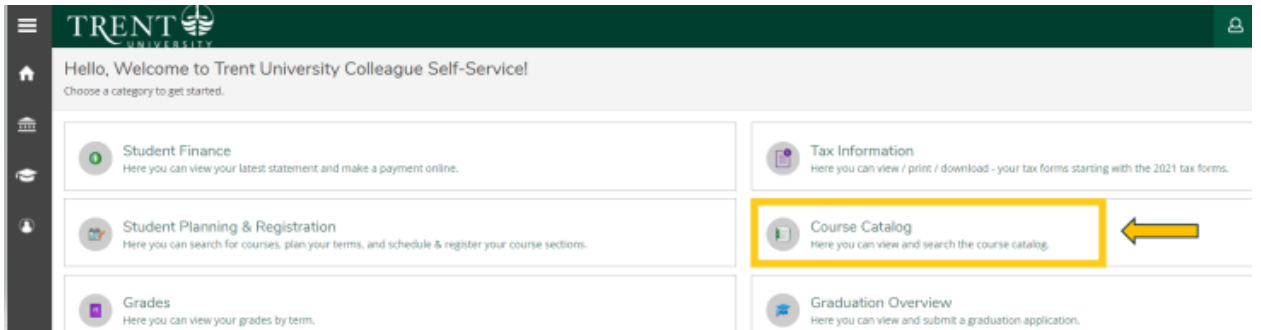


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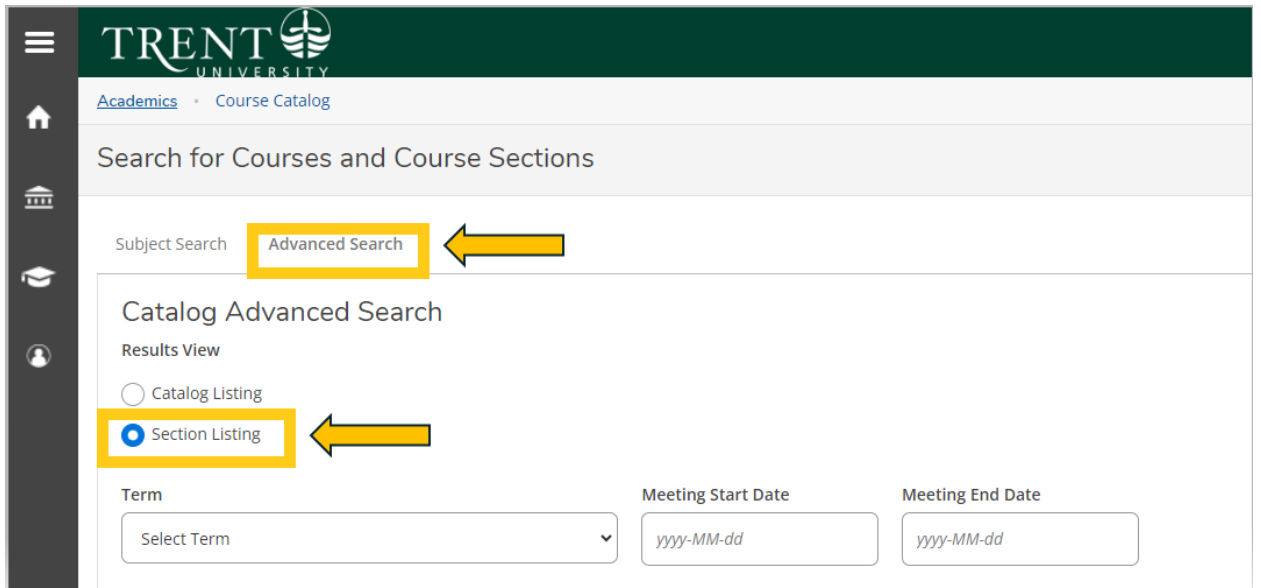
8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)



