Durham Campus

Applied Artificial Intelligence
Post-Graduate Certificate
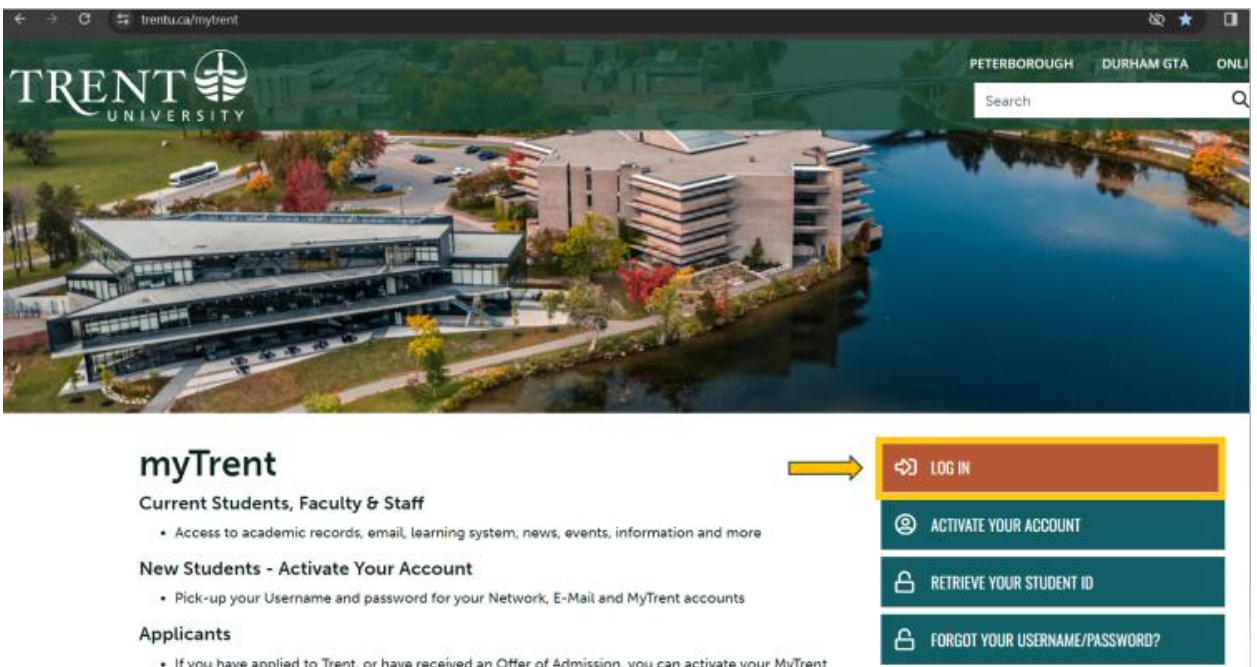
Registration Guide

Fall Term 1 & Winter Term 2

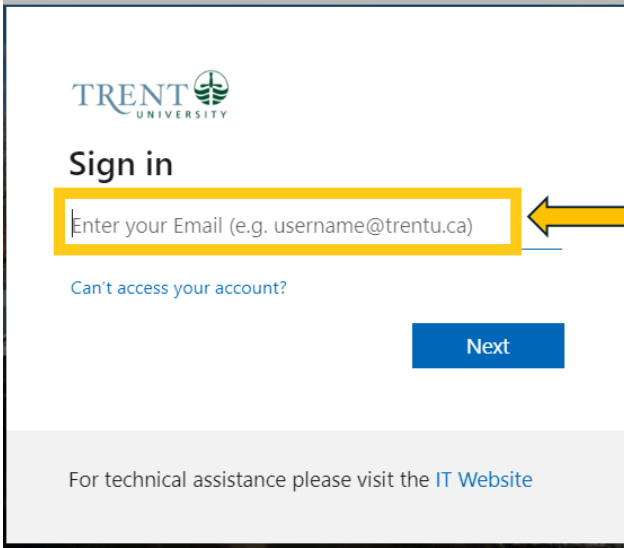**September 2024 Entry**

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)
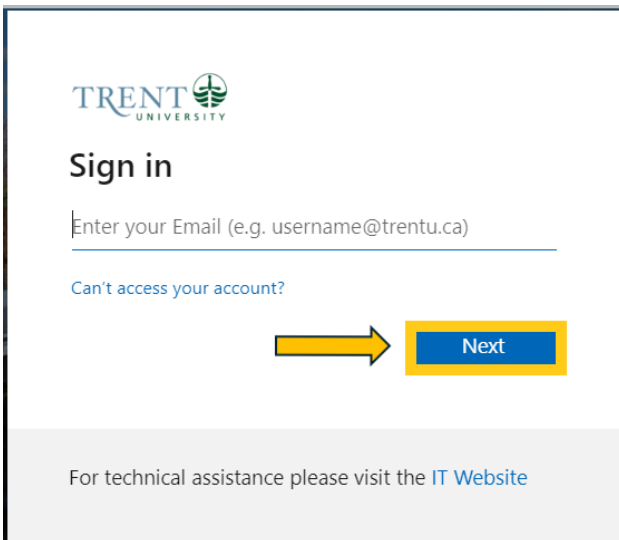
4. Click **Next**

5. Enter your **password**
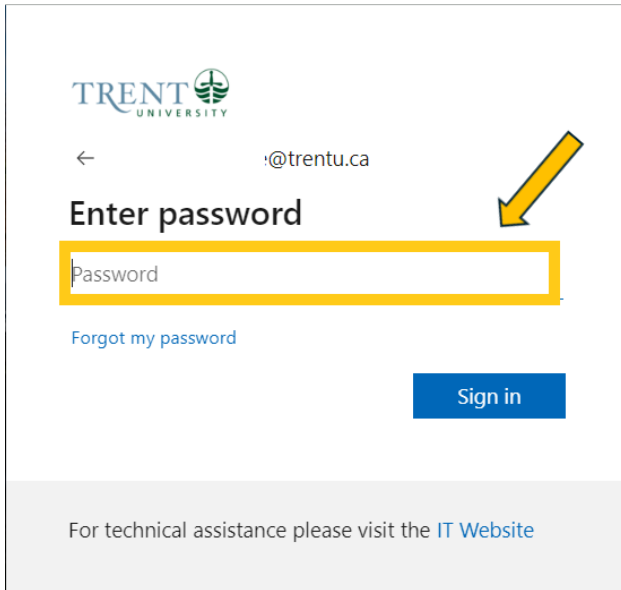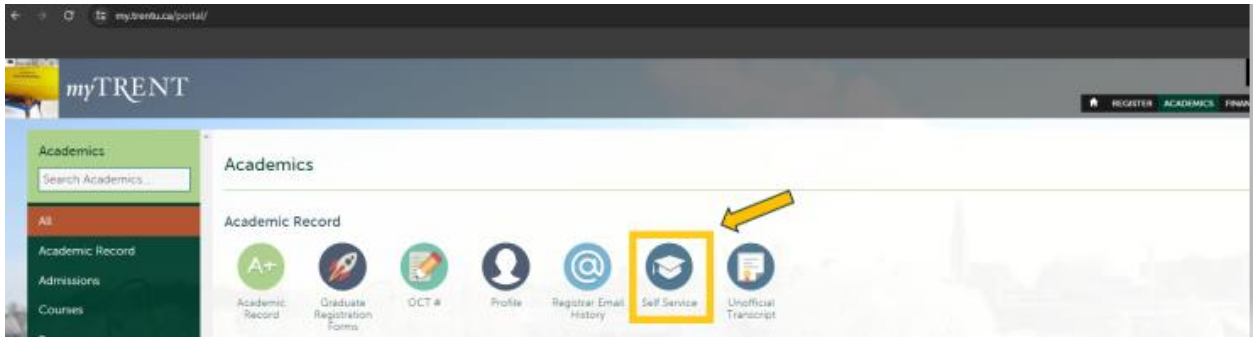
6. Click **Sign in**
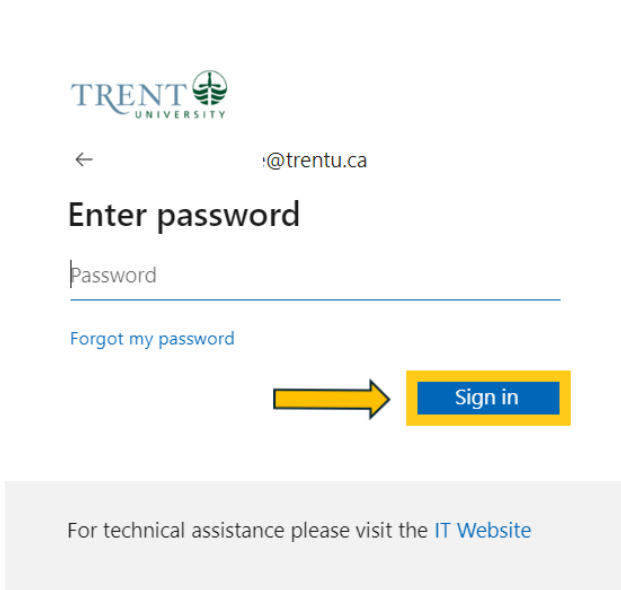
7. At the top right corner of myTrent portal, click **Academics** tabs

