

## Durham Campus

# Human Resource Management Post-Graduate Certificate

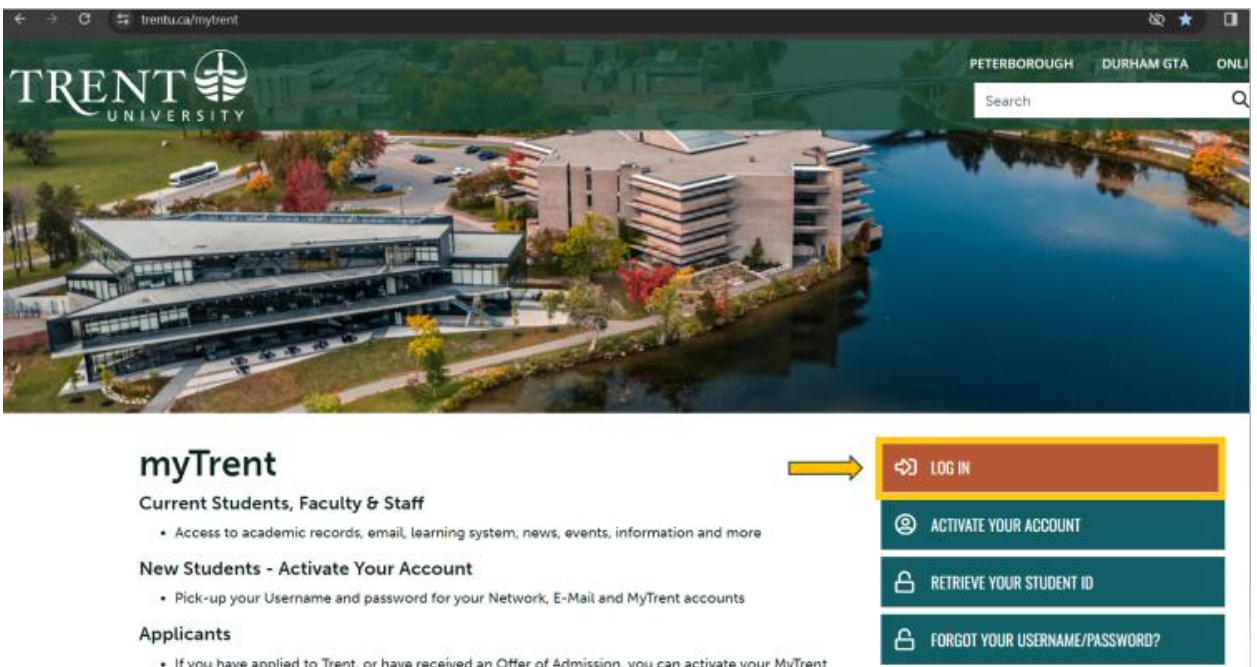
**Registration Guide**  
**Fall Term 1 & Winter Term 2**  
**September 2024 Entry**

## Registration Steps

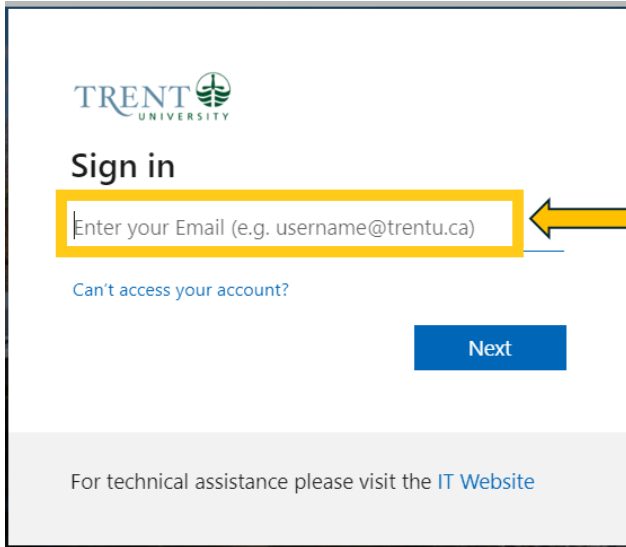
1. In the search bar, type <https://www.trentu.ca/mytrent/>



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



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



TRENT UNIVERSITY

### Sign in

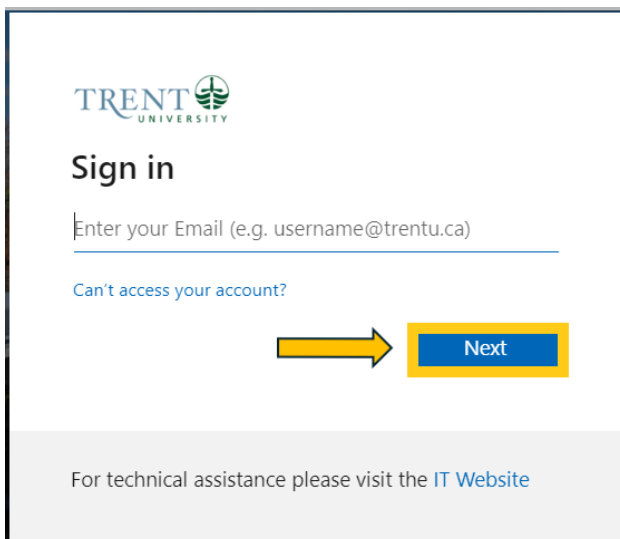
Enter your Email (e.g. username@trentu.ca)

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

Next

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

4. Click **Next**



TRENT UNIVERSITY

### Sign in

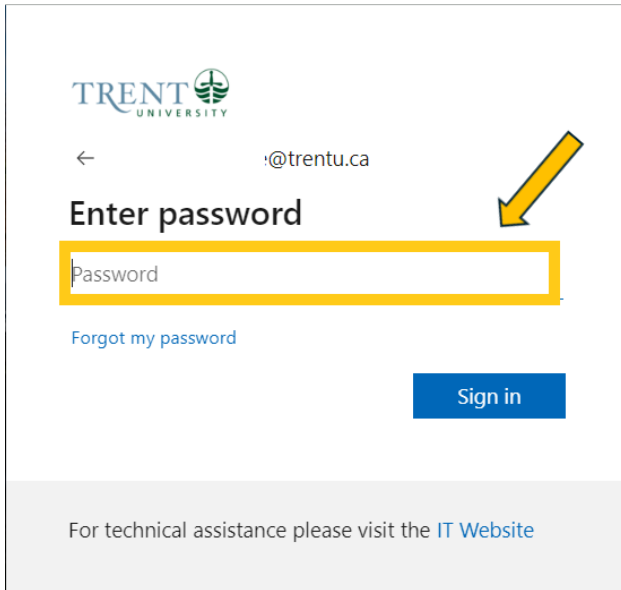
Enter your Email (e.g. username@trentu.ca)