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

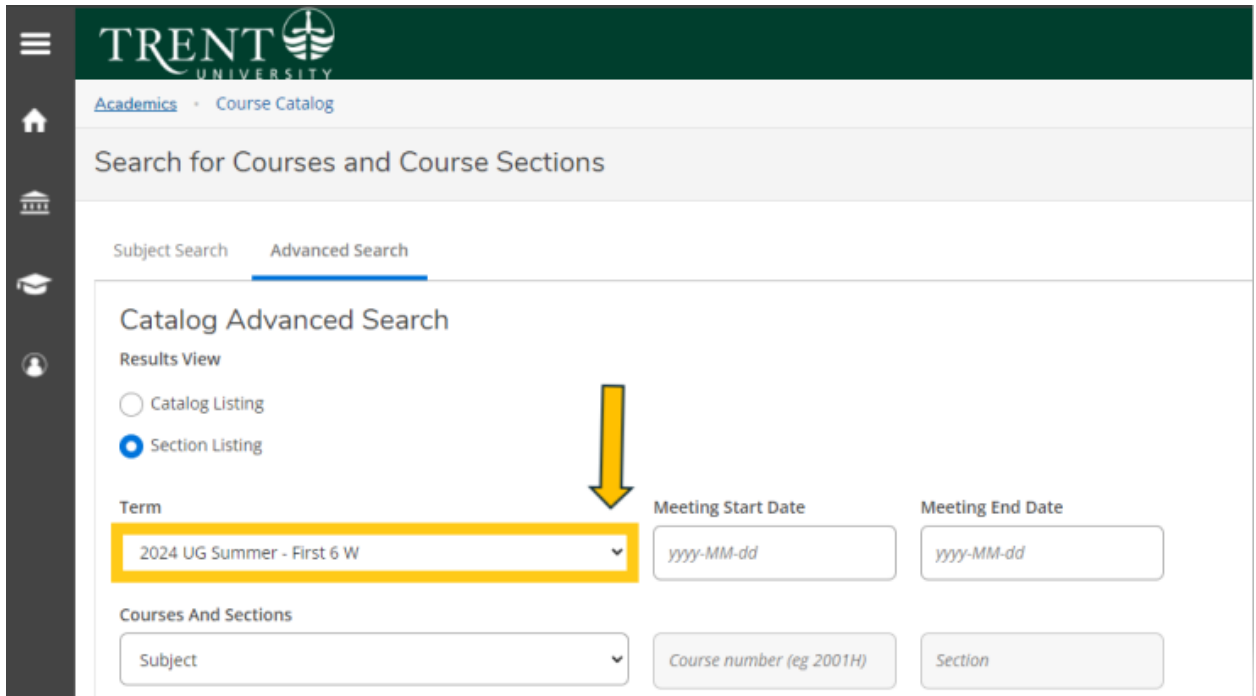


10. Using the Advanced Search Tab, under Results View, select **Section Listing**



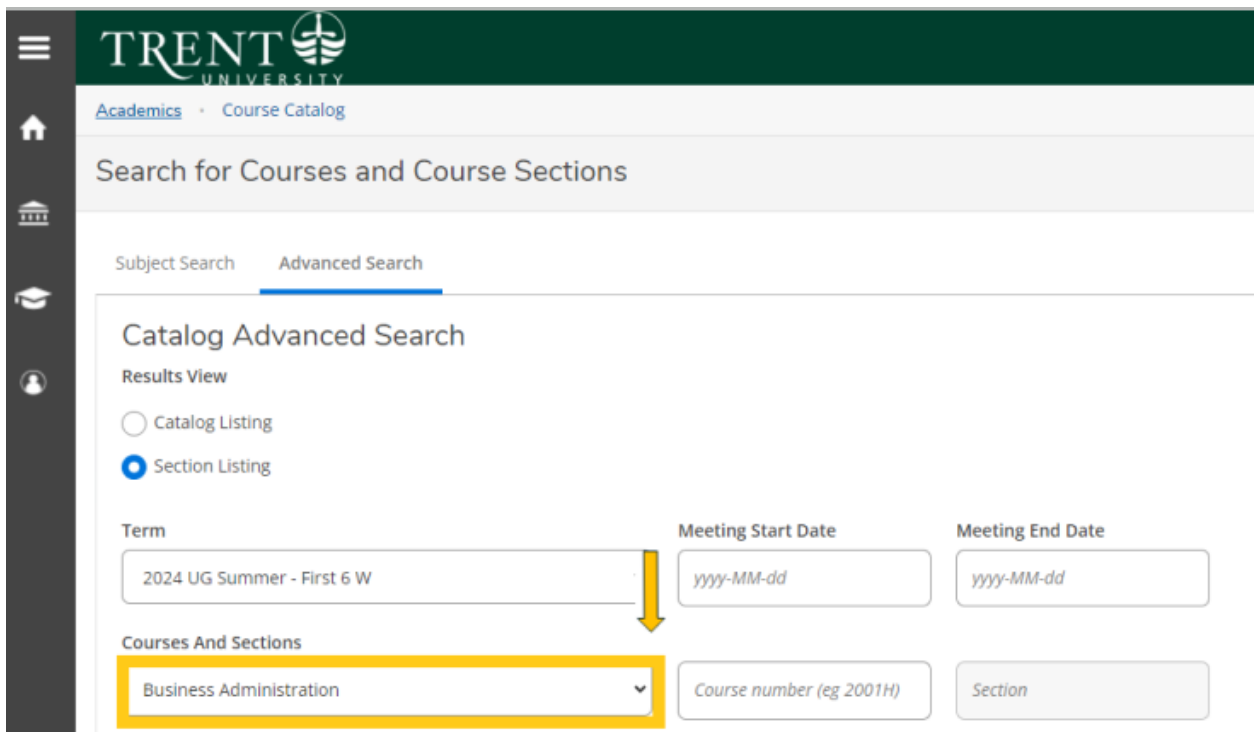
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11. Under Term, select **2024 UG Summer – First 6 W** from the drop-down menu



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 'Section Listing' radio button is selected. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'. 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 'Business Administration' option in the 'Courses And Sections' dropdown menu is highlighted with a yellow box, and a yellow arrow points to it. The 'Section Listing' radio button is selected. The 'Term' dropdown menu is set to '2024 UG Summer - First 6 W'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'.

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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 are three input fields for 'Term', 'Meeting Start Date', and 'Meeting End Date'. The 'Term' field contains '2024 UG Summer - First 6 W'. Under 'Courses And Sections', there are three rows of input fields for 'Courses And Sections', 'Subject', and 'Subject', each with a 'Course number (eg 2001H)' and 'Section' field. A '+ Add More...' button is below. At the bottom, the 'Location' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it, showing 'Durham Greater Toronto Area' selected.

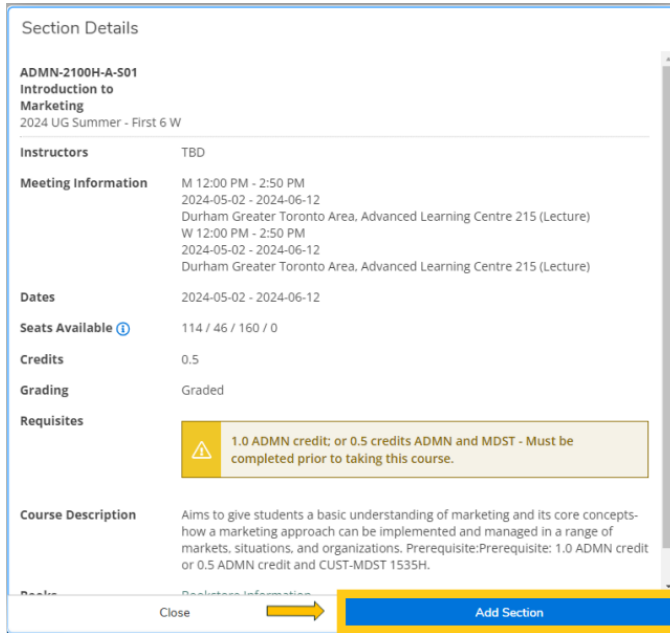
14. Click **Search**

The screenshot shows the search form with the 'Location' dropdown menu set to 'Durham Greater Toronto Area' and the 'Academic Level' dropdown menu set to 'Select Academic Level'. Below are two time input fields: 'Time Starts by' and 'Time Ends by', both with placeholder text 'hh:mm AM/PM'. At the bottom, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a yellow box and a yellow arrow pointing to it.

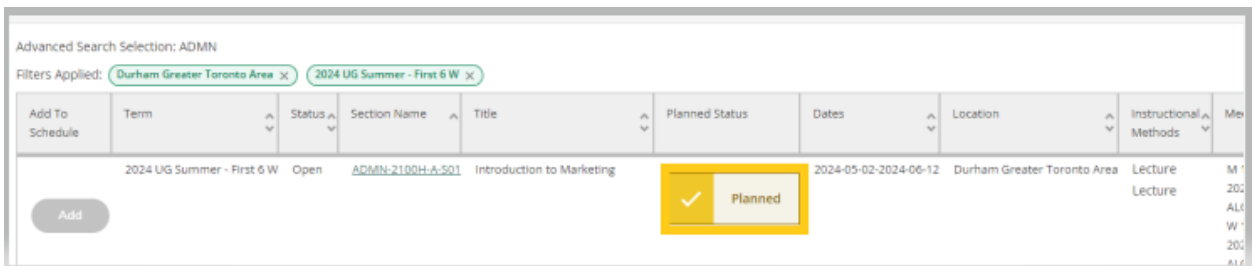
15. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S61 courses. The courses will appear in numerical order. On this step you are planning your courses.