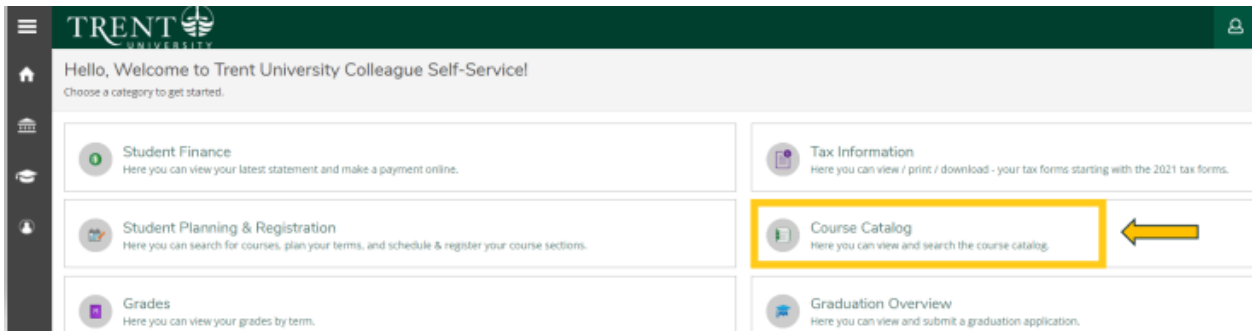8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)
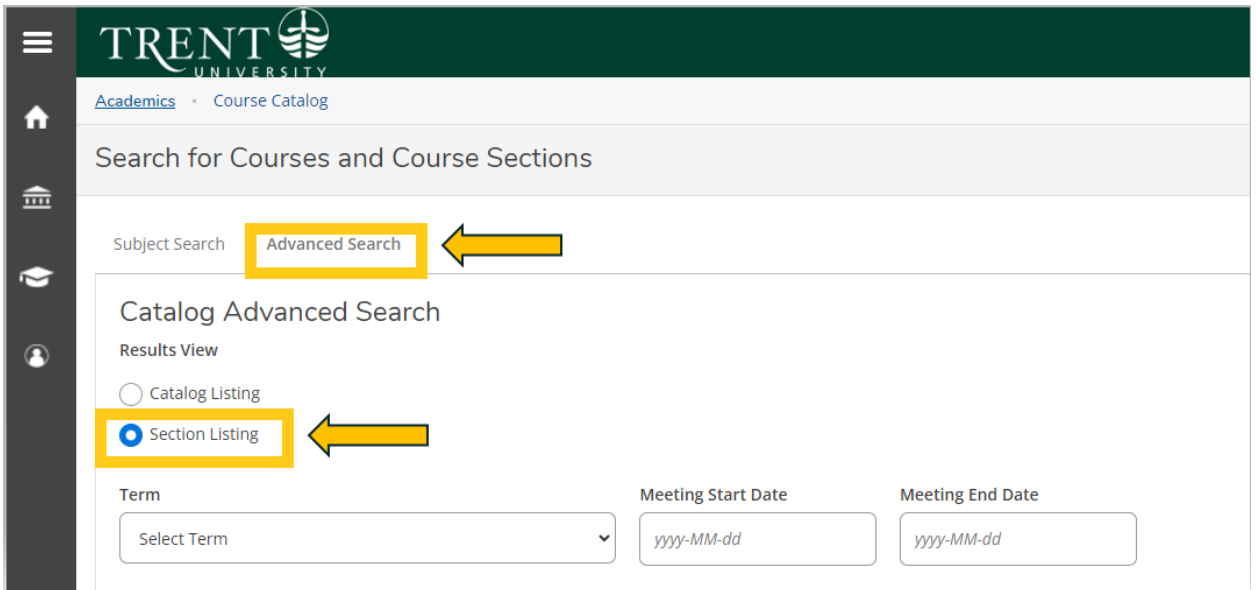
9. Once redirected to Self Service, click on **Course Catalog** to select **Term 1 fall courses**

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

11. Under Term, select **2024 UG Fall Term** from the drop-down menu

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

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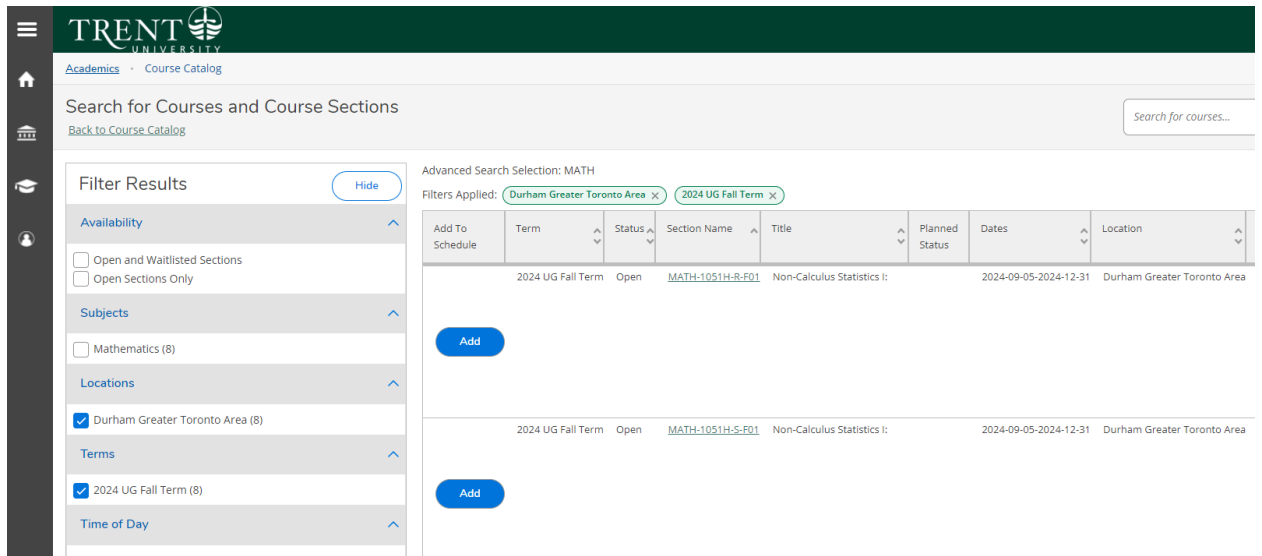
14. Click **Search**

15. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Mathematics** course. The courses will appear in numerical order. On this step you are planning your courses.
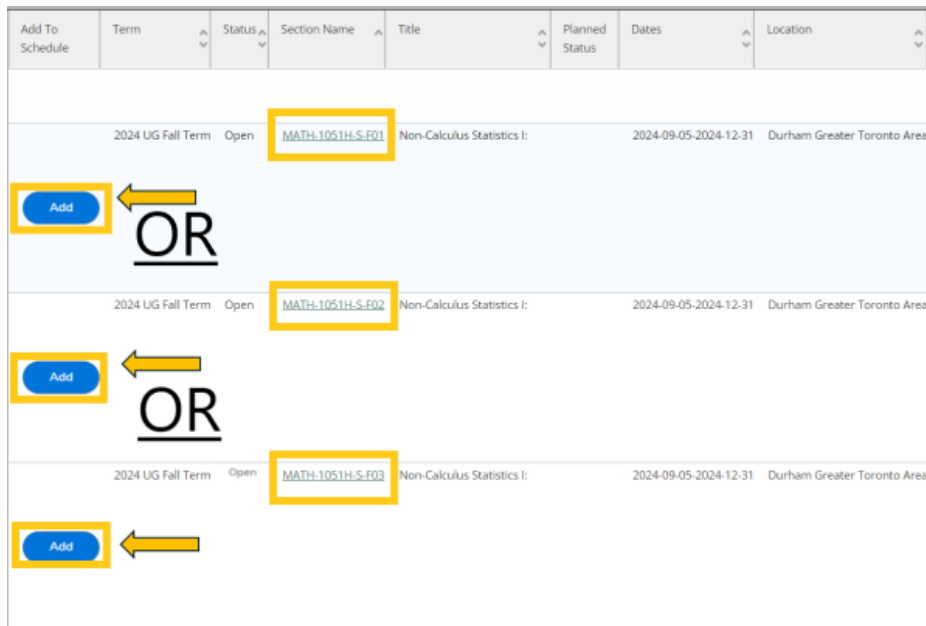
Required **Term 1 fall MATH course**:

- **MATH 1051H: Non-Calculus Statistics I**

o   **MATH-1051H-S-F01** or **MATH-1051H-S-F02** or **MATH-1051H-S-F03**

16. Locate **MATH-1051H-S-F01** or **MATH-1051H-S-F02** or **MATH-1051H-S-F03** > click **Add** (add one section)

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. Once you have added the required MATH fall course > Click **Back to Course Catalog** in the top left-hand corner of the page
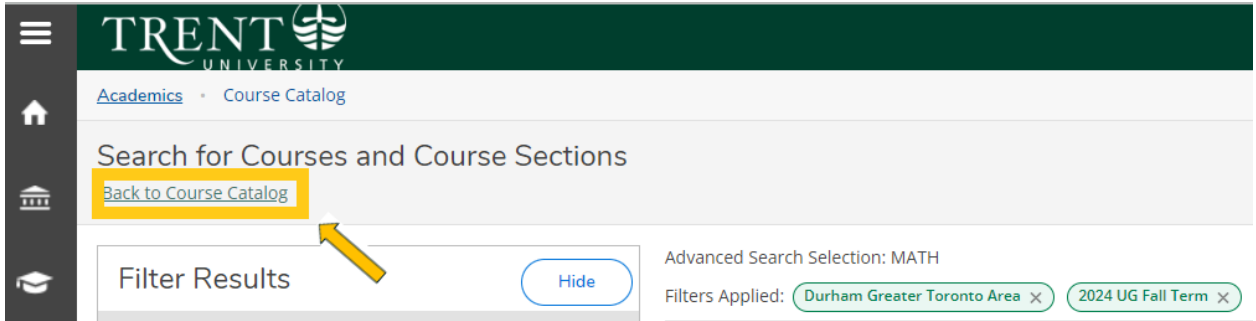
20. Using the Advanced Search Tab, under Results View, select **Section Listing**

21. Under Term, select **2024 UG Fall Term** from the drop-down menu

22. Under Courses And Sections, select **Computer Science** from the drop-down menu

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

24. Click **Search**

25. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Computer Science** web-based course. The courses will appear in numerical order. On this step you are planning your courses.

