Durham Campus

Applied Artificial Intelligence & Financial Analytics Dual Post-Graduate Certificate
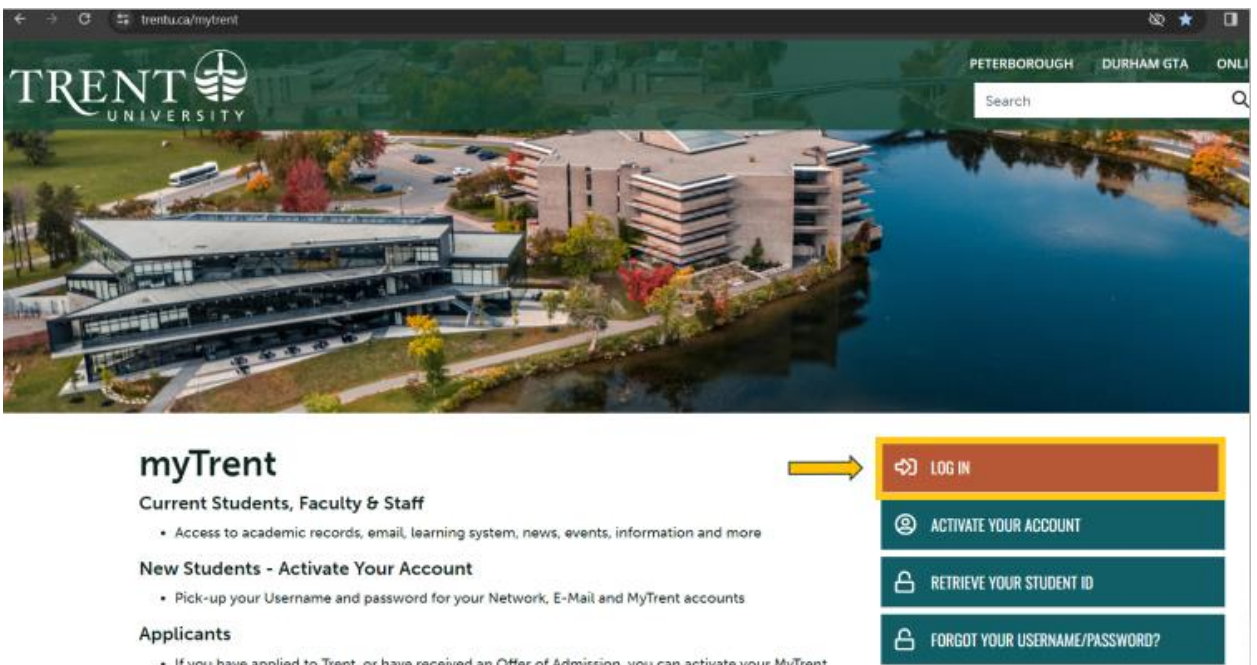
Registration Guide

Fall Term 1 & Winter Term 2
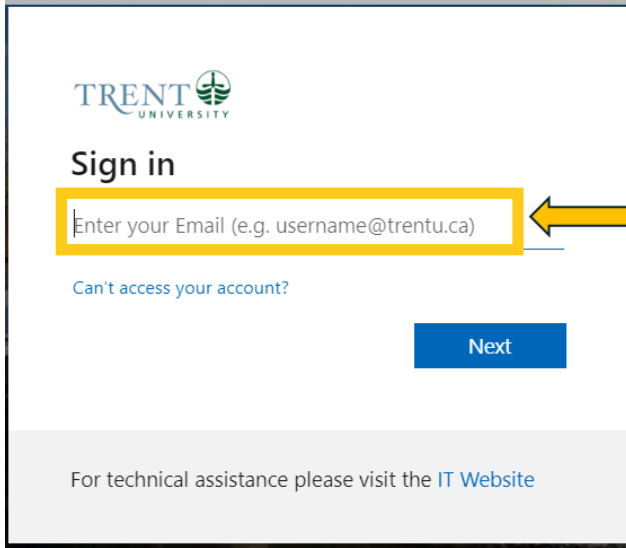
September 2024 Entry

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)
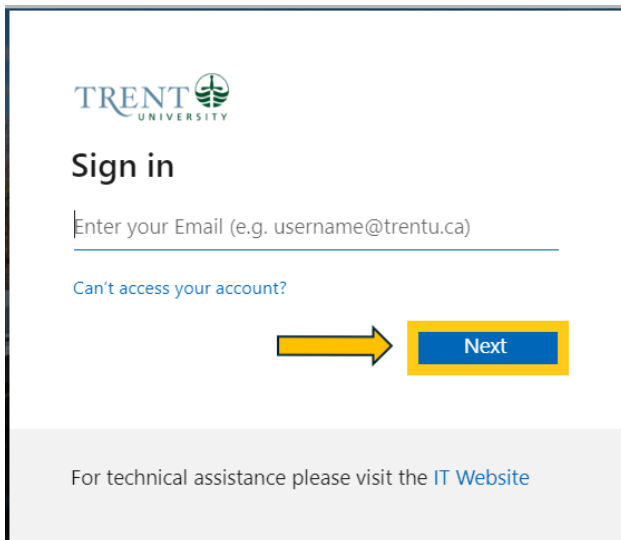
4. Click **Next**