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

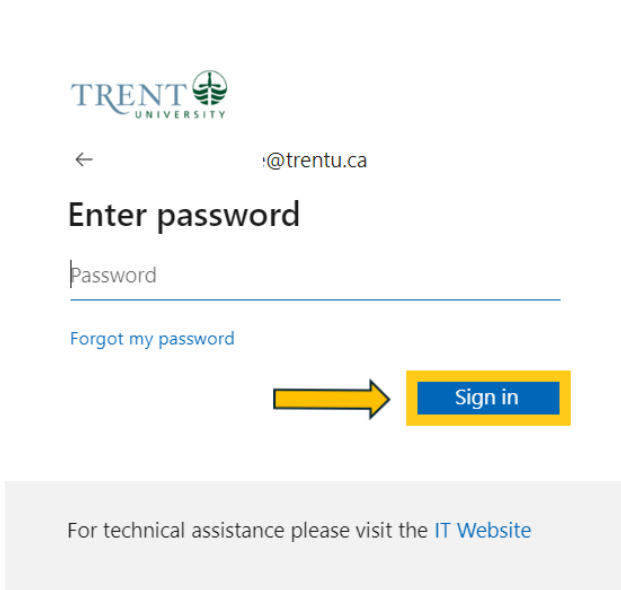
Next

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

5. Enter your **password**



6. Click **Sign in**

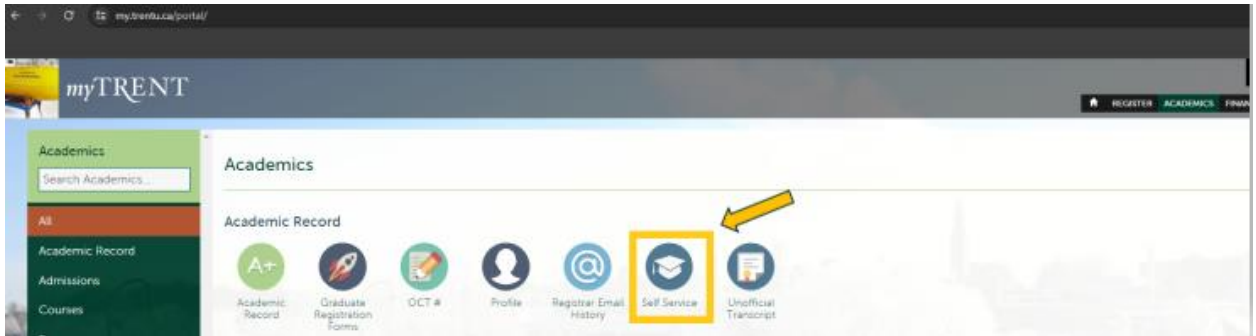


7. At the top right corner of myTrent portal, click **Academics** tabs

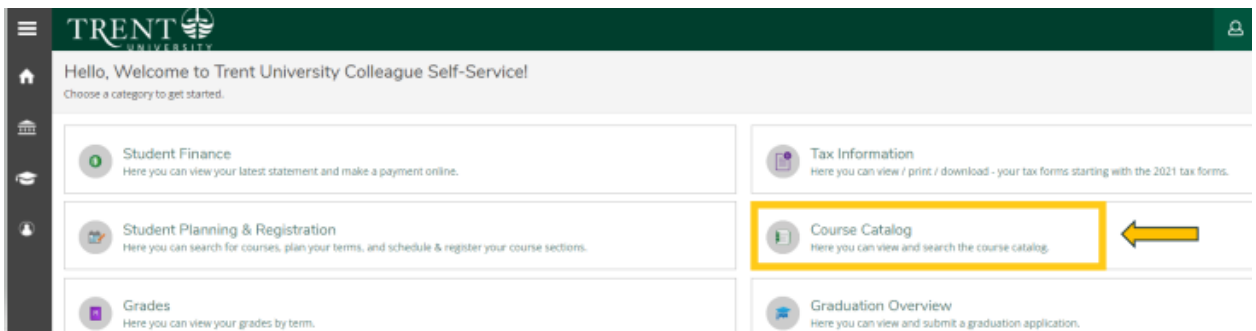


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

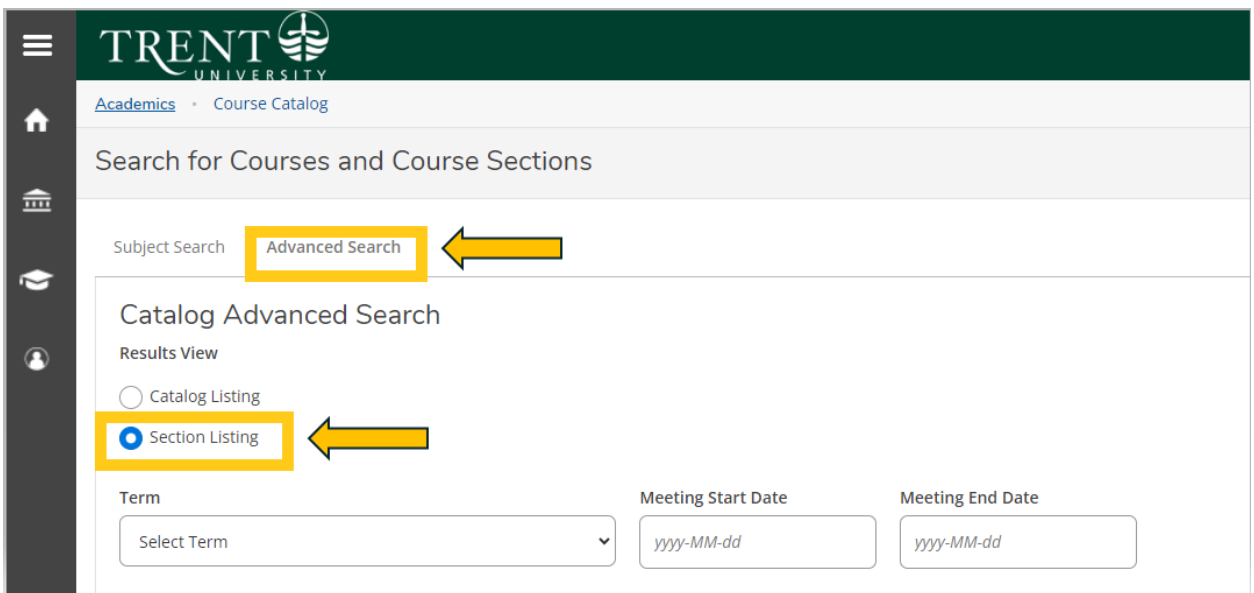
Human Resource Management PGC  
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9. Once redirected to Self Service, click on **Course Catalog**



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



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

The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. 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' dropdown menu is set to 'Subject'.

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

The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. 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 Fall Term'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'.

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

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Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration

Subject

Subject

+ Add More...

Location: Durham Greater Toronto Area

14. 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

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 Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 1 fall ADMN** courses:

- **ADMN 1221H: Financial Accounting**
  - **ADMN-1221H-B-F01 or ADMN-1221H-C-F01**

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- **ADMN 2220H: Organizational Behaviour**
  - **ADMN-2220H-B-F01 or ADMN-2220H-C-F01**
  
- **ADMN 2230H: Human Resource Management**
  - **ADMN-2230H-B-F01 or ADMN-2230H-C-F01**
  
- **ADMN 3230H: Training, and Development**
  - **ADMN-3230H-B-F01 or ADMN-3230H-C-F01**
  
- **ADMN 3270H: Human Resource Planning**
  - **ADMN-3270H-A-F01 or ADMN-3270H-B-F01**

The screenshot shows the Trent University Course Catalog search interface. The search results are filtered for 'ADMN' courses. The filters applied are 'Durham Greater Toronto Area' and '2024 UG Fall Term'. The results table shows three entries for 'Contemp. Issues Management' (ADMN-1000H-A-F01, ADMN-1000H-A-F02, and ADMN-1000H-A-F03) with 'Add' buttons for each. The first entry is marked as 'Closed' and the others as 'Open'.