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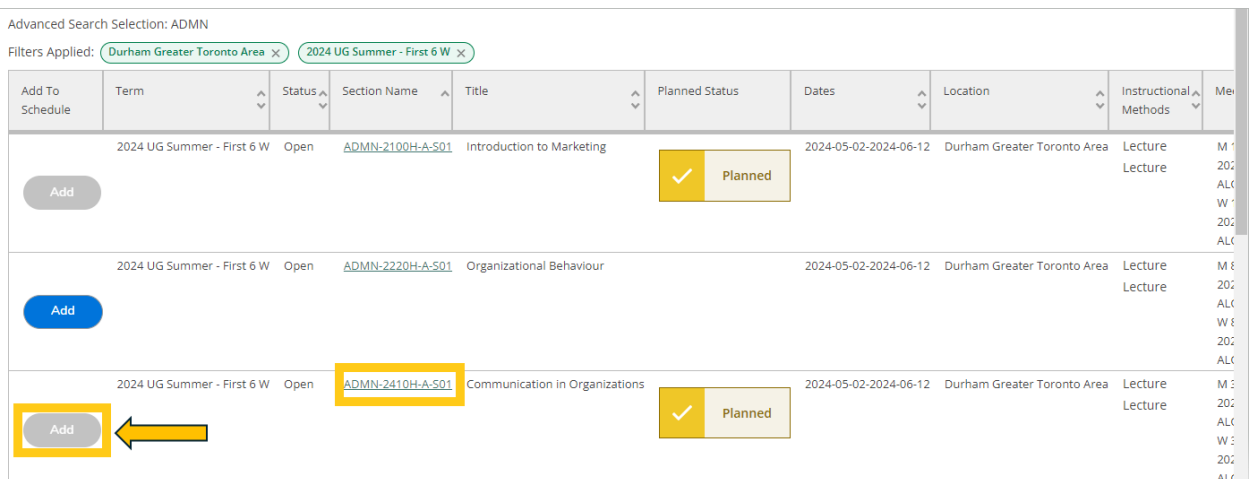
17. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



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



19. Locate next S61 course, **ADMN-2410H-A-S01** > click **Add**



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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-2410H-A-501
Communication in Organizations
 2024 UG Summer - First 6 W

Instructors TBD

Meeting Information
 M 3:30 PM - 6:20 PM
 2024-05-02 - 2024-06-12
 Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)
 W 3:30 PM - 6:20 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 59 / 101 / 160 / 0

Credits 0.5

Grading Graded

Requisites

- 2.0 university credits - Must be completed prior to taking this course.
- ADMN 1000H; - Must be completed prior to taking this course.

Course Description 2.0 university credits including ADMN 1000H. Excludes ADMN 3410H, WRIT 2003H.

Close **Add Section**

21. 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-501	Introduction to Marketing	<input checked="" type="checkbox"/> Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20: ALC W 20: ALC
<input type="button" value="Add"/>	2024 UG Summer - First 6 W	Open	ADMN-2220H-A-501	Organizational Behaviour		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20: ALC W 20: ALC
<input type="button" value="Add"/>	2024 UG Summer - First 6 W	Open	ADMN-2410H-A-501	Communication in Organizations	<input checked="" type="checkbox"/> Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20: ALC W 20: ALC

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

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

23. You will now need to choose the required Communications web course for S61, this is the first 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