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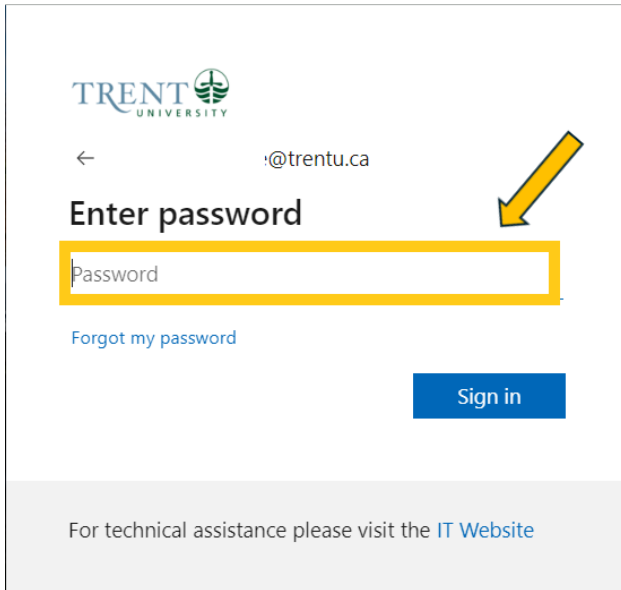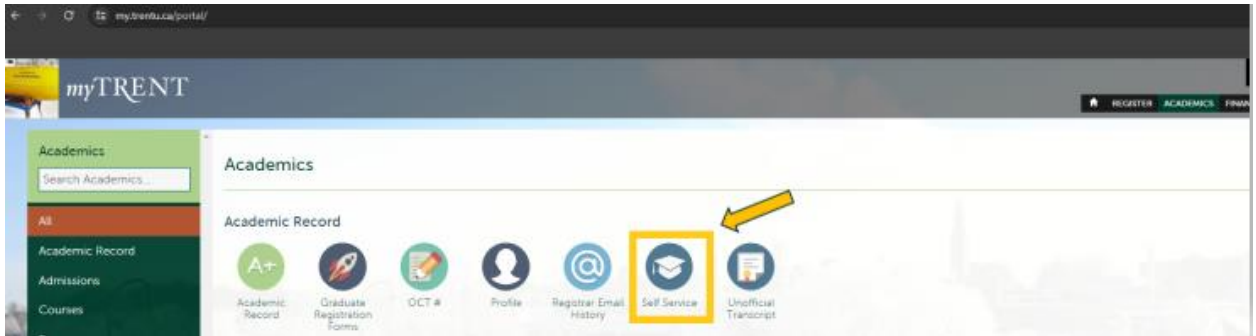
6. Click **Sign in**
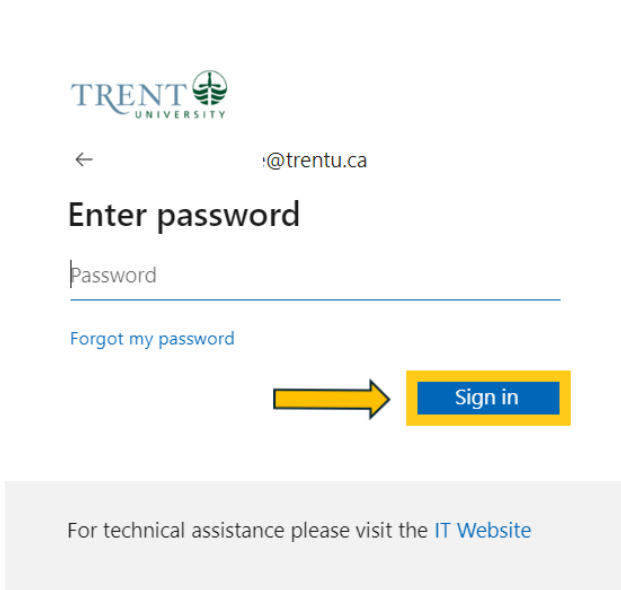
7. At the top right corner of myTrent portal, click **Academics** tabs