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates
<a href="#">Add</a>	2024 UG Fall Term	Closed	<a href="#">ADMN-1000H-A-F01</a>	Contemp. Issues Management		2024-05
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F02</a>	Contemp. Issues Management		2024-05
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F03</a>	Contemp. Issues Management		2024-05

16. Locate **ADMN-1221H-B-F01 or ADMN-1221H-C-F01** > click **Add**



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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-A-F02</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-A-F03</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-B-F01</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-C-F01</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-1221H-B-F01 Financial Accounting**  
2024 UG Fall Term

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**Instructors** TBD

**Meeting Information** F 8:30 AM - 11:20 AM  
2024-09-05 - 2024-12-04  
Durham Greater Toronto Area, (Lecture)

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** An introduction to the theoretical framework of accrual accounting and the Generally Accepted Accounting Principles




[Close](#)
[Add Section](#)

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-B-F01</a>	Financial Accounting	<a href="#">Planned</a>	2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-C-F01</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area

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19. Locate next ADMN course, **ADMN-2220H-B-F01** or **ADMN-2220H-C-F01**> click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-A-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-B-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-C-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-2220H-B-F01**  
**Organizational Behaviour**  
 2024 UG Fall Term

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**Instructors** Brown, C

**Meeting Information** W 6:30 PM - 9:20 PM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area,


**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**


 1.0 ADMN credit - Must be completed prior to taking this course.

**Course Description** A conceptual and methodological analysis of the way individuals react to their employment environment. Topics include motivation, job satisfaction, leadership, group dynamics, and decision-making. Prerequisite: 1.0 ADMN credit.

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

**Books** [Bookstore Information](#)

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Close  Add Section

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

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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-A-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-B-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-C-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area

22. Locate next ADMN course, **ADMN-2230H-B-F01** or **ADMN-2230H-C-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-B-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-C-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-A-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-B-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-C-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Human Resource Management PGC**  
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Section Details

**ADMN-2230H-C-F01**  
**Human Resource Management**  
 2024 UG Fall Term

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**Instructors** TBD

**Meeting Information** F 12:00 PM - 2:50 PM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area,

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**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

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

**Books** [Bookstore Information](#)

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Close Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-A-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 3px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-B-F01</a>	Organizational Behaviour	<span style="background-color: #ffc107; padding: 5px 10px; border: 1px solid #ffc107; border-radius: 3px;">✓ Planned</span>	2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-C-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-A-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-B-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 3px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-C-F01</a>	Human Resource Management	<span style="background-color: #ffc107; padding: 5px 10px; border: 1px solid #ffc107; border-radius: 3px;">✓ Planned</span>	2024-09-05-2024-12-31	Durham Greater Toronto Area

25. Locate next ADMN course, **ADMN-3230H-B-F01** or **ADMN-3230H-C-F01** > click **Add**

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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3230H-A-F01</a>	Training & Development		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3230H-B-F01</a>	Training and Development		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3230H-C-F01</a>	Training and Development		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-3230H-B-F01**  
**Training and Development**  
 2024 UG Fall Term

**Instructors** TBD

**Meeting Information** M 3:30 PM - 6:20 PM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area,

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

- ⚠ ADMN 2220H - Must be completed prior to taking this course.
- ⚠ ADMN 2230H - Must be completed prior to taking this course.

**Course Description** An interdisciplinary course which deals with training and development from a cross-cultural perspective. Particular attention is given to theory and results of relevant comparative and organizational research. Coaching, leadership, and workplace diversity are important components. Prerequisite: ADMN 2220H and 2230H.

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

Close Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3230H-A-F01</a>	Training & Development		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3230H-B-F01</a>	Training and Development	✓ Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3230H-C-F01</a>	Training and Development		2024-09-05-2024-12-31	Durham Greater Toronto Area

**Human Resource Management PGC**  
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28. Locate next ADMN course, **ADMN-3270H-A-F01** or **ADMN-3270H-B-F01**> click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3260H-C-F01</a>	Perspectives Occupat. Health		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3270H-A-F01</a>	Human Resource Planning		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3270H-B-F01</a>	Human Resource Planning		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-3270H-A-F01**  
**Human Resource Planning**  
 2024 UG Fall Term

**Instructors** Whidden, C

**Meeting Information** T 6:30 PM - 9:20 PM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area,

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** Provides an understanding of the essential elements of the human resource planning process in organizations. Students acquire knowledge in analyzing and programming for human resource requirements in the challenging environment of technological change, corporate repositions, rightsizing, cost containment, and pro-structuring improvements. Prerequisite: ADMN 2220H and 2230H.

**Additional Information** This course is for postgraduate students only. One 3-hour lecture weekly.

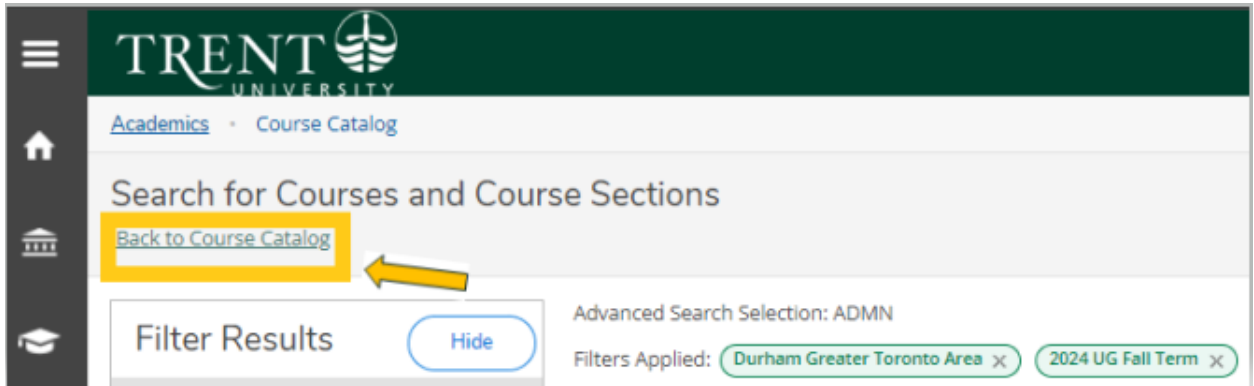
**Books** [Bookstore Information](#)

[Close](#)     [Add Section](#)