    Required **Term 1 fall COIS web-based course**:

    • **COIS 1620H: Intro to Information Systems**
        ○ **COIS-1620H-W-F01**

26. Locate **COIS-1620H-W-F01**

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

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

29. Once you have added the required web-based COIS fall course > Click **Back to Course Catalog** in the top left-hand corner of the page
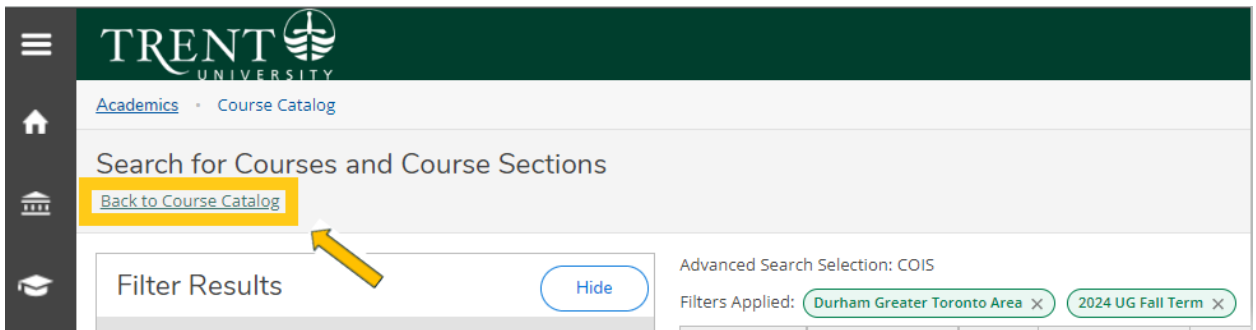
30. Using the Advanced Search Tab, under Results View, select **Section Listing**

31. Under Term, select **2024 UG Fall Term** from the drop-down menu

32. Under Courses And Sections, select **Computer Science** from the drop-down menu

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

34. Click **Search**

35. You will be directed to the course listing page. You will need to scroll through this page to locate the remaining required **2024 UG Term 1 fall Computer Science** courses. The courses will appear in numerical order. On this step you are planning your courses.
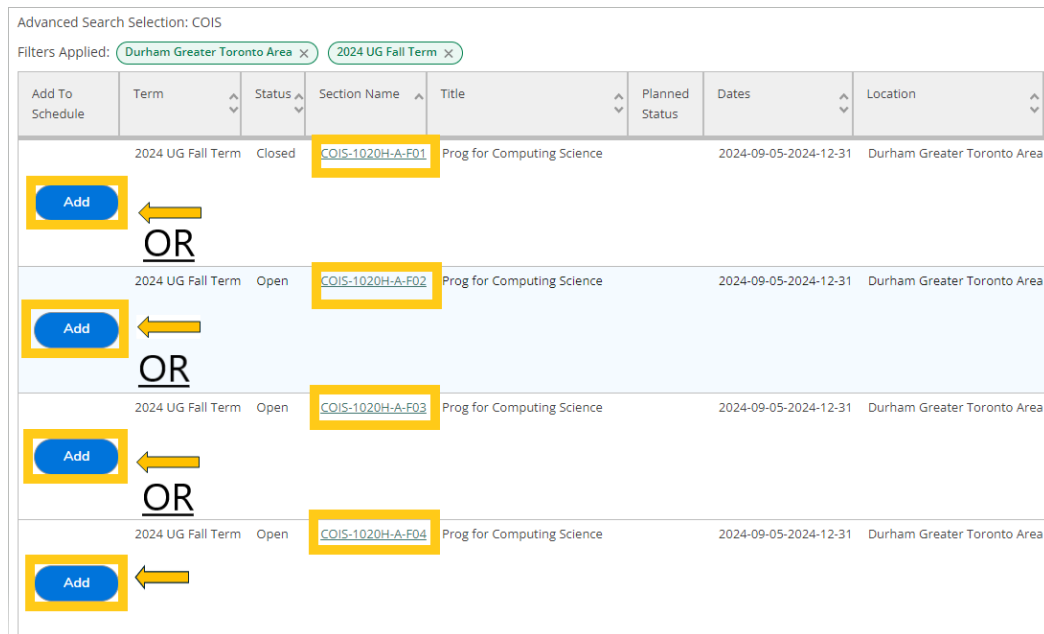
    Required **Term 1 fall COIS courses**:

    • **COIS 1020H: Programming for Computer Science**

- o **COIS-1020H-A-F01 or COIS-1020H-A-F02 or COIS-1020H-A-F03 or COIS-1020H-A-F04**

- • **COIS 3560H: Human Computer Interaction**
  - o **COIS-3560H-R-F01**
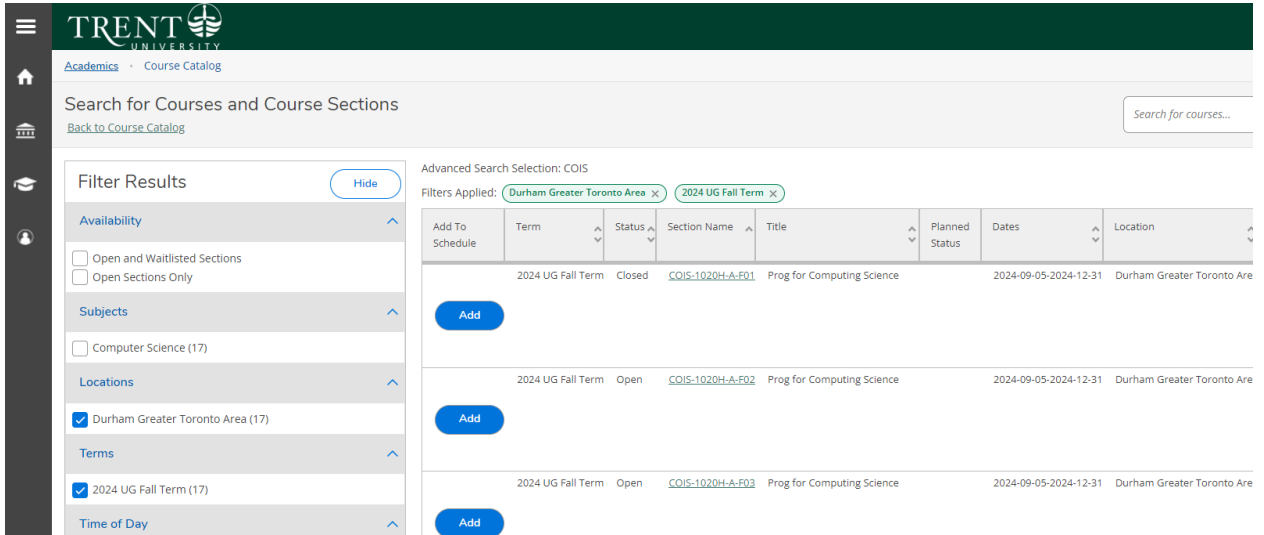
36. Locate **COIS-1020H-A-F01 or COIS-1020H-A-F02 or COIS-1020H-A-F03 or COIS-1020H-A-F04**> click **Add** (add one section)

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

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

39. Locate next COIS course, **COIS-3560H-R-F01** > click **Add**

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

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

42. Once you have added the required COIS fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page

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

44. Under Term, select **2024 UG Fall Term** from the drop-down menu

45. Under Courses And Sections, select **Philosophy** from the drop-down menu

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

47. Click **Search**

48. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Philosophy** course. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 1 fall PHIL course**:

- **PHIL 3270H: Philosophy of Artificial Intelligence**
  - **PHIL-3270H-A-F01**

49. Locate **PHIL-3270H-A-F01** > click **Add**

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

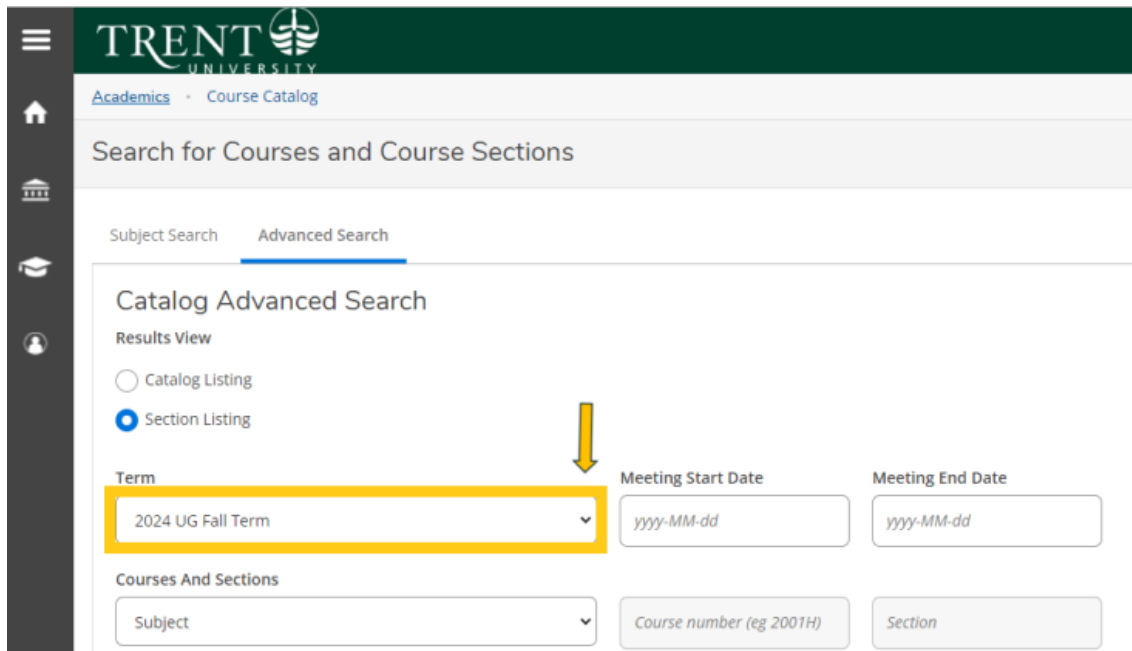51. The course will then show as 'Planned', registration is not complete