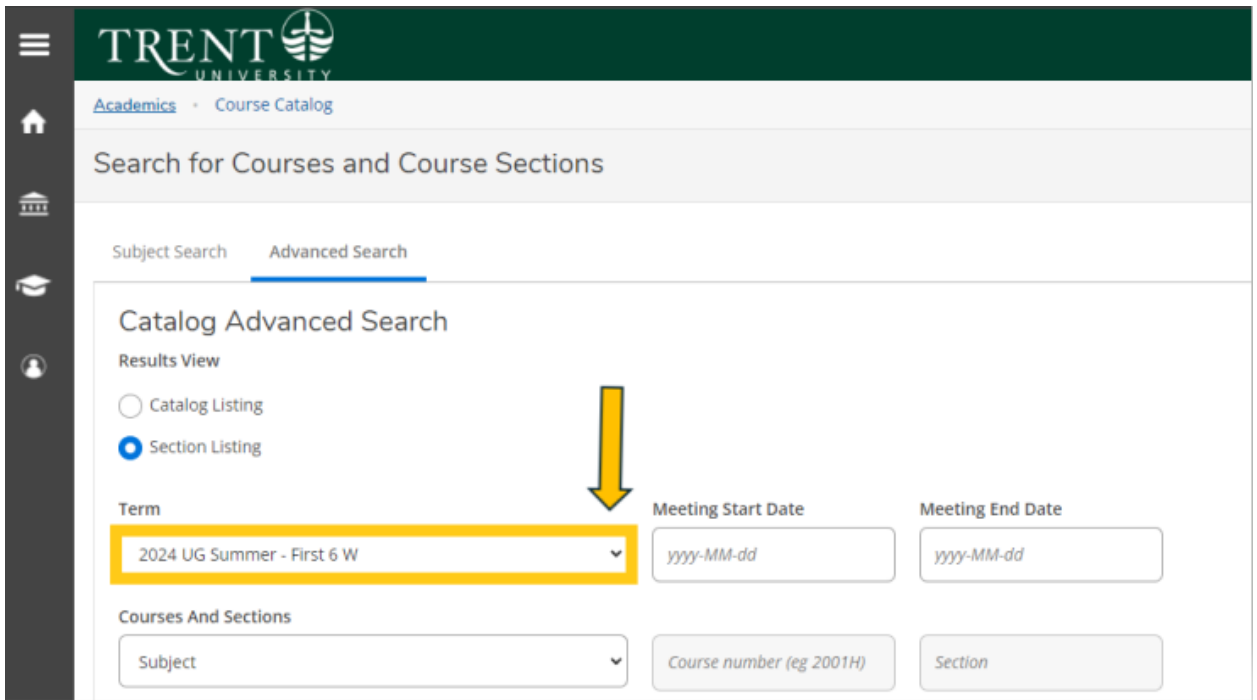
Section Listing

Term: Select Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

24. Under Term, select **2024 UG Summer – First 6 We** 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 - First 6 W

Meeting Start Date

yyyy-MM-dd

Meeting End Date

yyyy-MM-dd

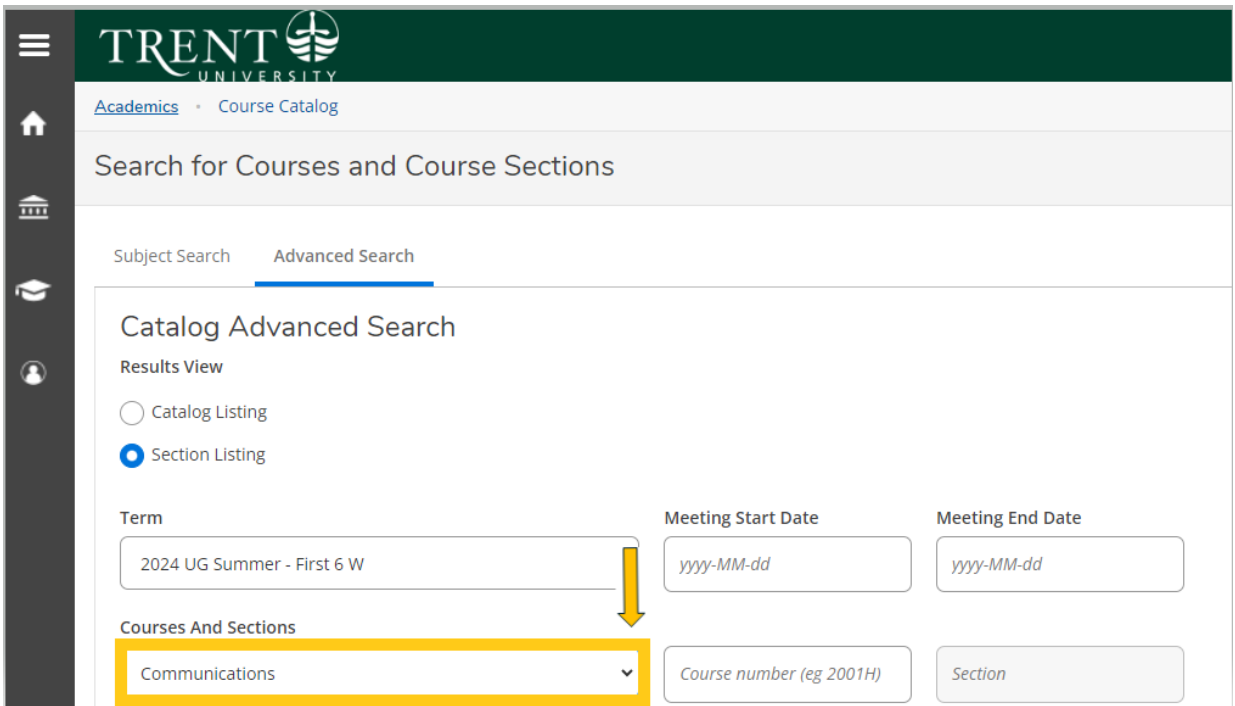
Courses And Sections

Subject

Course number (eg 2001H)

Section

25. Under Courses And Sections, select **Communications** 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 - First 6 W

Meeting Start Date

yyyy-MM-dd

Meeting End Date

yyyy-MM-dd

Courses And Sections

Communications

Course number (eg 2001H)

Section

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

The screenshot shows the 'Catalog Advanced Search' interface. At the top, there are tabs for 'Subject Search' and 'Advanced Search'. Below the tabs, there are radio buttons for 'Catalog Listing' and 'Section Listing', with 'Section Listing' selected. The form includes several input fields: 'Term' (set to '2024 UG Summer - First 6 W'), 'Meeting Start Date' (placeholder 'yyyy-MM-dd'), and 'Meeting End Date' (placeholder 'yyyy-MM-dd'). Under 'Courses And Sections', there are three rows, each with a 'Subject' dropdown, a 'Course number (eg 2001H)' input, and a 'Section' input. A '+ Add More...' button is located below these rows. At the bottom, the 'Location' dropdown menu is highlighted in yellow, and a yellow arrow points to the 'Web-Based Course' option.

27. Click **Search**

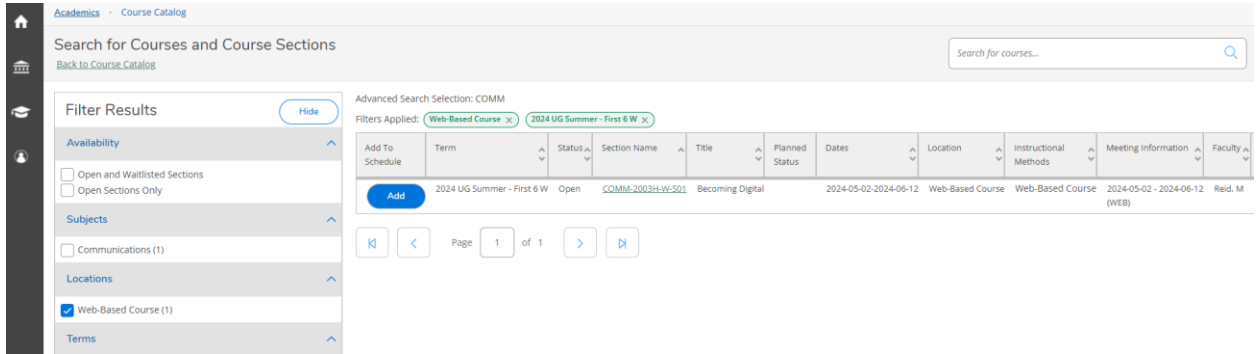
The screenshot shows the search filters section. It includes a 'Location' dropdown menu with 'Web-Based Course' selected, an 'Academic Level' dropdown menu with 'Select Academic Level' selected, and two 'Time' input fields labeled 'Time Starts by' and 'Time Ends by', both with placeholder 'hh:mm AM/PM'.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

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

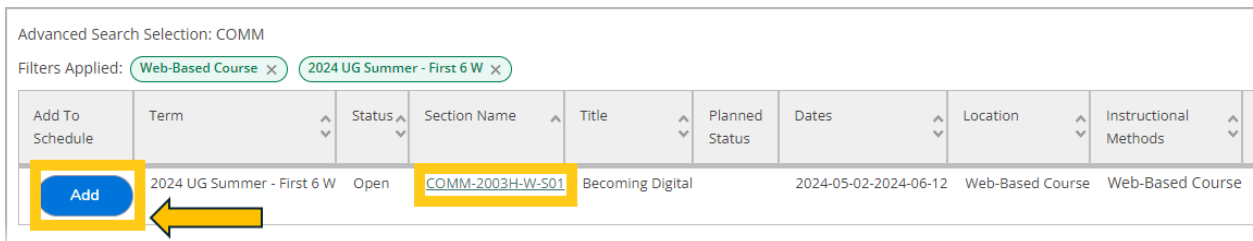
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The required **Web-Based S61** course is:

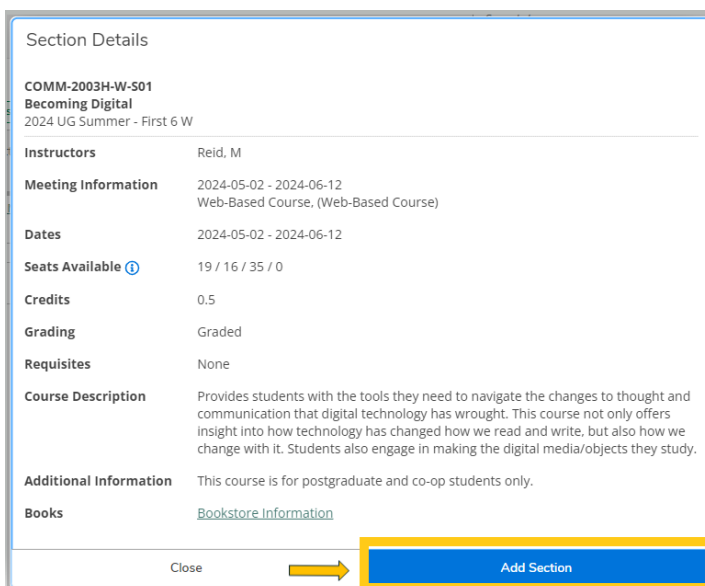
- **COMM 2003H: Becoming Digital (Summer Session 1-S61)**
 - COMM-2003H-W-S01
 - Web-Based Course, Section W



29. Locate **COMM-2003H-W-S01** > click **Add**

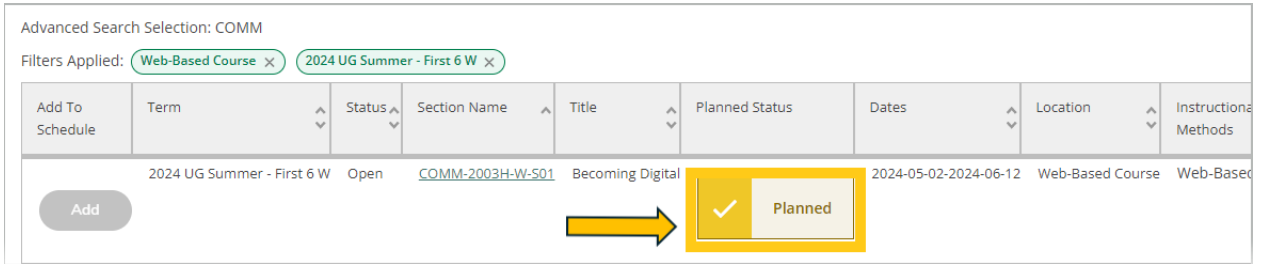


30. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



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



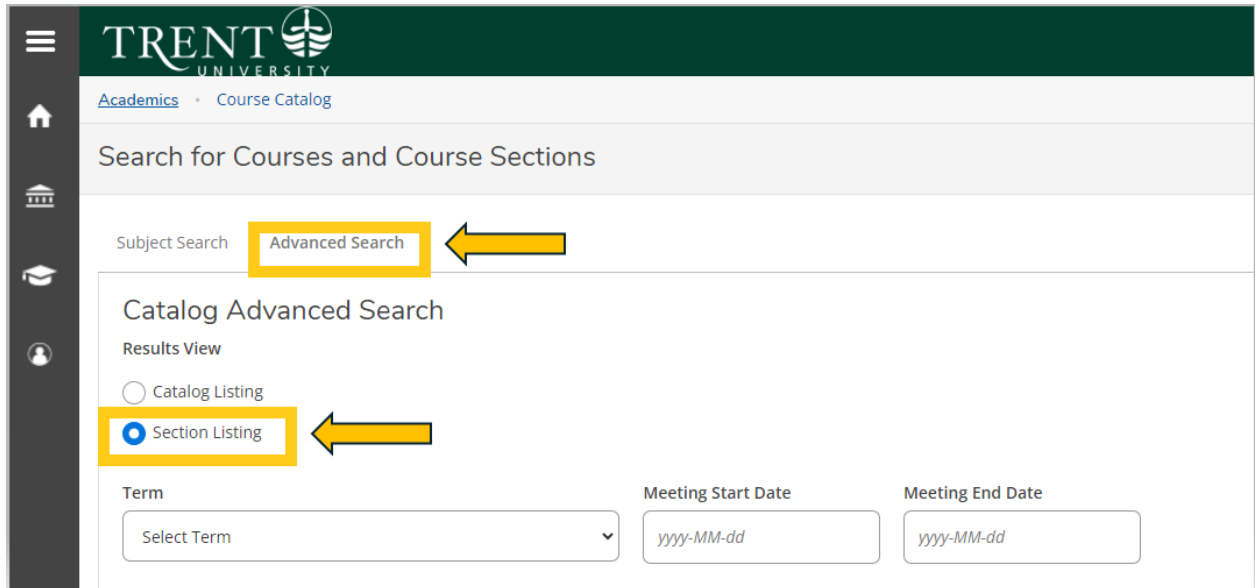
Advanced Search Selection: COMM

Filters Applied: Web-Based Course x 2024 UG Summer - First 6 W x

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods
<input type="button" value="Add"/>	2024 UG Summer - First 6 W	Open	COMM-2003H-W-501	Becoming Digital	<input checked="" type="checkbox"/> Planned	2024-05-02-2024-06-12	Web-Based Course	Web-Based

32. You will now need to choose your required S62 in-person courses, 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:

33. 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 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, and the 'Course number (eg 2)' and 'Section' fields are also empty.

34. 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 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, and the 'Course number (eg 2)' and 'Section' fields are also empty.

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

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The screenshot shows the 'Catalog Advanced Search' interface. At the top, there are tabs for 'Subject Search' and 'Advanced Search'. Below this, the 'Results View' section has two radio buttons: 'Catalog Listing' (unselected) and 'Section Listing' (selected). The 'Term' dropdown is set to '2024 UG Summer - Last 6 We'. There are three date input fields for 'Meeting Start Date' and 'Meeting End Date', each with a placeholder 'yyyy-MM-dd'. Under 'Courses And Sections', there are three rows of dropdown menus for 'Course number (eg 2001H)' and 'Section'. A '+ Add More...' button is located below these rows. At the bottom, the 'Location' dropdown is highlighted with a yellow box and an arrow pointing to it, with the text 'Durham Greater Toronto Area' visible.

36. Click **Search**

This screenshot shows a section of the search filters. It includes a 'Location' dropdown set to 'Durham Greater Toronto Area', an 'Academic Level' dropdown set to 'Select Academic Level', and two time input fields labeled 'Time Starts by' and 'Time Ends by', both with placeholders '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 box and an arrow pointing to it.

37. 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.

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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

Academics - Course Catalog

Search for Courses and Course Sections

Search for courses...