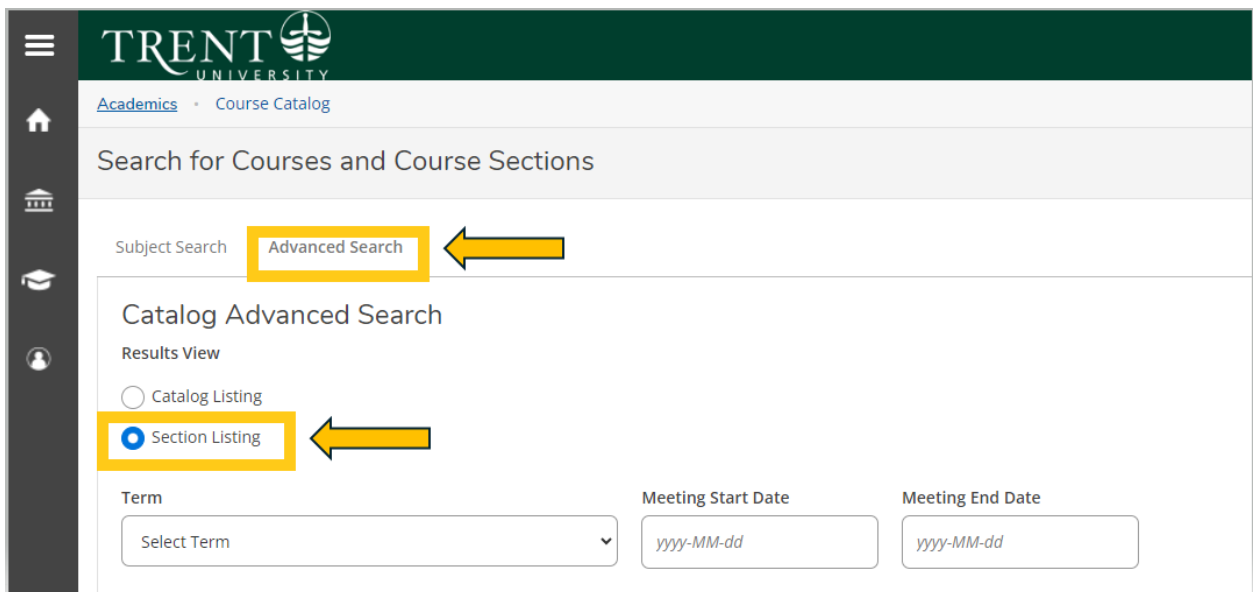
30. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3270H-A-F01</a>	Human Resource Planning	<input checked="" type="checkbox"/> <b>Planned</b>	2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-3270H-B-F01</a>	Human Resource Planning		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

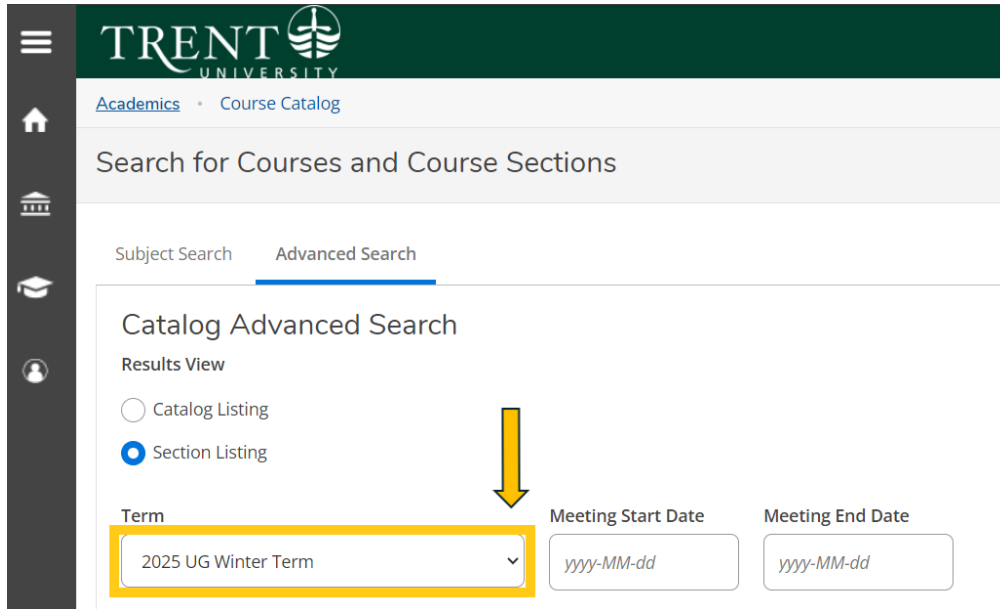


32. Next, you will need to **add** your **Term 2 winter courses**.  
You will now need to locate the required ADMN winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**

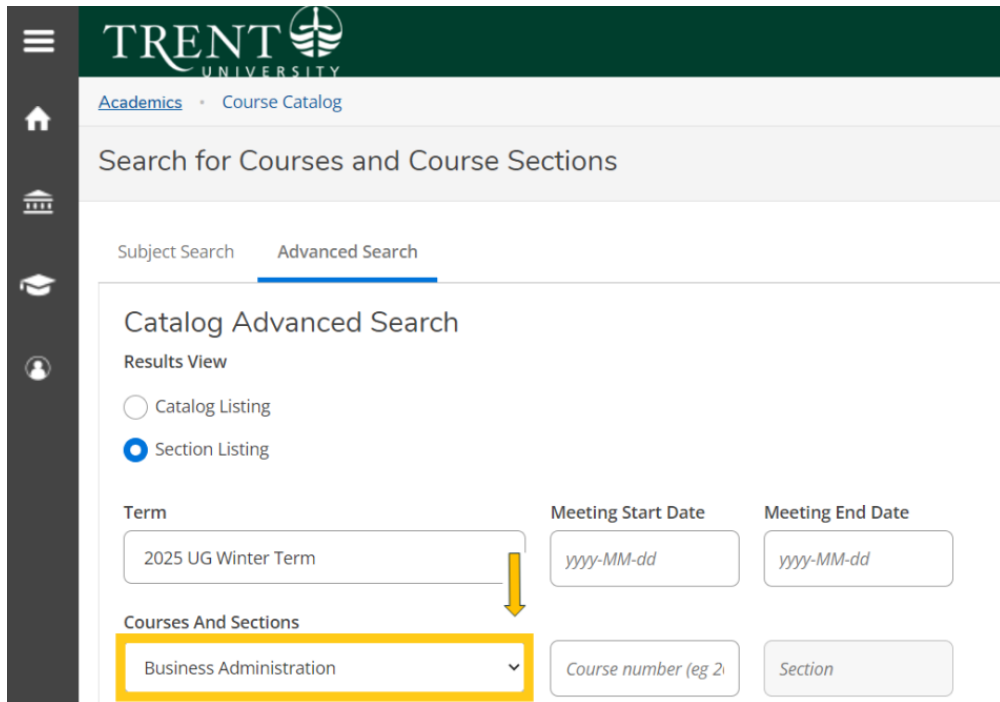


33. Under Term, select **2025 UG Winter Term** from the drop-down menu

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



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



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Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration

Course number (eg 2001H)

Section

Subject

Course number (eg 2001H)

Section

Subject

Course number (eg 2001H)

Section

+ Add More...