52. Once you have added the required PHIL fall course > Click **Back to Course Catalog** in the top left-hand corner of the page

53. Next you will need to **add** your **Term 2 winter courses**.
You will now need to locate the required COIS web-based winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**
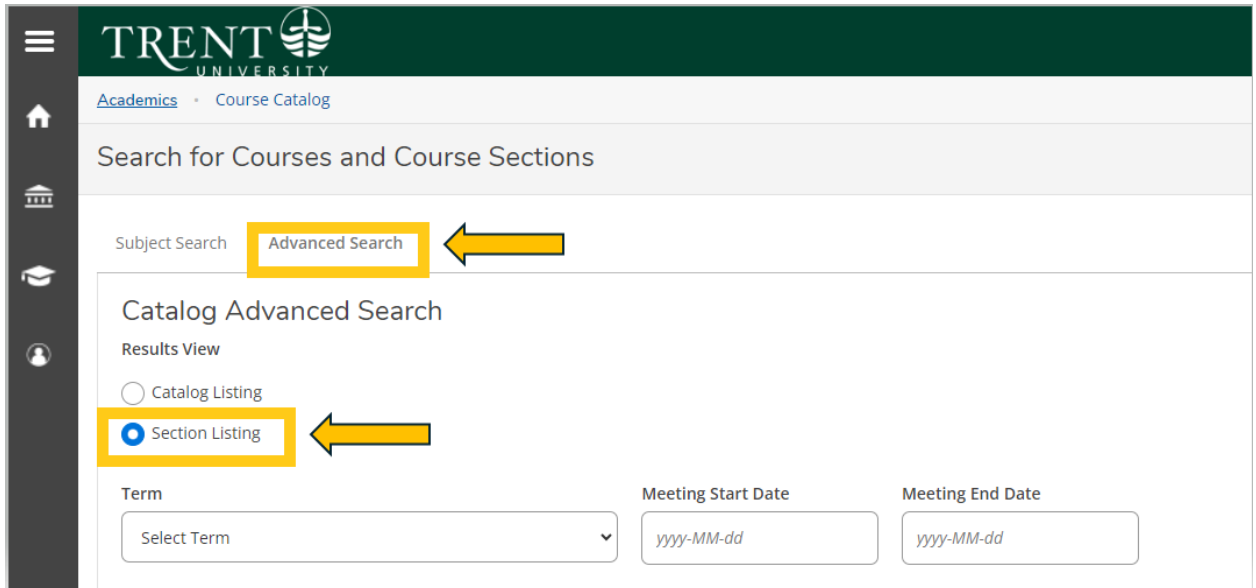
54. Under Term, select **2025 UG Winter Term** from the drop-down menu
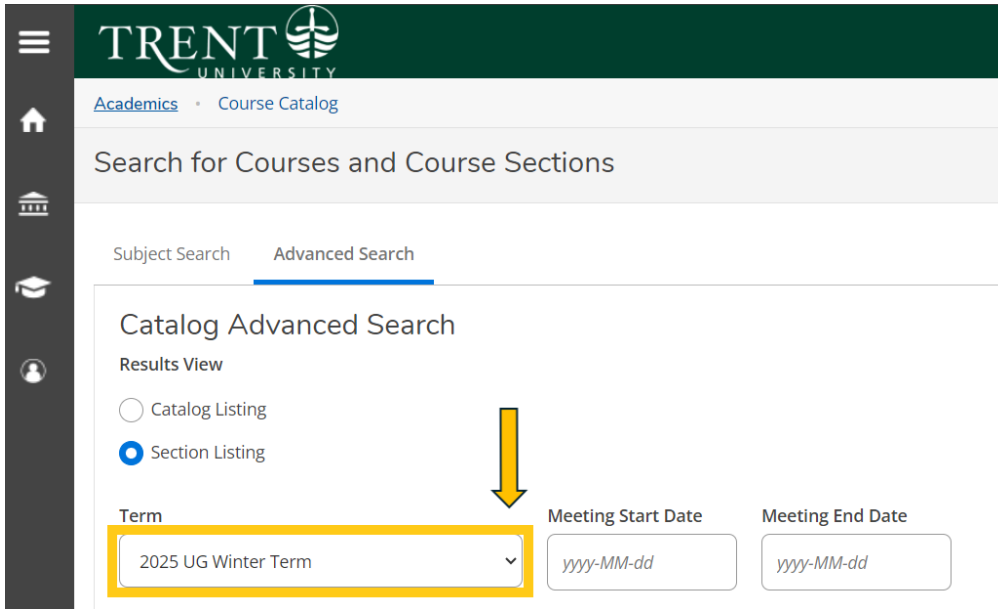
55. Under Courses And Sections, select **Computer Science** from the drop-down menu

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

57. Click **Search**

58. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Computer Science web-based course**. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter COIS web-based course:**

- **COIS 1400H: Intro to Data Science**
  - **COIS-1400H-W-W01**

59. Locate **COIS-1400H-W-W01** > click **Add**

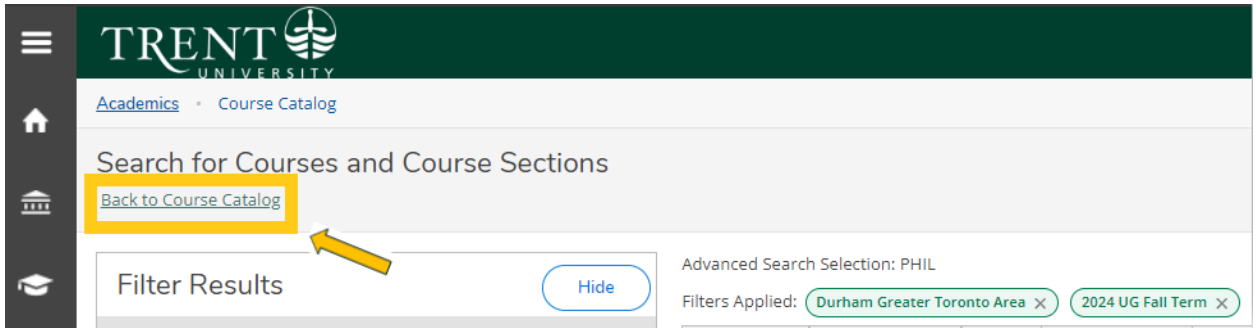60. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

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

| Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	COIS-1010H-W-W01	Digital World		2025-01-06-2025-04-30	Web-Based Course
Add	2025 UG Winter Term	Open	COIS-1400H-W-W01	Introduction to Data Science	✓ Planned	2025-01-06-2025-04-30	Web-Based Course