Filter Results Hide

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 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	M 3:30-6:20 PM 2024-06-17 - 2024-06-17 (LEC) ALC 215 (LEC) W 3:30-6:20 PM 2024-06-17 - 2024-06-17 (LEC) 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 (LEC) ALC 315 (LEC) W 6:30-9:20 PM 2024-06-17 - 2024-06-17 (LEC) 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 (LEC) WEB BLKBRD (LEC)
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 (LEC) ALC 215 (LEC) W 6:30-9:20 PM 2024-06-17 - 2024-06-17 (LEC) 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 (LEC)

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

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
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	M 20 AL W 20 AL
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

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

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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 ➔ Add Section

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

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
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
Add	2024 UG Summer - Last 6 We	Open	ADMN-2080H-A-S01	Managerial & Market Research	✓ Planned	2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 20 AL W 20 AL

41. Once you have added the S62 required in-person course > click **Back to Course Catalogue** in the top left hand corner of the page

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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

42. 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**

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search Advanced Search

Catalog Advanced Search

Results View

Catalog Listing

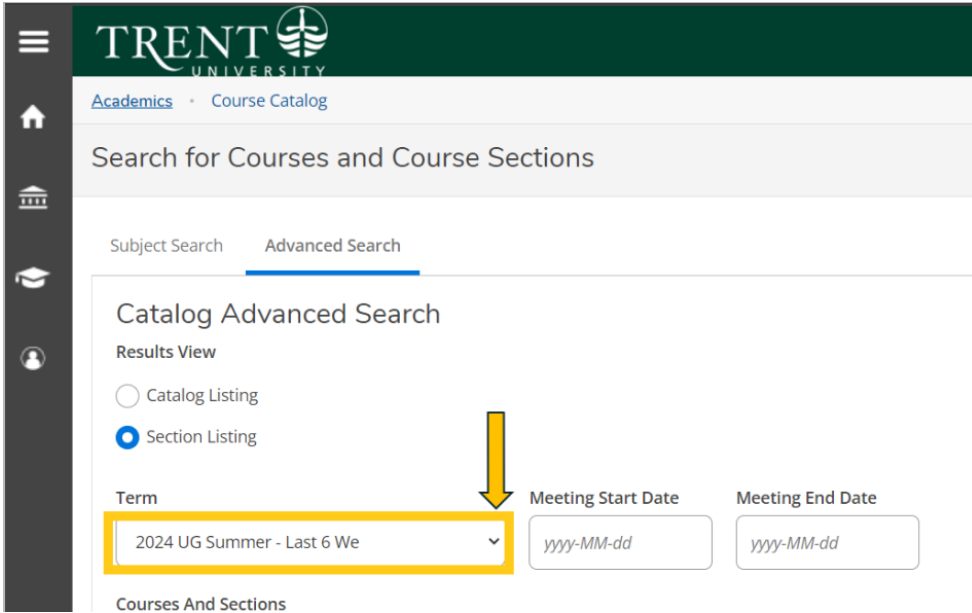
Section Listing

Term Meeting Start Date Meeting End Date

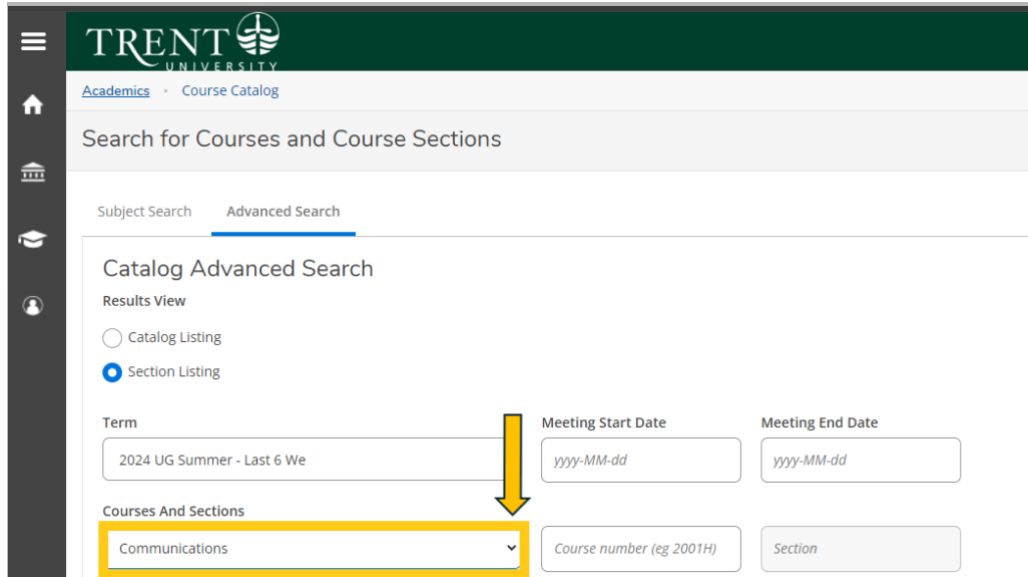
Select Term

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

Business Communication Post-Graduate Certificate
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44. Under Courses And Sections, select **Communications** from the drop-down menu



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

**Business Communication Post-Graduate Certificate
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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

Course	Course number (eg 2001H)	Section
Communications	Course number (eg 2001H)	Section
Subject	Course number (eg 2001H)	Section
Subject	Course number (eg 2001H)	Section

+ Add More...