Location: Durham Greater Toronto Area

36. 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

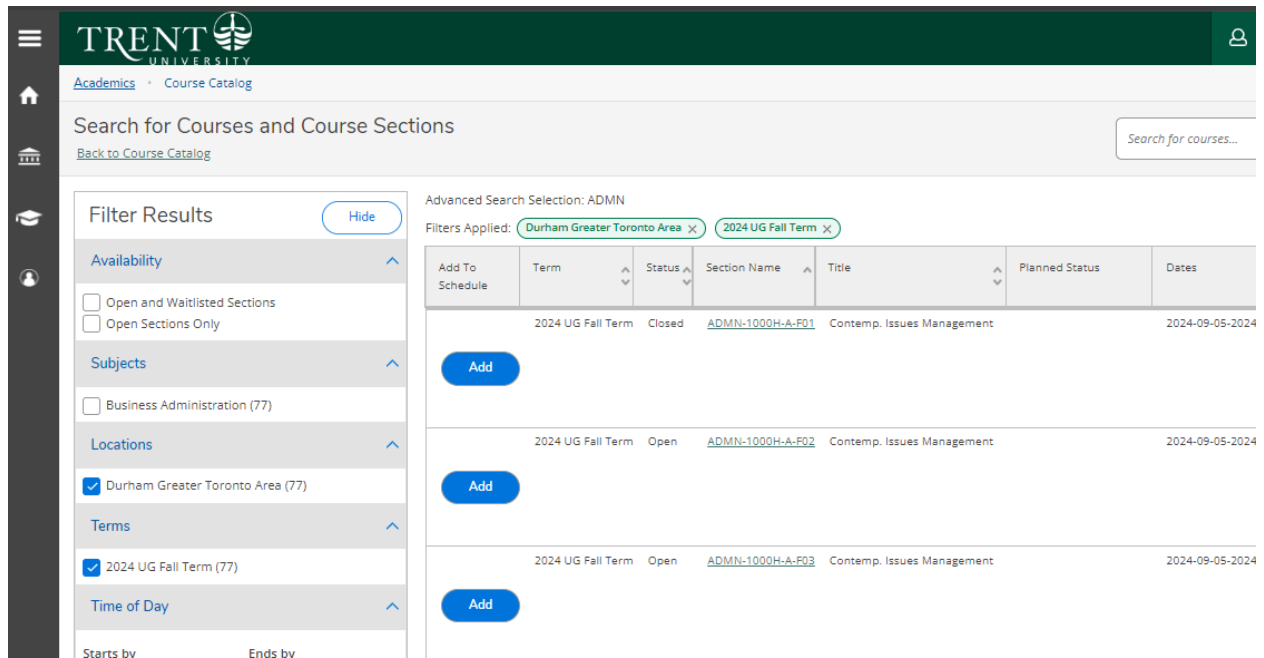
37. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter ADMN** courses:

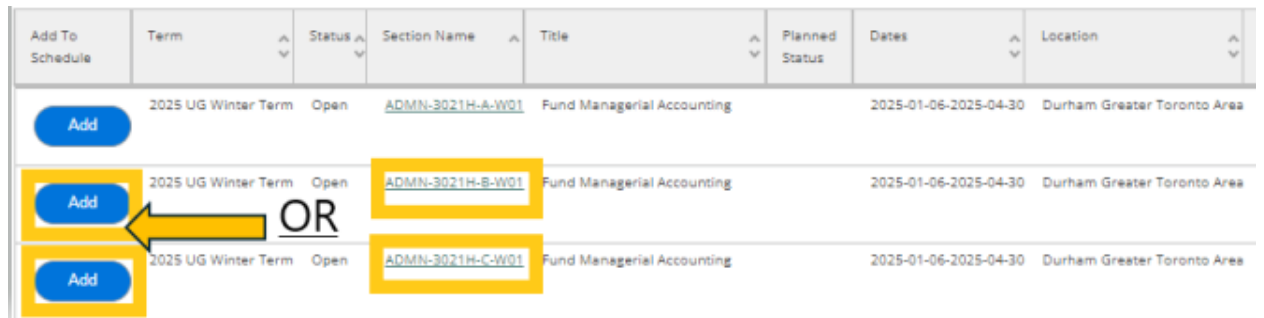
- **ADMN 3021H: Fundamentals of Managerial Accounting**
  - **ADMN-3021H-B-W01 or ADMN-3021H-C-W01**
- **ADMN 3220H: Organizational Selection in the Canadian Workplace**

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- **ADMN-3220H-A-W01 or ADMN-3220H-B-W01**
- **ADMN 3260H: Perspectives on Occupational Health and Safety**
  - **ADMN-3260H-A-W01 or ADMN-3260-B-W01**
- **ADMN 3280H: Motivation and Compensation Systems**
  - **ADMN-3280H-B-W01 or ADMN-3280H-C-W01**



38. Locate **ADMN-3021H-B-W01 or ADMN-3021H-C-W01** > click **Add**



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

**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-3021H-B-W01**  
**Fund Managerial Accounting**  
 2025 UG Winter Term

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**Instructors** TBD

**Meeting Information** F 8:30 AM - 11:20 AM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area,

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** An introduction to the basic concepts and procedures used in the collection and manipulation of accounting data for ongoing management decision-making. Topics include manufacturing accounting, cost accounting and variance analysis, cost allocation, cost-volume-profit analysis, and an introduction to budgeting. Prerequisite: ADMN 1221H (or 2021H).

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

**Books** [Bookstore Information](#)

Close Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-A-W01</a>	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 3px;">Add</span>	2025 UG Winter Term	Open	<span style="border: 2px solid orange; padding: 2px;">ADMN-3021H-B-W01</span>	Fund Managerial Accounting	<span style="border: 2px solid orange; padding: 2px;">✓ Planned</span>	2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-C-W01</a>	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area

41. Locate **ADMN-3220H-A-W01** or **ADMN-3220H-B-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="border: 2px solid orange; padding: 2px;"><span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span></span>	2025 UG Winter Term	Open	<span style="border: 2px solid orange; padding: 2px;"><a href="#">ADMN-3220H-A-W01</a></span>	Organizational Selection		2025-01-06-2025-04-30	Durham Greater Toronto Area
			OR				
<span style="border: 2px solid orange; padding: 2px;"><span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span></span>	2025 UG Winter Term	Open	<span style="border: 2px solid orange; padding: 2px;"><a href="#">ADMN-3220H-B-W01</a></span>	Organizational Selection		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3230H-A-W01</a>	Training & Development		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-3220H-A-W01**  
**Organizational Selection**  
 2025 UG Winter Term

---

**Instructors** Whidden, C

**Meeting Information** T 8:30 AM - 11:20 AM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** Designed to help students understand the matching process that takes place between individuals and organizations. Seeks to understand the principles, issues, trends, and legislative requirements affecting the recruitment and selection process. Prerequisite: ADMN 2220H and 2230H.