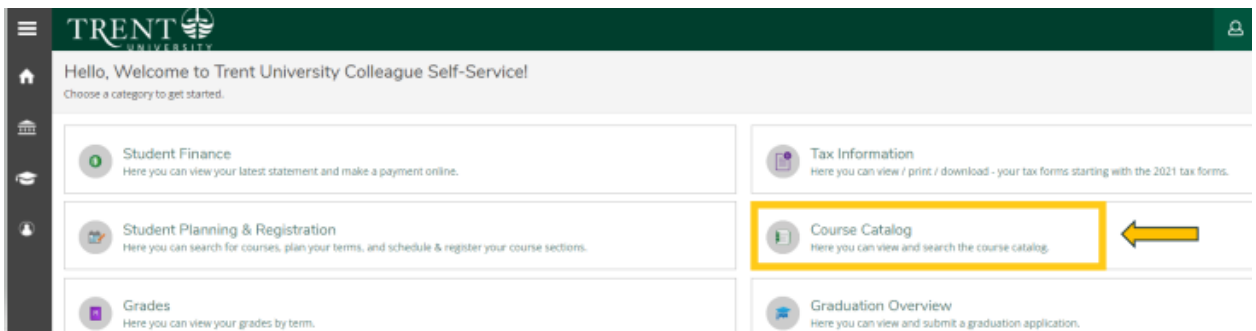8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)
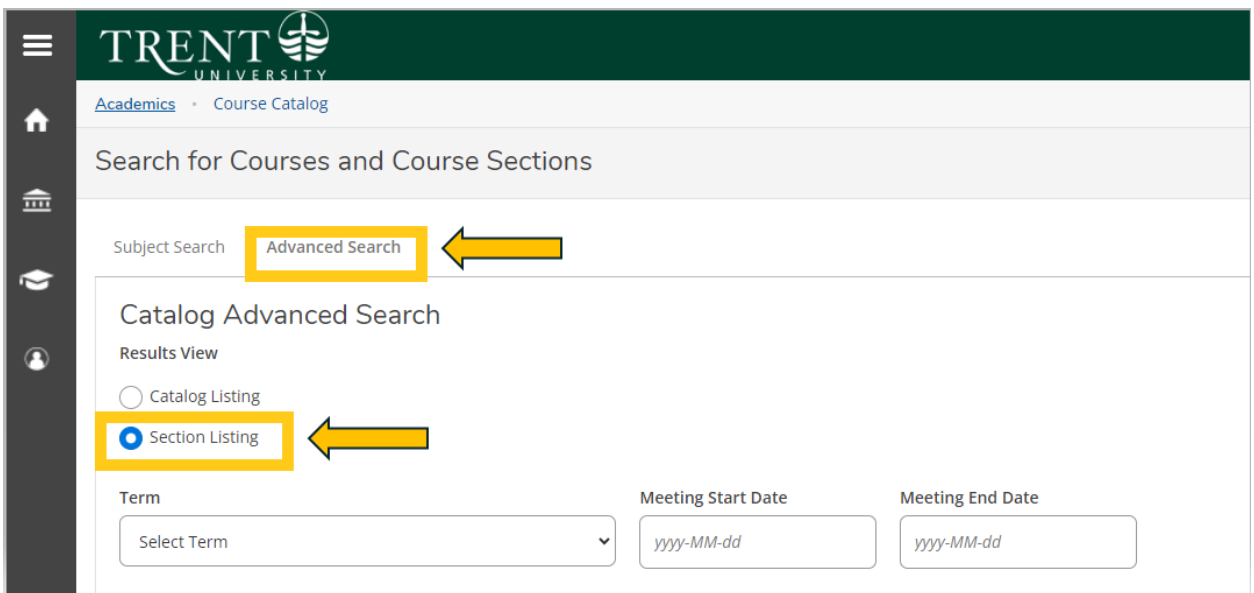
9. Once redirected to Self Service, click on **Course Catalog** to select **Term 1 fall courses**

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.
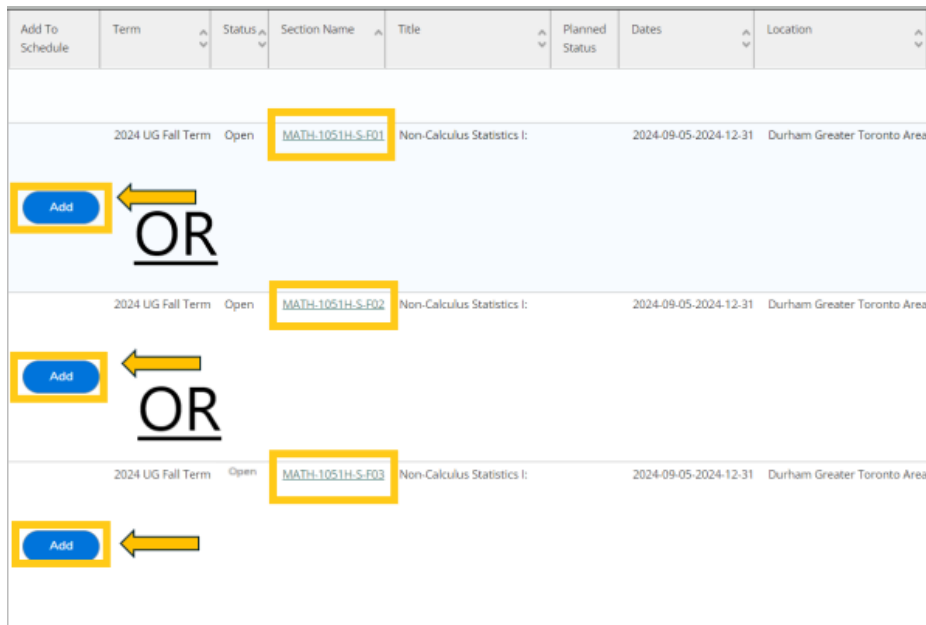
    Required **Term 1 fall MATH course**:

    - **MATH 1051H: Non-Calculus Statistics I**
        - **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
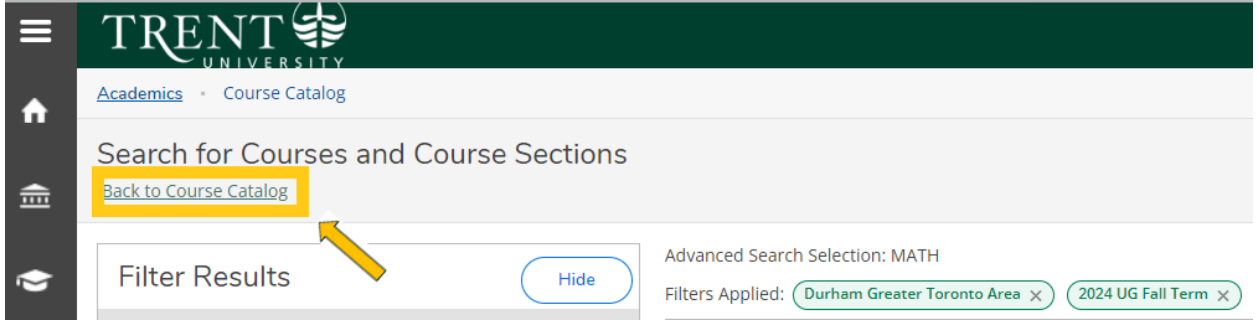
20. Using the Advanced Search Tab, under Results View, select **Section Listing**

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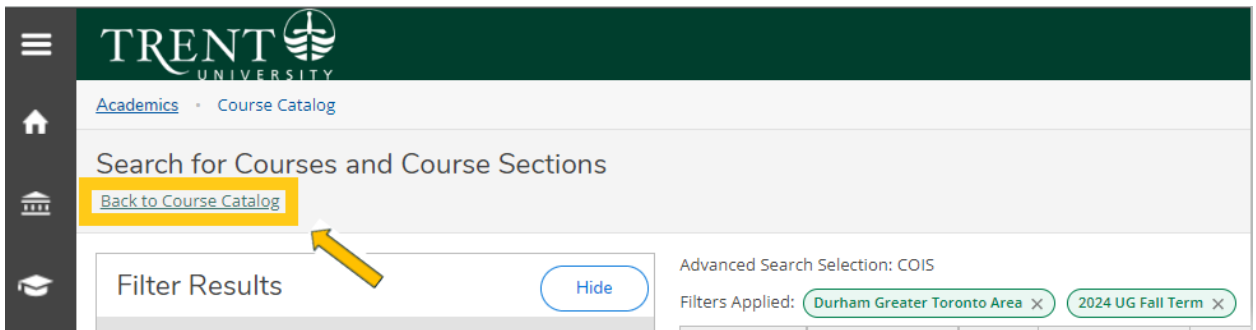
30. Using the Advanced Search Tab, under Results View, select **Section Listing**

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

    Required **Term 1 fall COIS course**:

    - **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**
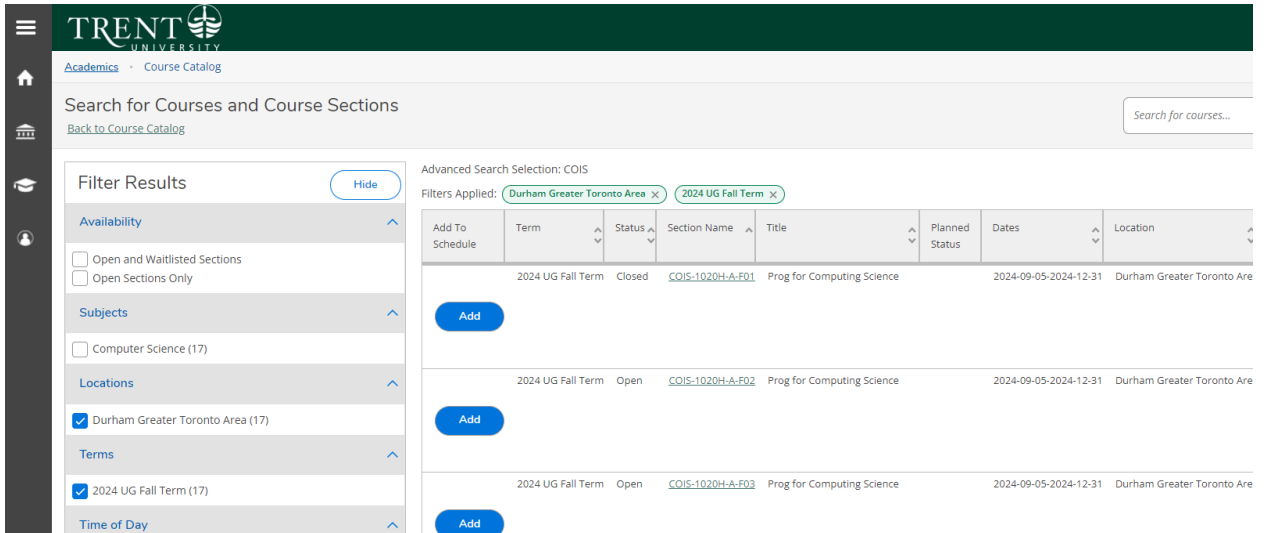
36. Locate **COIS-1020H-A-F01 or COIS-1020H-A-F02 or COIS-1020H-A-F03 or COIS-1020H-A-F04**> click **Add** (add one section)