Location: Durham Greater Toronto Area

46. Click **Search**

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM Time Ends by: hh:mm AM/PM

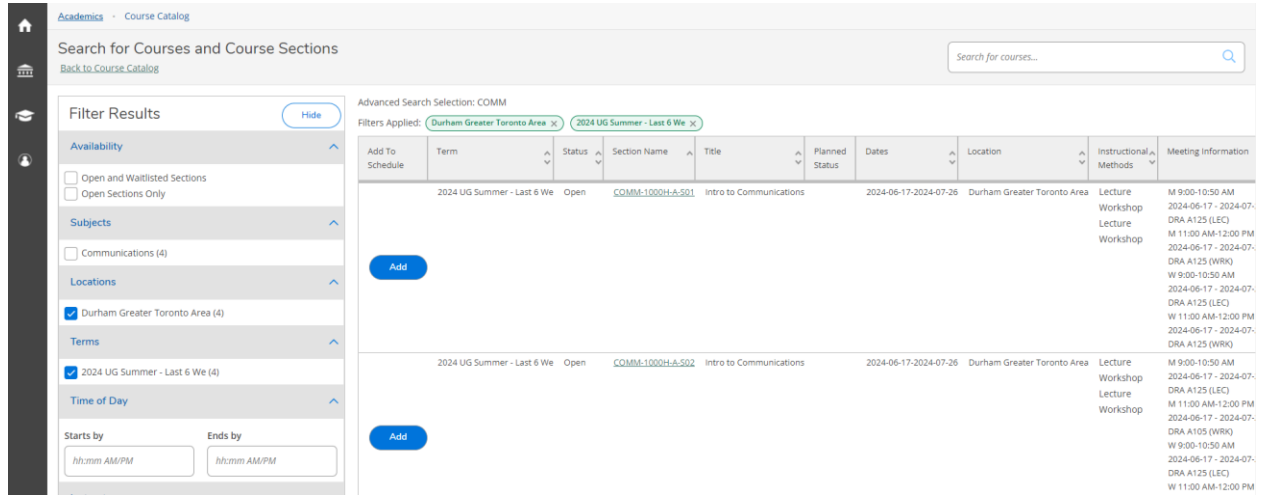
Clear **Search**

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

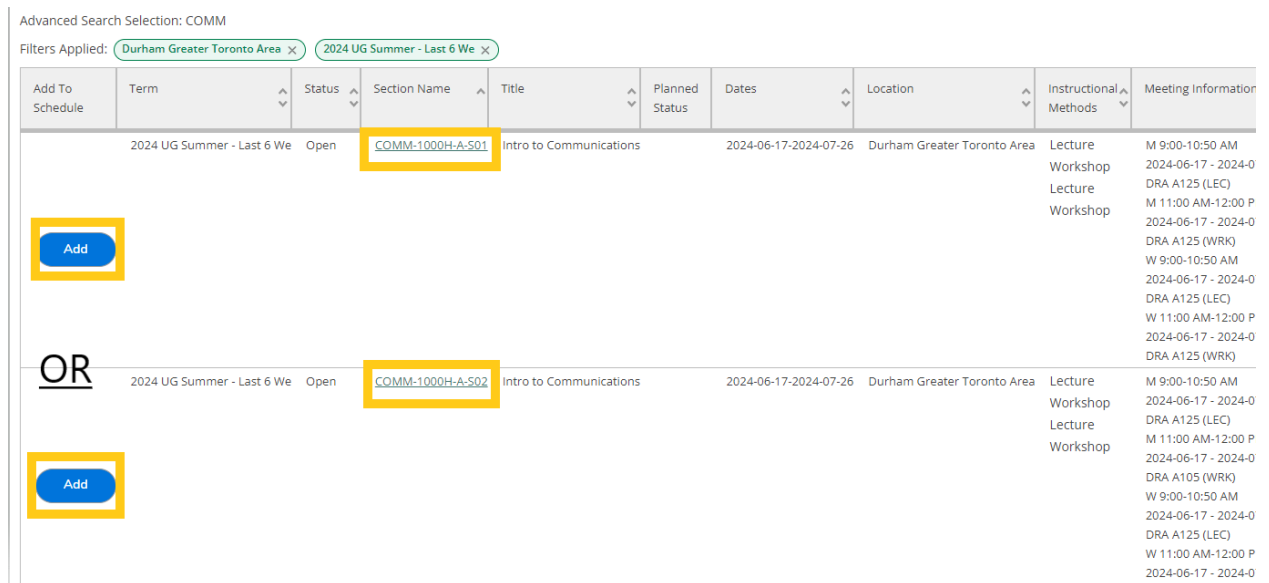
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The required in-person Communications S62 course is:

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



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



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

**Business Communication Post-Graduate Certificate
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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**

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

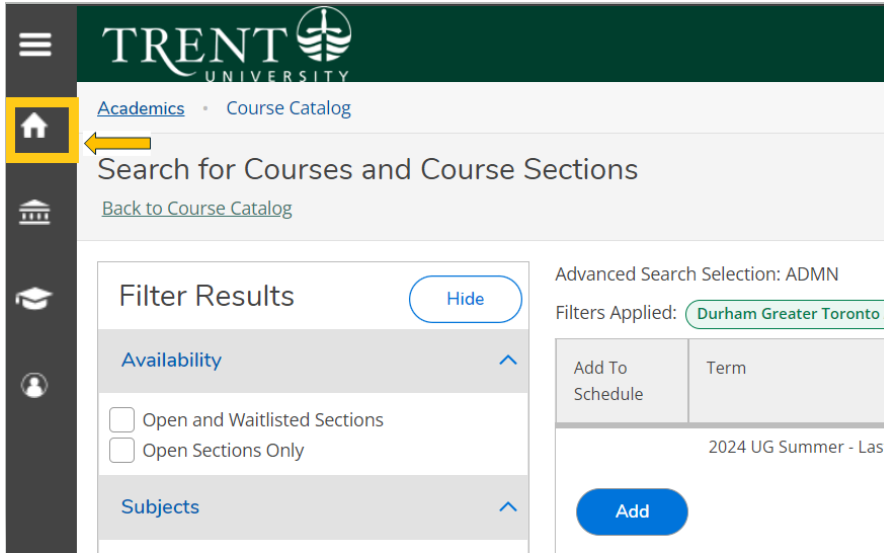
Advanced Search Selection: COMM

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

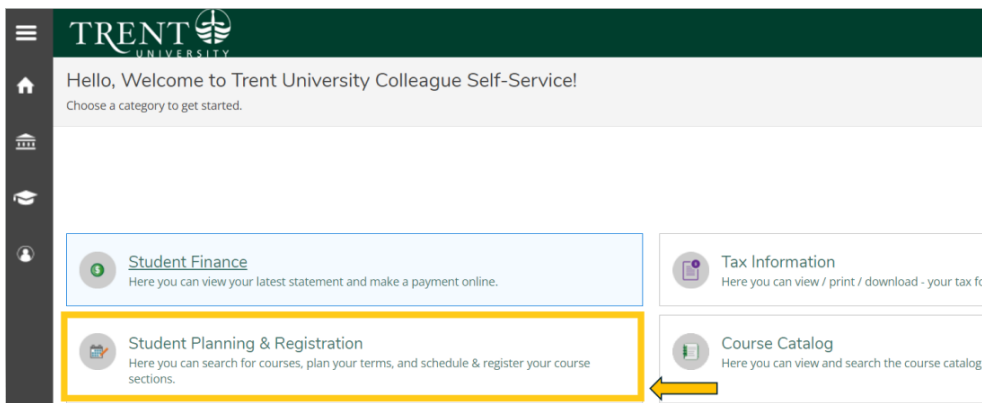
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S01	Intro to Communications	 Planned	2024-06-17-2024-07-26	Durham Gr
Add							
	2024 UG Summer - Last 6 We	Open	COMM-1000H-A-S02	Intro to Communications		2024-06-17-2024-07-26	Durham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

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

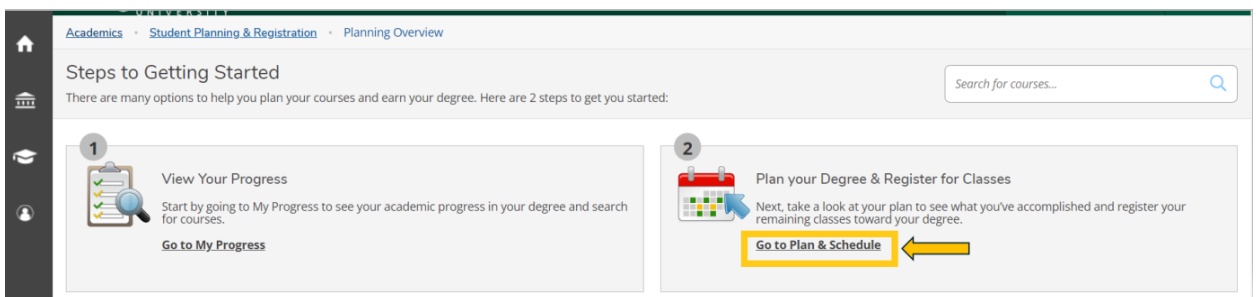
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52. Click on **'Student Planning & Registration'**. This is where you will register for your courses.