**Additional Information** This course is for postgraduate students only. One 3-hour lecture weekly.

**Books** [Bookstore Information](#)

Close **Add Section**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<b>ADMN-3220H-A-W01</b>	Organizational Selection		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3220H-B-W01</a>	Organizational Selection		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3230H-A-W01</a>	Training & Development		2025-01-06-2025-04-30	Durham Greater Toronto Area

44. Locate **ADMN-3260H-A-W01** or **ADMN-3260H-B-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<a href="#">ADMN-3230H-B-W01</a>	Training and Development		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3250H-A-W01</a>	Legal Environ. of Business		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<b>ADMN-3260H-A-W01</b>	Perspectives Occupat. Health		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<b>ADMN-3260H-B-W01</b>	Perspectives Occupat. Health		2025-01-06-2025-04-30	Durham Greater Toronto Area

**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**


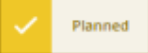







45. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3220H-A-W01</a>	Organizational Selection	<input checked="" type="checkbox"/> Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3220H-B-W01</a>	Organizational Selection		2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3230H-A-W01</a>	Training & Development		2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3230H-B-W01</a>	Training and Development		2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3260H-A-W01</a>	Legal Environ. of Business		2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3260H-A-W01</a>	Perspectives Occupat. Health	<input checked="" type="checkbox"/> Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	<a href="#">ADMN-3260H-B-W01</a>	Perspectives Occupat. Health		2025-01-06-2025-04-30	Durham Greater Toronto Area

47. Locate **ADMN-3280H-B-W01** or **ADMN-3280H-C-W01**> click **Add**

**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<a href="#">ADMN-3260H-A-W01</a>	Perspectives Occupat. Health		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3260H-B-W01</a>	Perspectives Occupat. Health		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3270H-A-W01</a>	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3270H-B-W01</a>	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3270H-C-W01</a>	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3280H-A-W01</a>	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3280H-B-W01</a>	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-3280H-C-W01</a>	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Section Details**

ADMN-3280H-B-W01  
 Motivation & Compensation  
 2025 UG Winter Term

**Instructors** TBD

**Meeting Information** W 12:00 PM - 2:50 PM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area


**Dates** 2025-01-06 - 2025-04-30


**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**


 ADMN 2220H - Must be completed prior to taking this course.

 ADMN 2230H - Must be completed prior to taking this course.

**Course Description** Provides the student with an understanding of the process, issues, and techniques involved in developing and administering compensation programs. Students gain knowledge of the theoretical and applied aspects of the compensation function, the linkage between the compensation function, and the overall management process. Prerequisite: ADMN 2220H and 2230H.

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

**Books** [Bookstore Information](#)

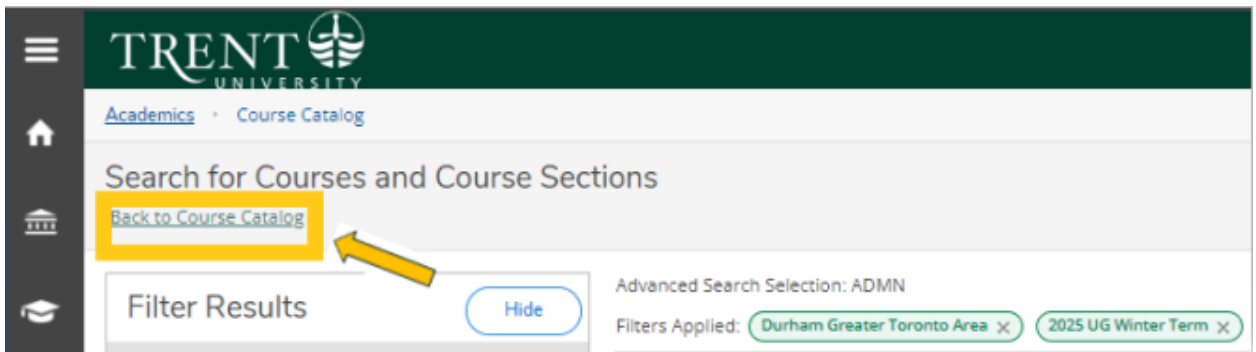
Close  Add Section

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

**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

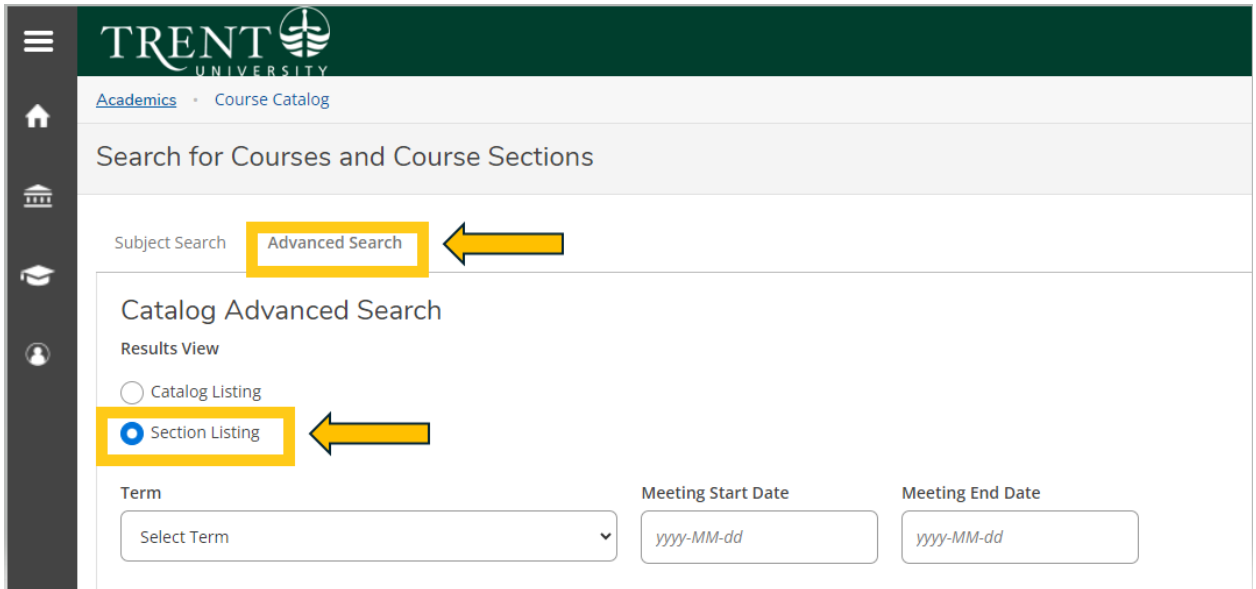
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3270H-A-W01</a>	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3270H-B-W01</a>	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3270H-C-W01</a>	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3280H-A-W01</a>	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3280H-B-W01</a>	Motivation & Compensation	<a href="#">Planned</a>	2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3280H-C-W01</a>	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area

50. Once you have added the required ADMN winter courses > Click **Back to Course Catalog** in the top left-hand corner of the page

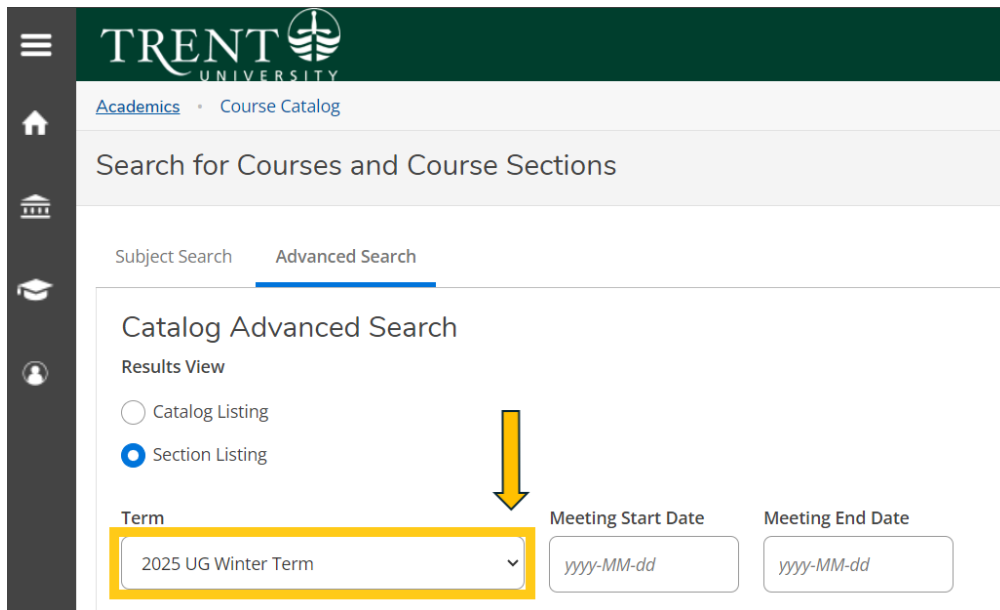


**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

51. You will now need to locate the required ECON winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**



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



53. Under Courses And Sections, select **Economics** 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: 2025 UG Winter Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Economics

Course number (eg 2001H)

Section

54. 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: 2025 UG Winter Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Economics

Subject: Course number (eg 2001H)

Section: Section

Subject: Course number (eg 2001H)

Section: Section

Subject: Course number (eg 2001H)

Section: Section

+ Add More...