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. Once you have added the required COIS fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page
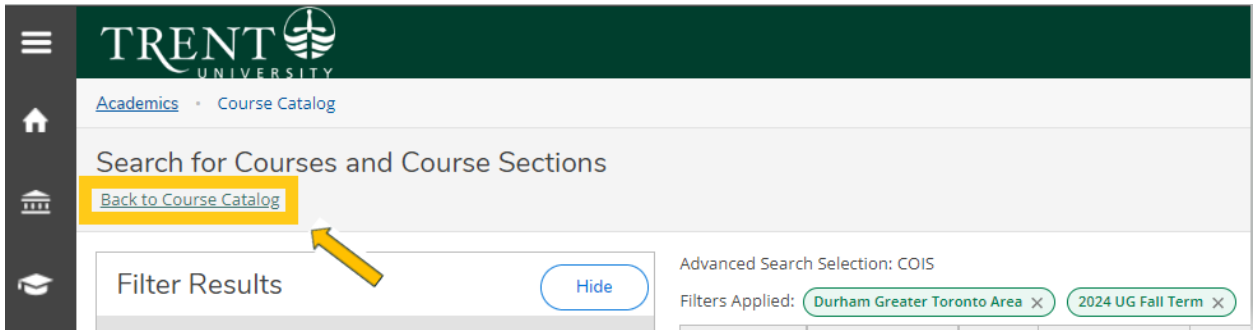
40. Using the Advanced Search Tab, under Results View, select **Section Listing**
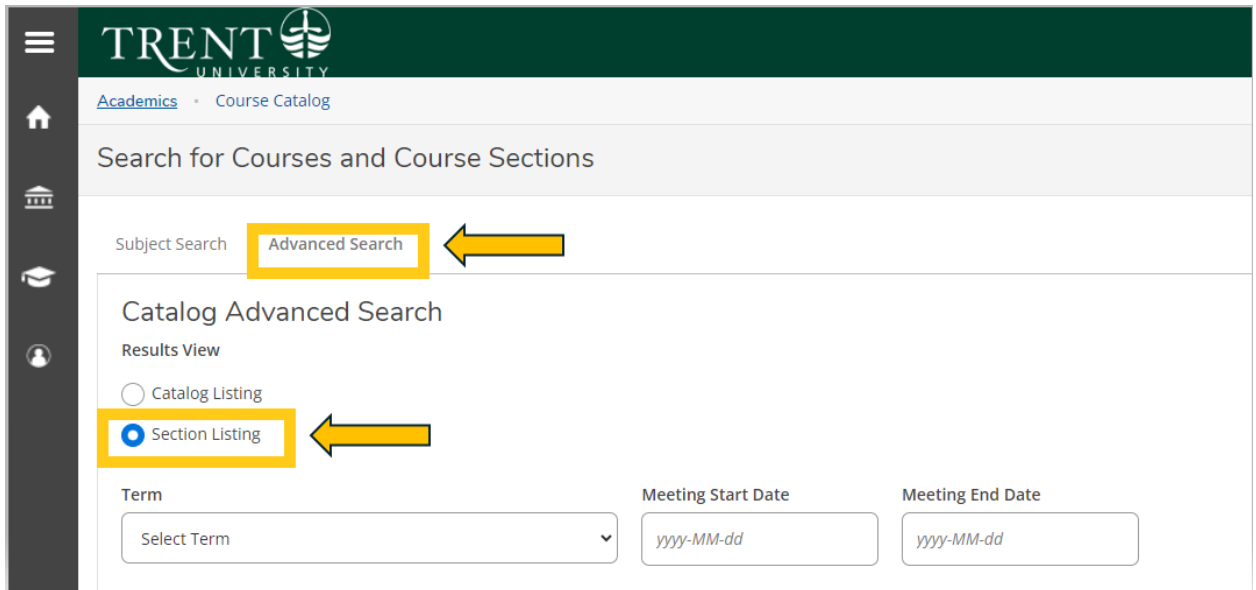
41. Under Term, select **2024 UG Fall Term** from the drop-down menu

42. Under Courses And Sections, select **Economics** from the drop-down menu

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

44. Click **Search**

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

Required **Term 1 fall ECON course**:

- **ECON 1010H: Micro-Economics**
  - **ECON-1010H-B-F01**

46. Locate **ECON-1010H-B-F01** > click **Add**

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

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

49. Once you have added the required ECON fall course > Click **Back to Course Catalog** in the top left-hand corner of the page
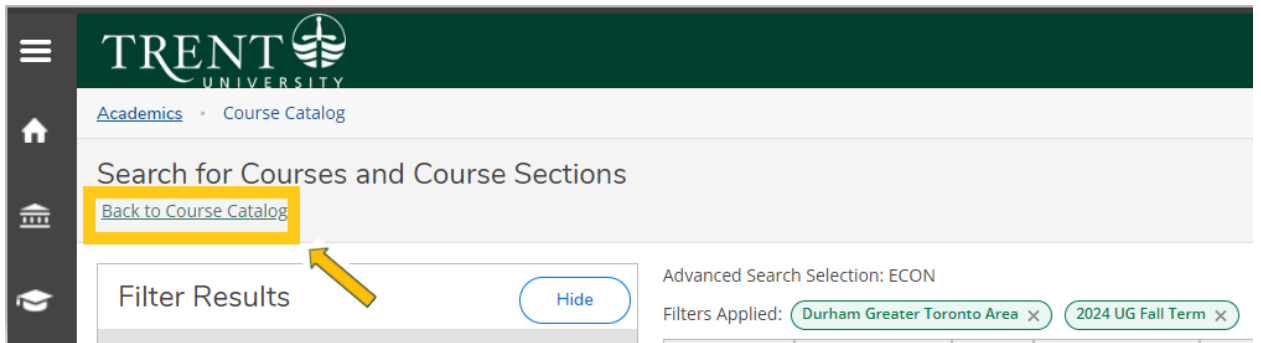
50. Next you will need to **add** your **Term 2 winter courses**.
    You will now need to locate the required COIS web-based winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**
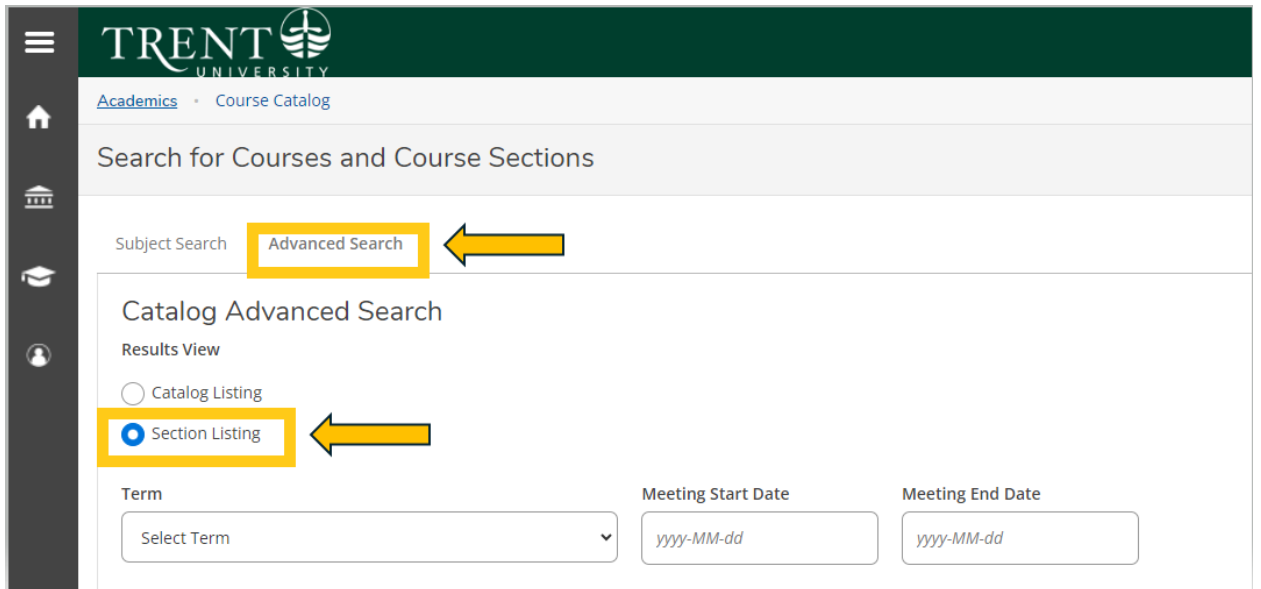
51. Under Term, select **2025 UG Winter Term** from the drop-down menu
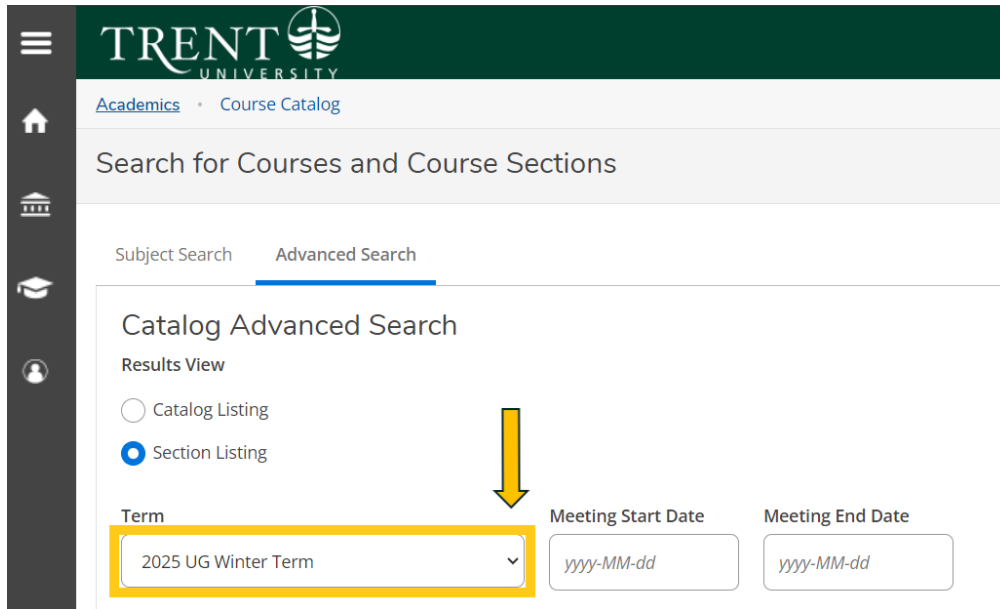
52. Under Courses And Sections, select **Computer Science** from the drop-down menu