62. Once you have added the required COIS web-based winter course > Click **Back to Course Catalog** in the top left-hand corner of the page
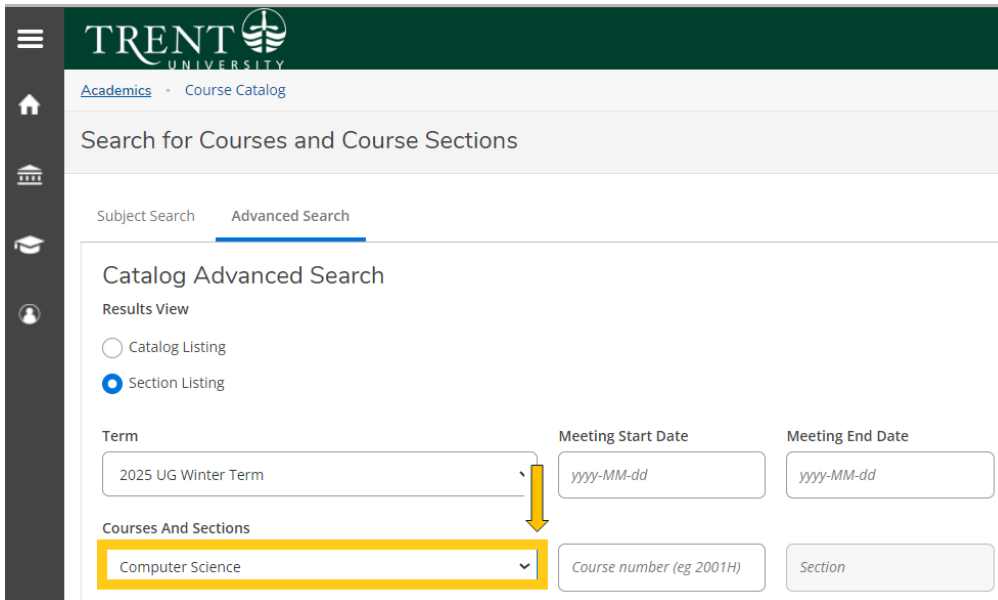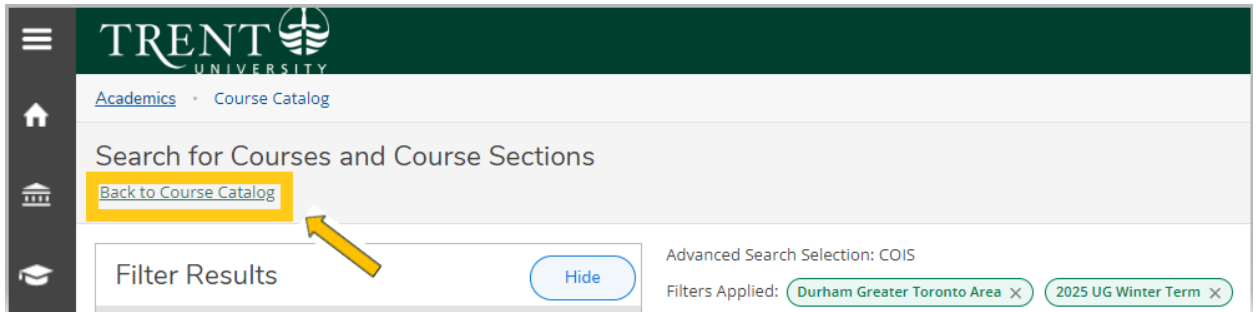
63. You will now need to locate the remaining required COIS winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**
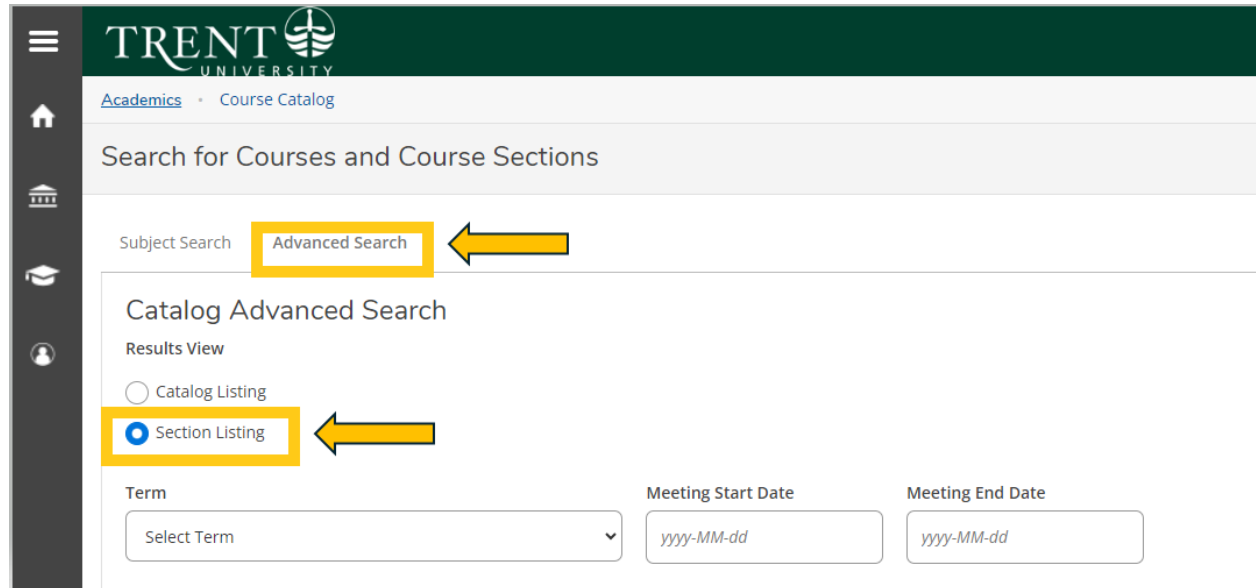
64. Under Term, select **2025 UG Winter Term** from the drop-down menu
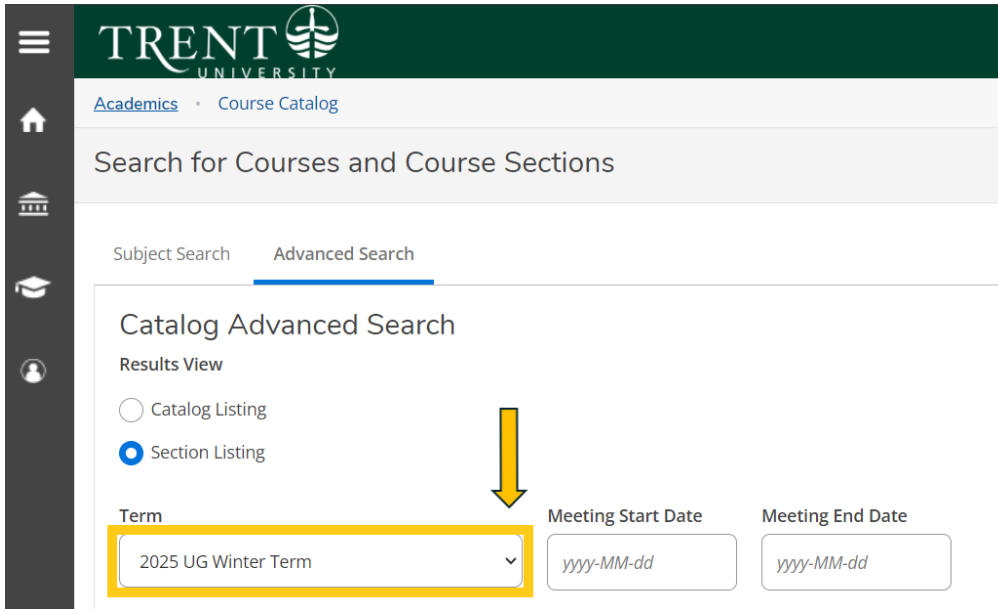
65. Under Courses And Sections, select **Computer Science** from the drop-down menu

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

67. Click **Search**

68. You will be directed to the course listing page. You will need to scroll through this page to locate the remaining required **2025 UG Term 2 winter Computer Science** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter COIS courses:**

- **COIS 3550H: Applied Artificial Intelligence and Machine Learning**

- o **COIS-3550H-A-W01**

- **COIS 4850H: Information Systems Project**
  - o **COIS-4850H-A-W01**

69. Locate, **COIS-3550H-A-W01** > click **Add**

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

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

72. Locate next COIS course, **COIS-4850H-A-W01** > click **Add**

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

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

75. Once you have added the remaining required COIS winter courses > Click **Back to Course Catalog** in the top left-hand corner of the page
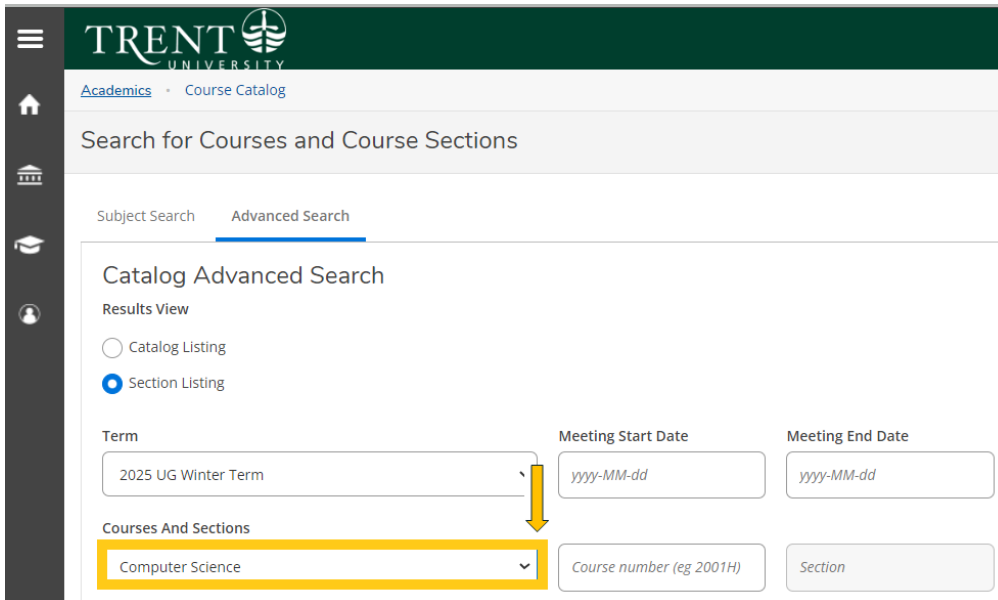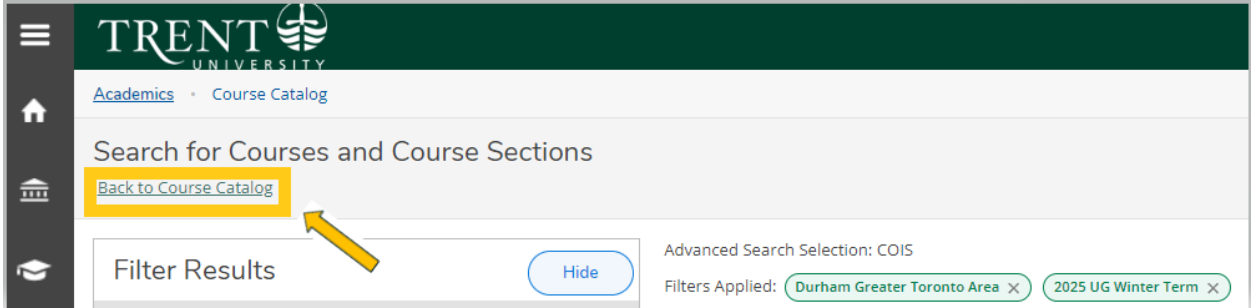
76. You will now need to locate the required MATH winter course.   Using the Advanced Search Tab, under Results View, select **Section Listing**