Location: Durham Greater Toronto Area

55. Click **Search**

56. 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 Economics** course. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter ECON** course:

- **ECON 3500H: Economics of Industrial Relations**
  - **ECON-3500H-B-W01 or ECON-3500H-C-W01**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Lc
<a href="#">Add</a>	2025 UG Winter Term	Open	ECON-1020H-A-W01	Introductory Macroeconomics		2025-01-06-2025-04-30	D
<a href="#">Add</a>	2025 UG Winter Term	Open	ECON-1020H-B-W01	Introductory Macroeconomics		2025-01-06-2025-04-30	D
<a href="#">Add</a>	2025 UG Winter Term	Open	ECON-1250H-A-W01	Intro to Math for Economics		2025-01-06-2025-04-30	D
<a href="#">Add</a>	2025 UG Winter Term	Open	ECON-3020H-A-W01	Financial Economics		2025-01-06-2025-04-30	D
<a href="#">Add</a>	2025 UG Winter Term	Open	ECON-3110H-A-W01	International Trade		2025-01-06-2025-04-30	D

57. Locate **ECON-3500H-B-W01 or ECON-3500H-C-W01** > click **Add**

**Human Resource Management PGC  
Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-1020H-A-W01</a>	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-1020H-B-W01</a>	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-1250H-A-W01</a>	Intro to Math for Economics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3020H-A-W01</a>	Financial Economics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3110H-A-W01</a>	International Trade		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3500H-A-W01</a>	Economics Industrial Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3500H-B-W01</a>	Economics Industrial Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3500H-C-W01</a>	Economics Industrial Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Section Details**

**ECON-3500H-B-W01**  
Economics Industrial Relations  
2025 UG Winter Term

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**Instructors** Brown, C

**Meeting Information** M 6:30 PM - 9:20 PM  
2025-01-06 - 2025-04-04  
Durham Greater Toronto Area,

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

⚠️ 50% or higher in ECON 1010H. - Must be completed prior to taking this course.

⚠️ 50% or higher in ECON 1020H. - Must be completed prior to taking this course.

**Course Description** Topics include employer-employee relations, human resource management, theory and practice of collective bargaining, strikes, economic aspects of unions, and economics of labour policy. Prerequisite: ECON 1010H and 1020H.

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

**Books** [Bookstore Information](#)

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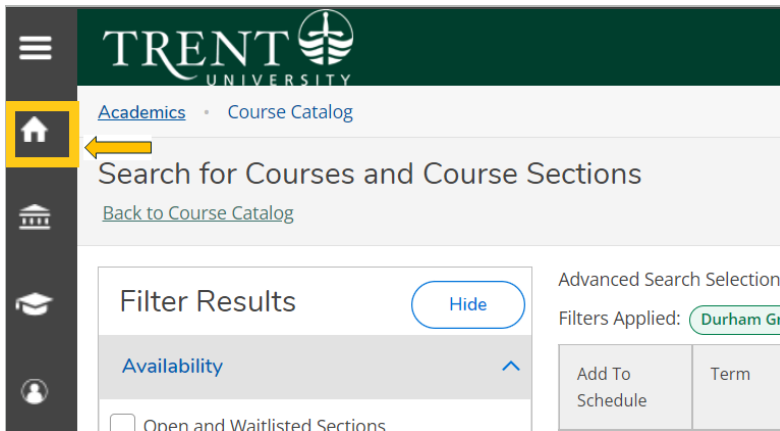
Close [Add Section](#)

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

**Human Resource Management PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

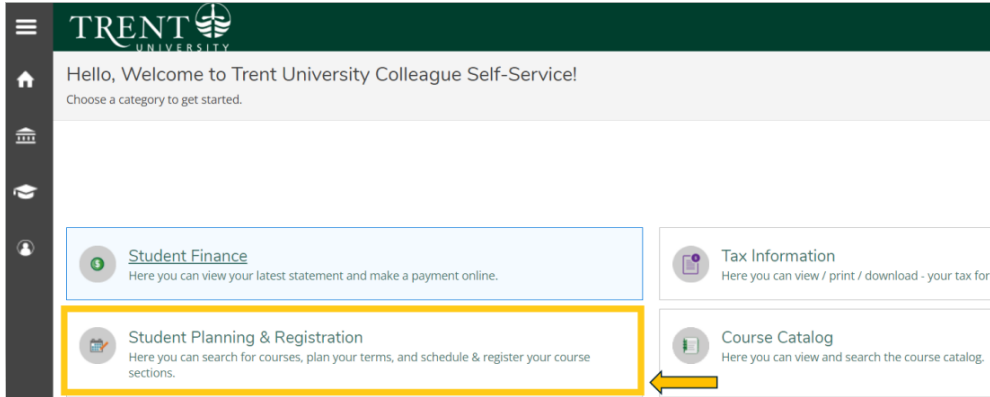
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-1020H-A-W01</a>	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-1020H-B-W01</a>	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-1250H-A-W01</a>	Intro to Math for Economics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3020H-A-W01</a>	Financial Economics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3110H-A-W01</a>	International Trade		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3500H-A-W01</a>	Economics Industrial Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3500H-B-W01</a>	Economics Industrial Relations	<a href="#">Planned</a>	2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ECON-3500H-C-W01</a>	Economics Industrial Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area

60. 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.

