**Express Registration**

Welcome to our video on the fourth step of the course registration process. This involves registering for your courses through the Express Registration system. For help and information on prior steps, visit the course registration section of the Academic Advising website and view our video tutorials.

After you have chosen all of your classes, you need to officially register in them through your myTrent portal. This involves the use of course synonyms; six-digit numbers located in the Academic Timetable and found in the Schedule Builder. Once you have copied the synonyms of the courses you wish to enroll in, you can begin the Express Registration process.

If you selected your courses by using the Schedule Builder, copy the class synonyms and go to the ‘Register’ tab on your myTrent portal. Next, select the ‘Express Registration’ icon found under the ‘Courses’ subsection. You can now paste the six-digit synonym numbers into the boxes. If you paste them all in the large box, you will need to place a comma after each number. You can also paste the numbers individually in the boxes below. Which method you use to paste the numbers will not affect your registration.

In addition to obtaining the course synonyms from the Schedule Builder, you can also find them on the Academic Timetable. You can copy the synonyms from the designated column and, like using the Schedule Builder, can then paste the six-digit numbers into Express Registration and submit when ready.

Please note that the Schedule Builder is not available for summer course registration and using the Academic Timetable is the method you use to register for courses in the summer term. You can find course synonyms in the ‘Synonym’ column in the Academic Timetable and can copy the synonym from your desired section and paste it into ‘Express Registration’ similar to how you would when using the Visual Schedule Builder.

Selecting submit at this stage will not register you in the courses, but will take you to a new page called ‘Register and Drop Courses’ where you can review your courses before registering. As you can see, the courses you’ve entered into the Express Registration system appear under ‘Preferred Sections’. Any courses you are currently registered in will appear under current registrations. To register, click on the drop down menu above to register in all your courses. You can also select this option for each individual course by clicking on the action menu beside each course.

If you are no longer interested in registering in a course, you can select ‘Remove from List’ and then ‘Submit’. The course will now be removed from the page. If you are looking to add yourself to a waitlisted course, you can also find the ‘Add to Waitlist’ option in the drop-down menu. For more information on the policy for waitlisted courses, you can visit trentu.ca/registrar and select the ‘Course Registration’ section found under ‘Records and Registrations’. Information on waitlisted courses is found at the bottom of the page.

Once you’re ready to register, click ‘Submit’ on the bottom of the page. Once registered, you will receive a confirmation email to your TrentU email account.

To drop a course, select the ‘Course Register and Drop’ section and, under ‘Current Registrations’, check the box of the course you would like to drop and then ‘submit’ to drop it. Similar to when registering in a course, you will receive confirmation of withdrawing from the course by an email from the registrar as well as in the status column on the page that appears after dropping the course.

If there are any issues with registering, they will be indicated at the top of the page in red along with instructions for who to contact if an issue arises. If you receive an error message, it’s important to read it thoroughly as it will explain what the issue is. In this case, I have attempted to register in a course that I do not have the prerequisites for and need to search for a different course that is open to me.

This concludes our video about registering in your courses with the Express Registration system. You can visit the Academic Advising website for more information on this process and to view the steps to register in your courses found under ‘Online Resources’. The final step of course registration is determining whether you require a Verification of Enrolment Form.