77. Under Term, select **2025 UG Winter Term** from the drop-down menu

78. Under Courses And Sections, select **Mathematics** from the drop-down menu

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

80. Click **Search**

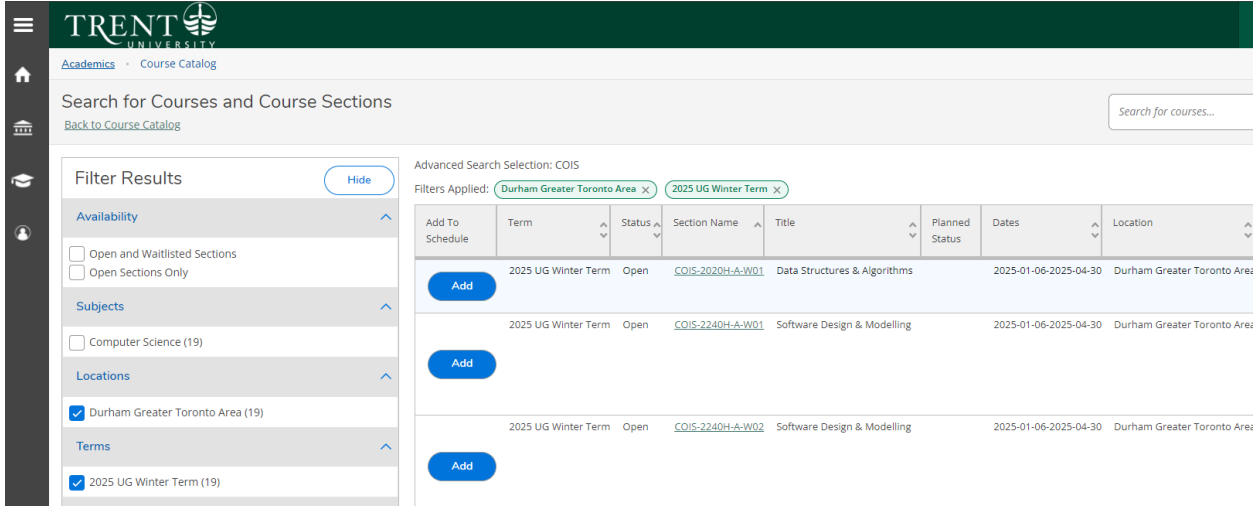81. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Mathematics** course. The courses will appear in numerical order. On this step you are planning your courses.
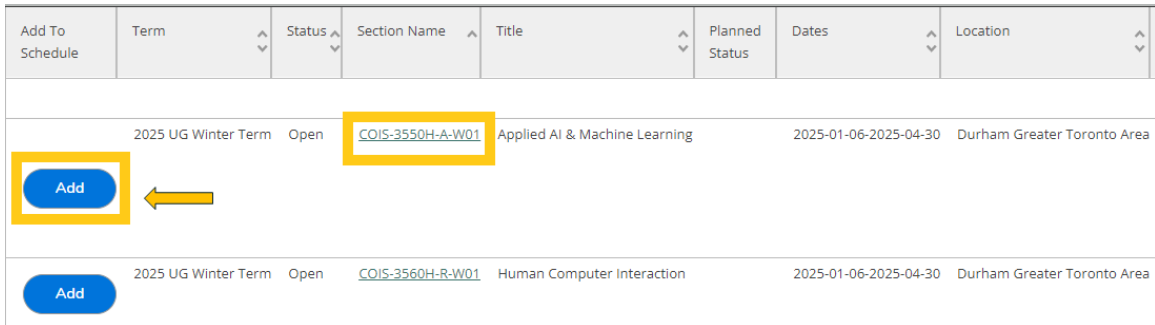
Required **Term 2 winter MATH course:**

- **MATH 1052H: Non-Calculus Statistics II**

- o **MATH-1052H-S-W01** or **MATH-1052H-S-W02** or **MATH-1052H-S-W03**

82. Locate **MATH-1052H-S-W01** or **MATH-1052H-S-W02** or **MATH-1052H-S-W03** > click **Add** (add one section)

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

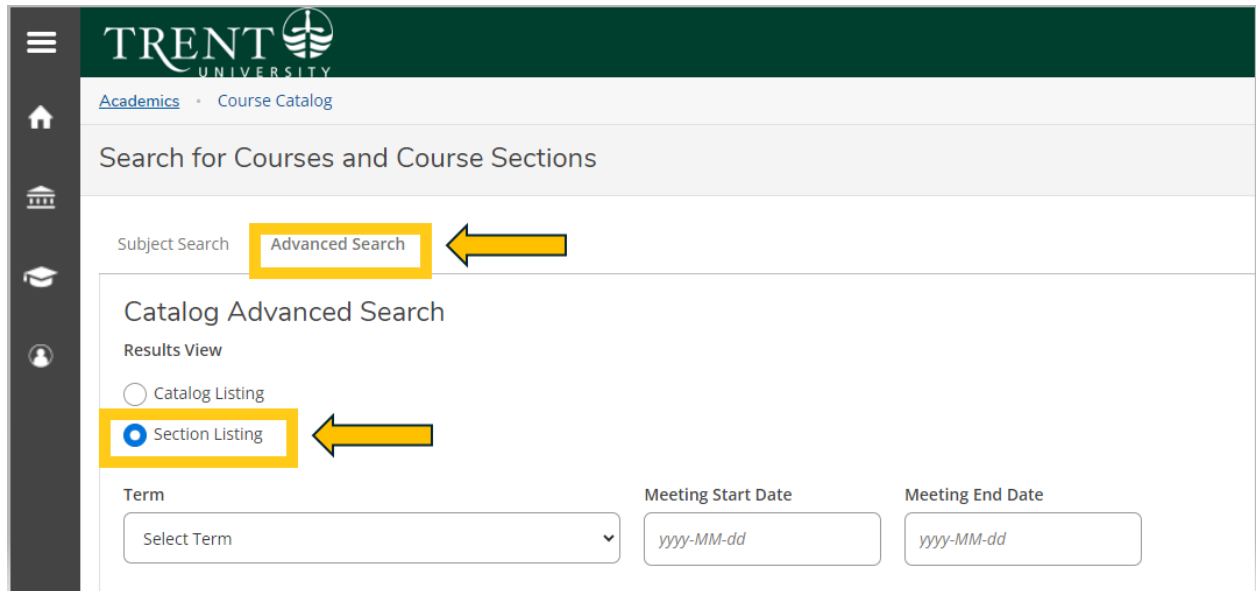84. The course will then show as 'Planned', registration is not complete

85. Once you have added the required MATH winter course > Click **Back to Course Catalog** in the top left-hand corner of the page

86. You will now need to locate the required FINA winter course.   Using the Advanced Search Tab, under Results View, select **Section Listing**
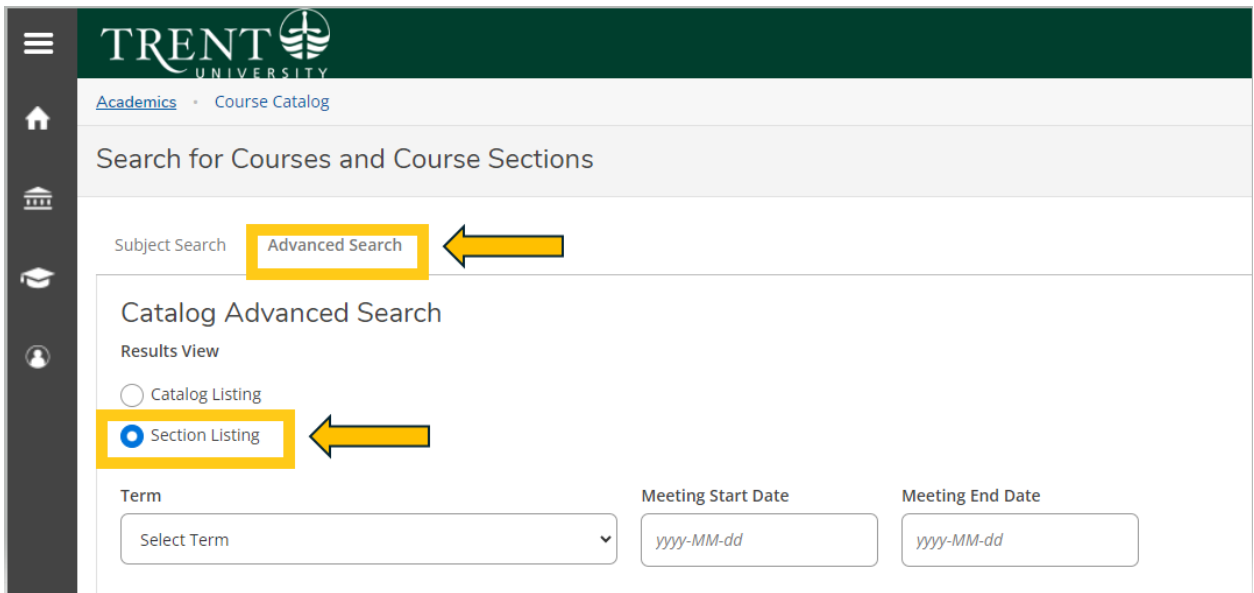
87. Under Term, select **2025 UG Winter Term** from the drop-down menu
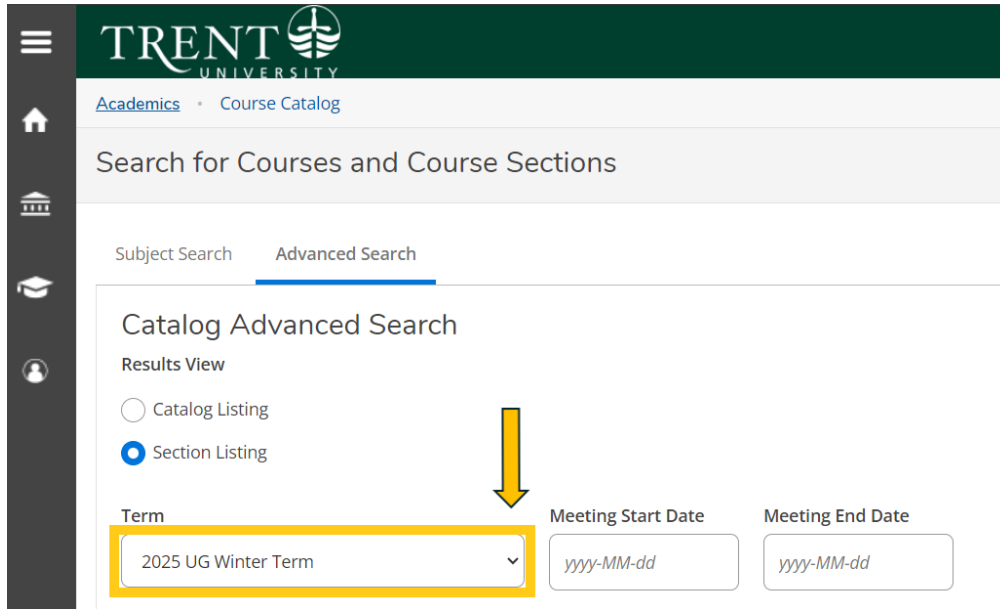
88. Under Courses And Sections, select **Financial Science** from the drop-down menu
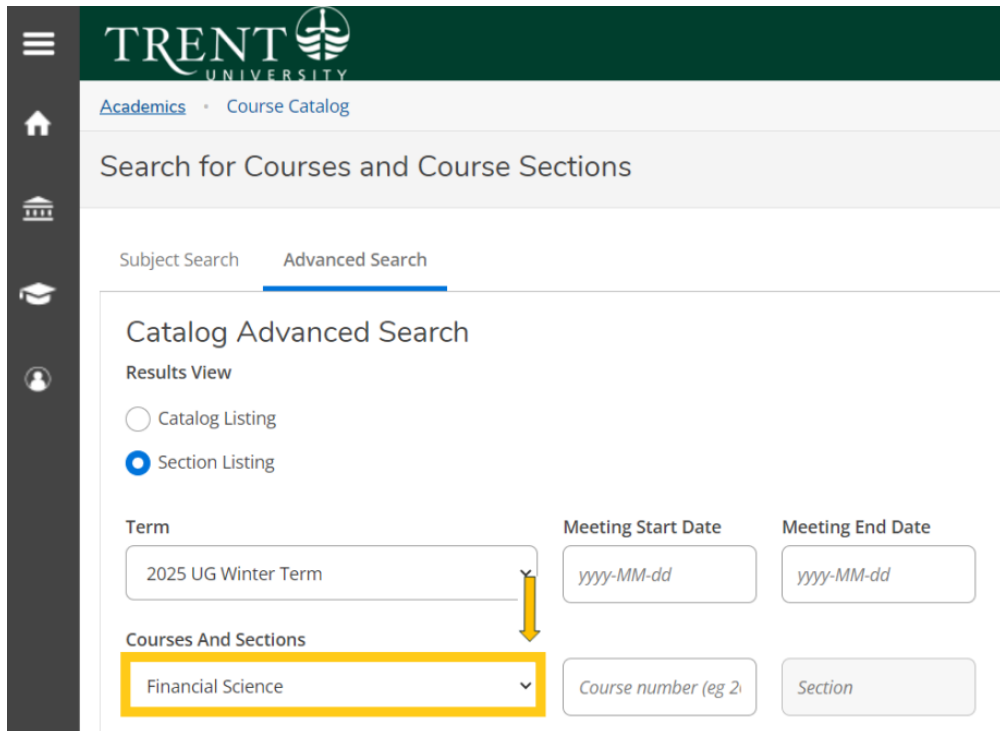
89. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