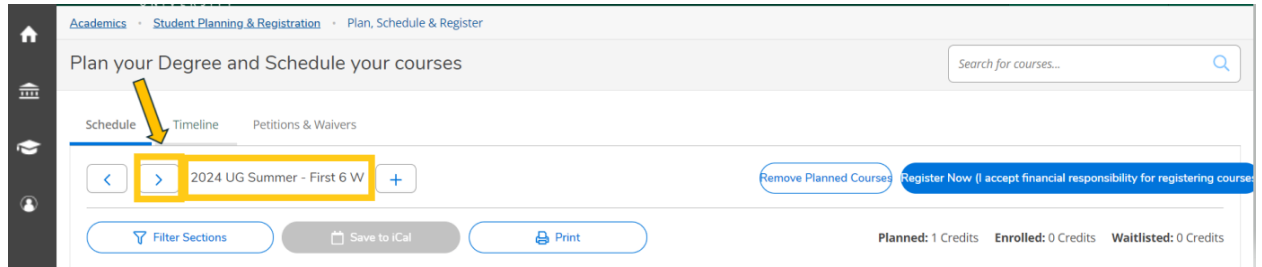


53. Click on **"Go to Plan & Schedule"**

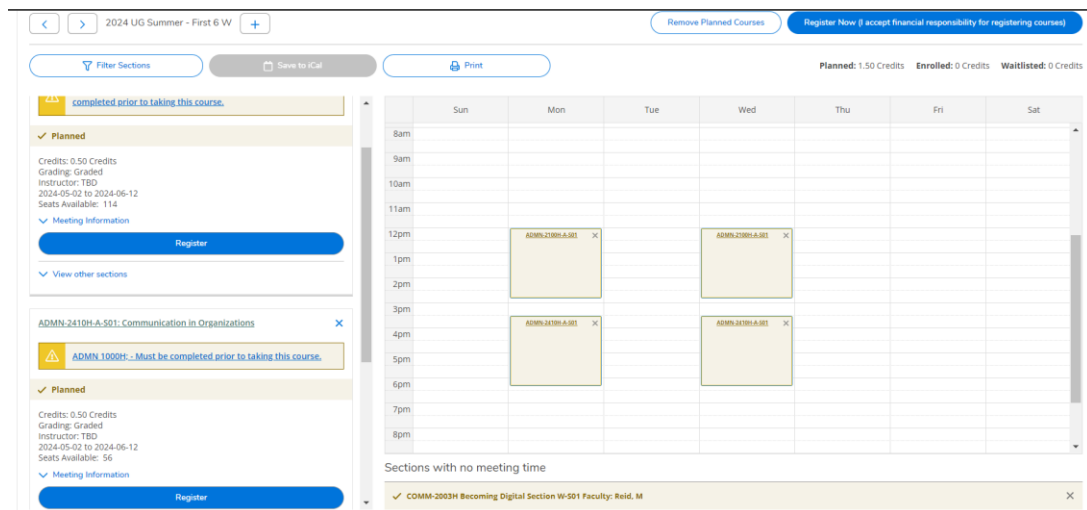


54. Click the **right arrow** to locate the term: **2024 UG Summer – First 6 W**

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You will see all the **S61** (first 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered. The web course will appear at the bottom of the calendar with the course code and name.



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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Search for courses...

Remove Planned Courses Register Now (I accept financial responsibility for registering courses)

Print

Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11:00am							

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

2024 UG Summer - First 6 W

Filter Sections Save to iCal Print

ADMN-2100H-A-501: Introduction to Marketing

- Approved
- Registered, but not started
- Credits: 0.50 Credits
- Grading: Graded
- Instructor: TBD
- 2024-05-02 to 2024-06-12
- Meeting Information
- Drop
- View other sections

ADMN-2410H-A-501: Communication in Organizations

- ADMN 3000H - Must be completed prior to taking this course.
- Planned
- Credits: 0.50 Credits
- Grading: Graded
- Instructor: TBD
- 2024-05-02 to 2024-06-12
- Seats Available: 50
- Meeting Information
- Register

	Sun	Mon	Tue	Wed	Thu
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					
8pm					
9pm					
10pm					
11pm					

Sections with no meeting time

COMM 300H-A-501

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**

Academics · Student Planning & Registration · Plan, Schedule & Register

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Petitions & Waivers

2024 UG Summer - Last 6 We

Remove Planned Courses Register Now (I accept financial responsibility for registering courses)

Filter Sections Save to iCal Print

Planned: 1.50 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

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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.

2024 UG Summer - Last 6 Weeks

Remove Planned Courses Register Now (I accept financial responsibility for registering courses)

Filter Sections Save to iCal Print

Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

ADMN-2080H-A-S01: Managerial & Market Research

Planned

Credits: 0.50 Credits
Grading: Graded
Instructor: TBD
2024-06-17 to 2024-07-26
Seats Available: 79

Meeting Information

Register

View other sections

COMM-1000H-A-S02: Intro to Communications

Planned

Credits: 0.50 Credits
Grading: Graded
Instructor: Monti, A
2024-06-17 to 2024-07-26
Seats Available: 17

Meeting Information

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		COMM-1000H-A-S02 X		COMM-1000H-A-S02 X			
10am							
11am		COMM-1000H-A-S02 X		COMM-1000H-A-S02 X			
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm		ADMN-2080H-A-S01 X		ADMN-2080H-A-S01 X			
8pm							

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

Search for courses...

Remove Planned Courses Register Now (I accept financial responsibility for registering courses)

Print

Planned: 1 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							

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

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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 "Register Now" button with a warning icon. Below this are buttons for "Filter Sections", "Save to iCal", and "Print". A summary bar indicates "Planned: 0.50 Credits", "Enrolled: 0.50 Credits", and "Waitlisted: 0 Credits".

On the left, two course cards are visible:

- ADMN 2080H-A-501: Managerial & Market Research**
 - Status: Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2024-06-17 to 2024-07-26
 - Buttons: Drop, View other sections
- COMM 1000H-A-502: Intro to Communications**
 - Status: Planned
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: Montl, A
 - 2024-06-17 to 2024-07-26
 - Seats Available: 17
 - Buttons: Register

On the right, a class schedule grid shows the following course placements:

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am		COMM 1000H-A-502		COMM 1000H-A-502			
10am							
11am		COMM 1000H-A-502		COMM 1000H-A-502			
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm				ADMN 2080H-A-501			
7pm		ADMN 2080H-A-501		ADMN 2080H-A-501			
8pm							

54. Congratulations, you are now registered for your summer term courses for the [Durham Business Communication Post-Graduate Certificate](#)!

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