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

54. Click **Search**

55. 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**

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

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

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

59. 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

60. You will now need to locate the remaining required COIS winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**
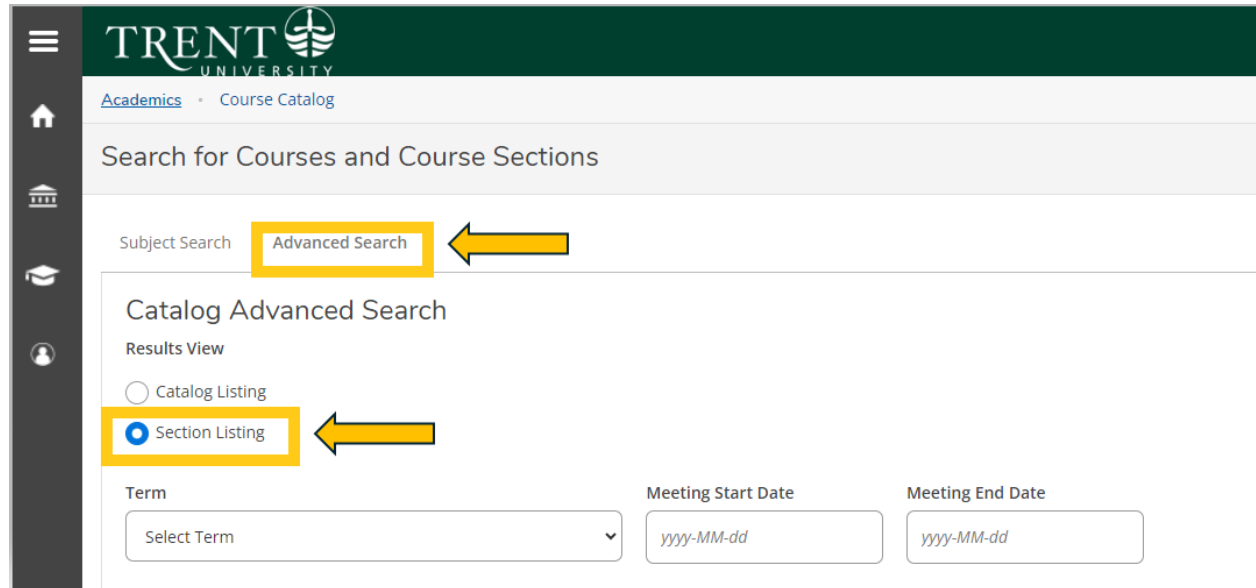
61. Under Term, select **2025 UG Winter Term** from the drop-down menu
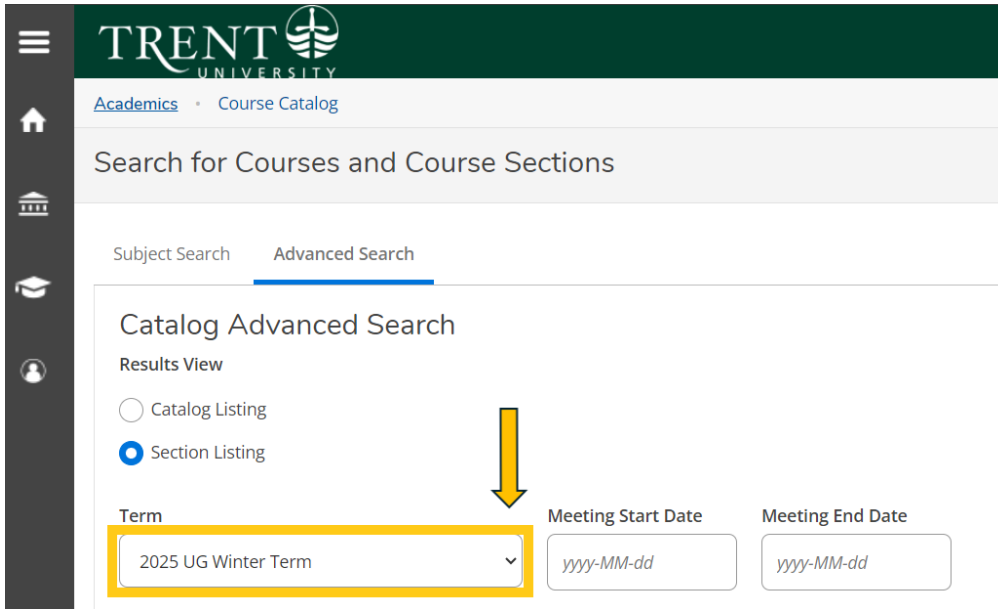
62. Under Courses And Sections, select **Computer Science** from the drop-down menu