90. Click **Search**

91. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Financial Science** course. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter FINA course:**

- **FINA 4103H: Financial Econometrics**
  - **FINA-4103H-A-W01**
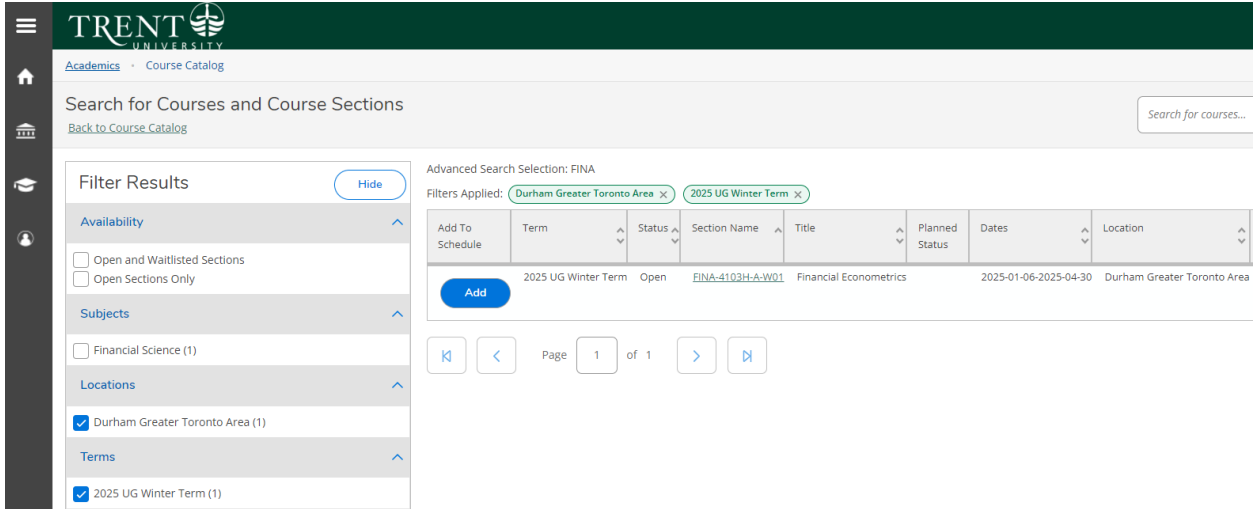
92. Locate **FINA-4103H-A-W01** > click **Add**

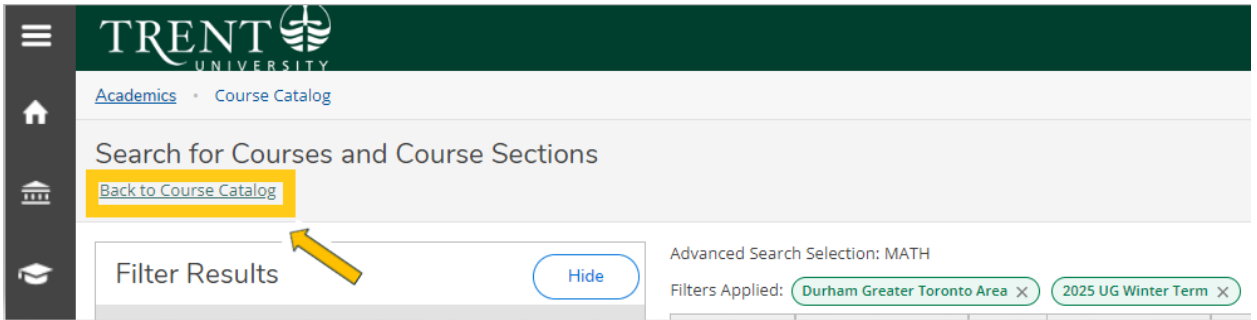93. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)


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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	FINA-4103H-A-W01	Financial Econometrics	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area

95. Once you have added the required Term 2 winter courses to your plan > go to left navigation pane > click on the **Home** button. This step will ensure you register for your courses.
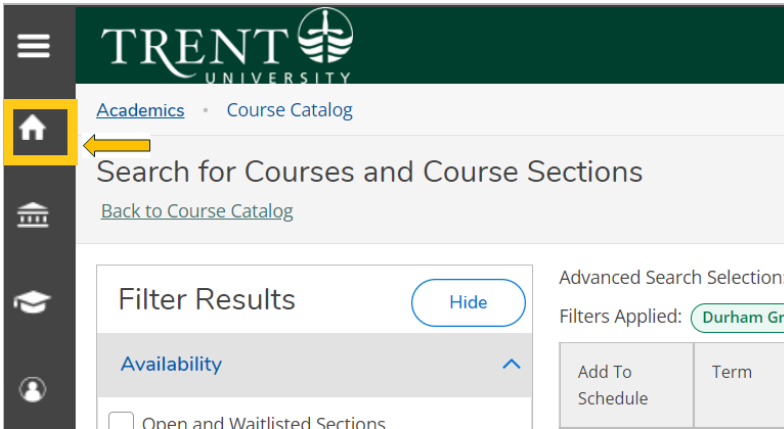
96. Click on '**Student Planning & Registration**'. This is where you will register for your courses.
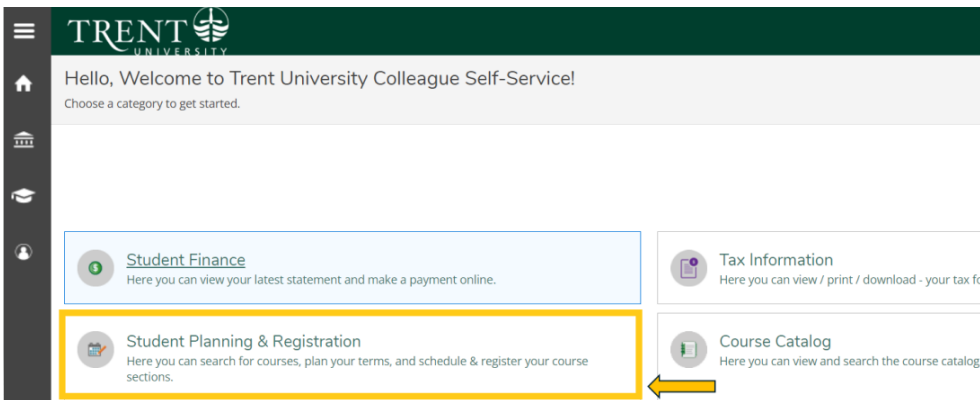
97. Click on '**Go to Plan & Schedule**'