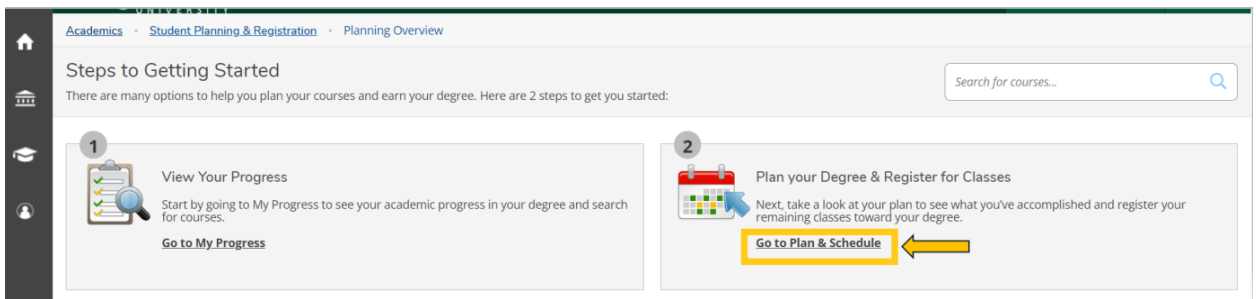


61. Click on **'Student Planning & Registration'**. This is where you will register for your courses.

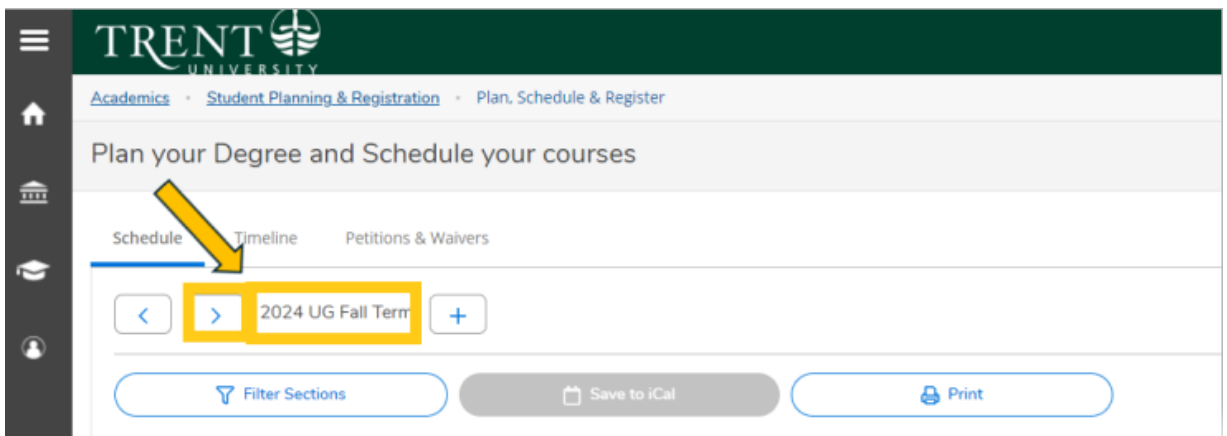
**Human Resource Management PGC  
Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



62. Click on **'Go to Plan & Schedule'**



63. Click the **right arrow** to locate the term: **2024 UG Fall Term**



64. You will see all the **fall** (term 1) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

Human Resource Management PGC  
Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

The screenshot shows a registration interface for the 2024 UG Fall Term. At the top, there are navigation buttons for previous and next terms, a plus sign, and a 'Register Now (I accept financial responsibility for registering courses)' button. Below this are 'Filter Sections', 'Save to iCal', and 'Print' buttons. The status bar indicates 'Planned: 2.50 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. On the left, two course cards are visible: 'ADMN-1221H-B-F01: Financial Accounting' and 'ADMN-2220H-B-F01: Organizational Behaviour'. The 'Organizational Behaviour' card has a warning icon and a note: '1.0 ADMN credit - Must be completed prior to taking this course.' The main area is a calendar grid showing course sections for various days and times. A 'Register Now' button is highlighted in blue in the top right corner.

65. 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](mailto:durcerts@trentu.ca)

If you receive an error that your offer has not yet been accepted, please email [admissions@trentu.ca](mailto:admissions@trentu.ca)

This is a close-up screenshot of the registration interface. It shows a search bar with the text 'Search for courses...' and a magnifying glass icon. 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 points 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 is partially visible with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.

66. Your **courses** will turn **green** once you have **successfully registered** in the **fall** courses (term 1).

# Human Resource Management PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

2024 UG Fall Term

Register Now (I accept financial responsibility for registering courses)

Filter Sections Save to iCal Print

Planned: 1.50 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

ADMN-1221H-B-F01: Financial Accounting  
✓ Registered, but not started  
Credits: 0.50 Credits  
Grading: Graded  
Instructor: TBD  
2024-09-05 to 2024-12-31  
Meeting Information  
Drop  
View other sections

ADMN-2220H-B-F01: Organizational Behaviour  
✓ Registered, but not started  
Credits: 0.50 Credits  
Grading: Graded  
Instructor: Brown, C  
2024-09-05 to 2024-12-31  
Meeting Information  
Drop

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am						ADMN-1221H-B-F01	
10am							
11am							
12pm						ADMN-2220H-C-F01	
1pm							
2pm							
3pm							
4pm		ADMN-3230H-B-F01					
5pm							
6pm							
7pm			ADMN-3270H-A-F01	ADMN-2220H-B-F01			
8pm							

67. Next you will register for your winter courses (term 2).

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

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 Course 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

68. You will see all the **winter** (term 2) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

# Human Resource Management PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

The screenshot displays the registration interface for the 2025 UG Winter Term. At the top, there are navigation arrows, the term name '2025 UG Winter Term', and a '+' button. On the right, there are buttons for 'Remove Planned Courses' and 'Register Now (I accept financial responsibility for registering courses)'. Below these are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The interface shows two course cards on the left: 'ADMN-3021H-B-W01: Fund Managerial Accounting' and 'ADMN-3220H-A-W01: Organizational Selection'. Both are marked as 'Planned'. The course details include credits, grading, instructor, dates, and seats available. A 'Register' button is visible on each card. On the right, a class schedule grid shows the times for these courses: ADMN-3220H-A-W01 on Tue and Wed (12pm-1pm), ADMN-3021H-B-W01 on Fri (9am-10am), and ECON-3500H-B-W01 on Mon (6pm-7pm).

69. 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](mailto:durcerts@trentu.ca)

If you receive an error that your offer has not yet been accepted, please email [admissions@trentu.ca](mailto:admissions@trentu.ca)

This is a close-up screenshot of the registration interface. It shows a search bar with the placeholder text 'Search for courses...'. 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 points to it from the 'Remove Planned Courses' button. Below these buttons are a 'Print' button and a status bar showing 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom, a portion of the class schedule grid is visible, showing the days of the week from Sun to Sat.

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



# Human Resource Management PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

The screenshot displays a registration interface for the 2025 UG Winter Term. At the top, there are navigation arrows, the term name, and a 'Register Now' button with a warning: 'Register Now (I accept financial responsibility for registering courses)'. Below this are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A summary bar shows 'Planned: 1.50 Credits', 'Enrolled: 1 Credits', and 'Waitlisted: 0 Credits'.

On the left, two course cards are visible:

- ADMN-3021H-B-W01: Fund Managerial Accounting**
  - Status: Registered, but not started
  - Credits: 0.50 Credits
  - Grading: Graded
  - Instructor: TBO
  - Dates: 2025-01-06 to 2025-04-30
  - Buttons: Meeting Information, Drop, View other sections
- ADMN-3220H-A-W01: Organizational Selection**
  - Status: Registered, but not started
  - Credits: 0.50 Credits
  - Grading: Graded
  - Instructor: Whidden, C
  - Dates: 2025-01-06 to 2025-04-30
  - Buttons: Meeting Information, Drop

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

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			ADMN-3220H-A-W01			ADMN-3021H-B-W01	
10am							
11am							
12pm			ADMN-3260H-A-W01	ADMN-3280H-B-W01			
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm		ECON-3500H-B-W01					

71. Congratulations, you are now registered for your fall & winter term courses for the **Durham Human Resources 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.