98. Click the **right arrow** to locate the term: **2024 UG Fall Term**
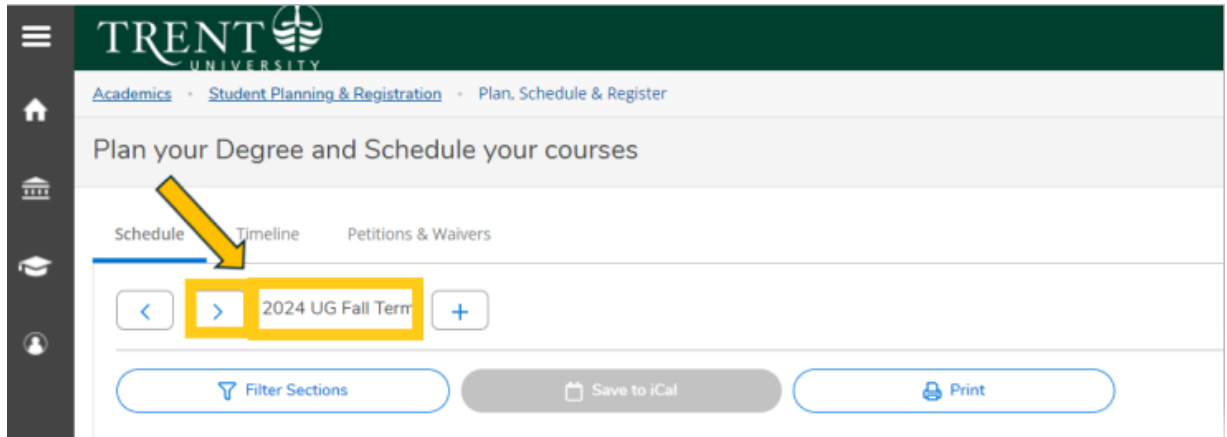
99. You will see all the **fall** (term 1) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

   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.

100. Click the blue '**Register Now (I accept financial responsibility for registering courses)'** **button** in the top right corner to **register in the fall courses (term 1)**.
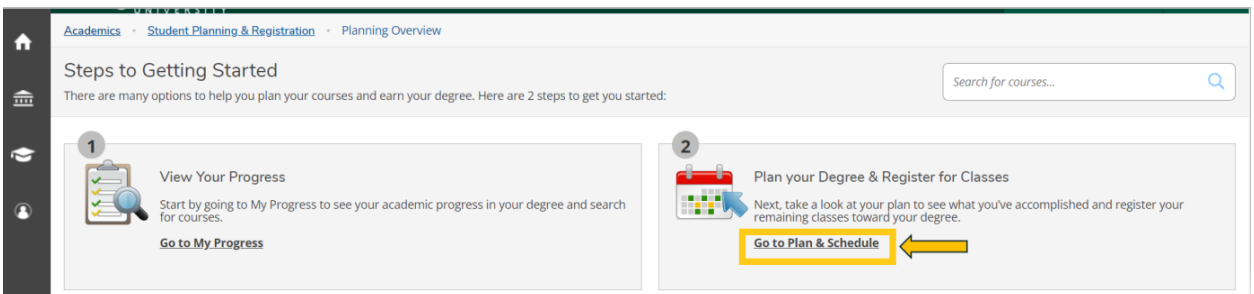
   If you receive an error regarding pre-requisites, please email durcerts@trentu.ca

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

101. Your **courses** will turn **green** once you have **successfully registered** in the **fall** courses (term 1).
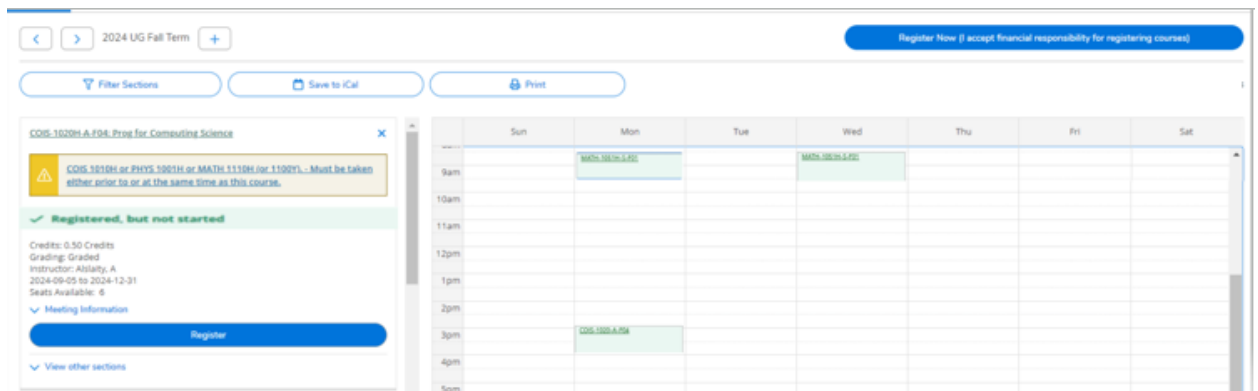
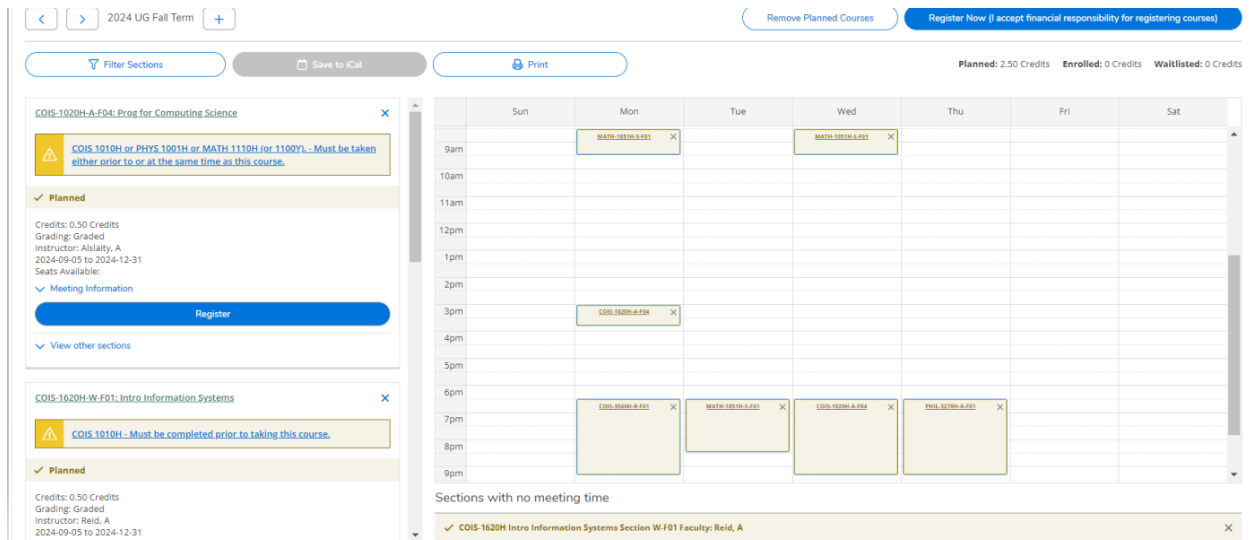102. Next you will register for your winter courses (term 2).

    Click the **right arrow** to locate the term: **2025 UG winter term**

103. You will see all the **winter** (term 2) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.
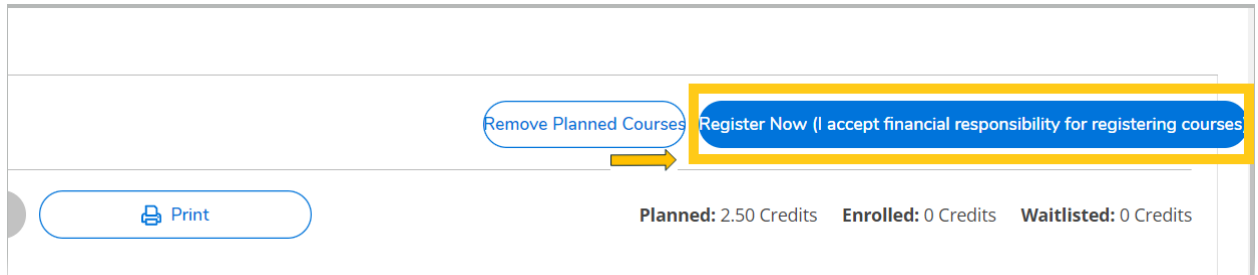
    Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.
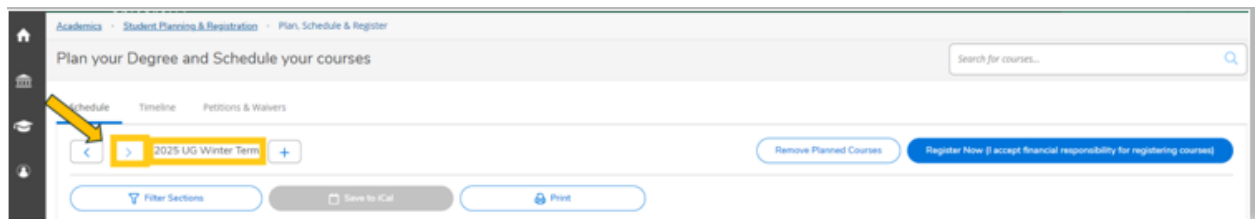
104. Click the blue '**Register Now (I accept financial responsibility for registering courses)**
button in the top right corner to register in the winter courses (term 2).

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

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

105. Your **courses** will turn **green** once you have **successfully registered** in the **winter** courses.

106. Congratulations, you are now registered for your Term 1 fall & Term 2 winter courses for the Durham Applied Artificial Intelligence Post-Graduate Certificate!

Reminder: The last day to change/add courses for the fall term is September 19, 2024. After this date, no changes can be made.