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

64. Click **Search**

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

Required **Term 2 winter COIS course:**

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

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

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

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

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

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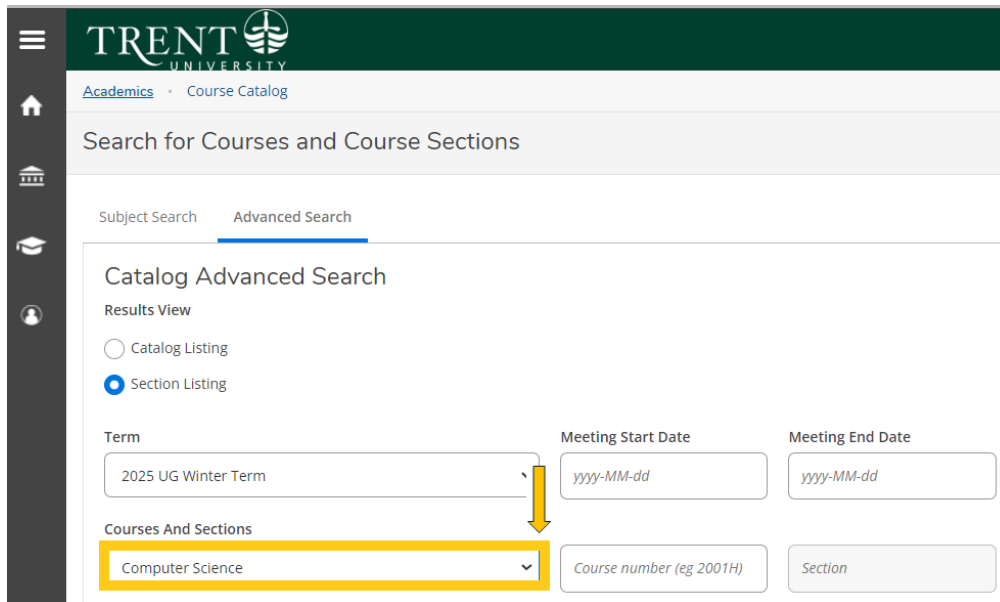
70. You will now need to locate the required MATH winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**

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

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

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

74. Click **Search**

75. 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**
  - **MATH-1052H-S-W01** or **MATH-1052H-S-W02** or **MATH-1052H-S-W03**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	MATH-1052H-S-W01	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add ← OR							
	2025 UG Winter Term	Open	MATH-1052H-S-W02	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add ← OR							
	2025 UG Winter Term	Closed	MATH-1052H-S-W03	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add ← OR							

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

Section Details

MATH-1052H-S-W01 Non-Calculus Statistics II
2025 UG Winter Term

Instructors	TBD
Meeting Information	M 3:30 PM - 4:30 PM 2025-01-06 - 2025-04-04 Durham Greater Toronto Area Th 8:30 AM - 10:30 AM 2025-01-06 - 2025-04-04 Durham Greater Toronto Area, W 12:00 PM - 12:50 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

Close → **Add Section**

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

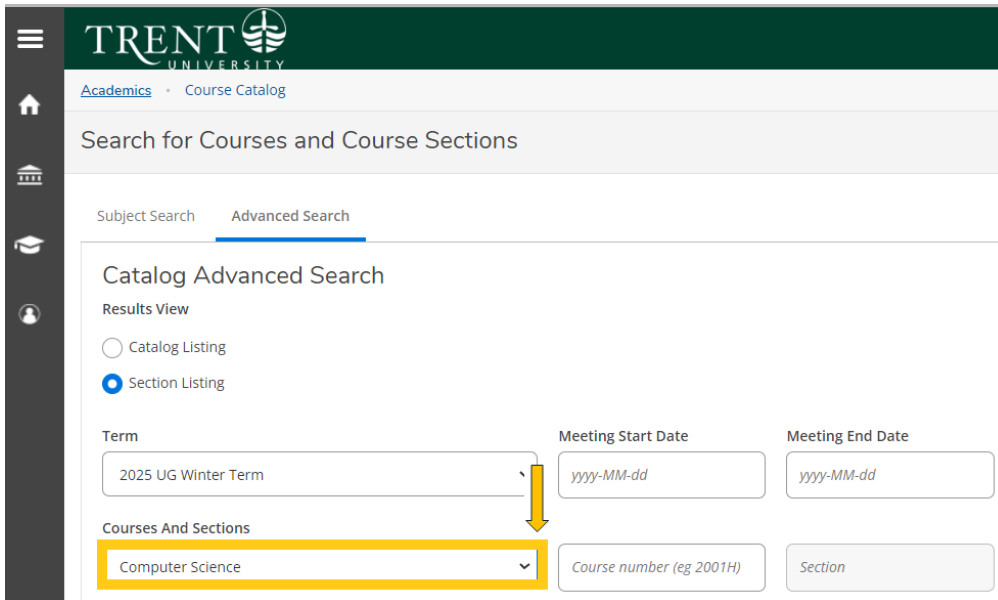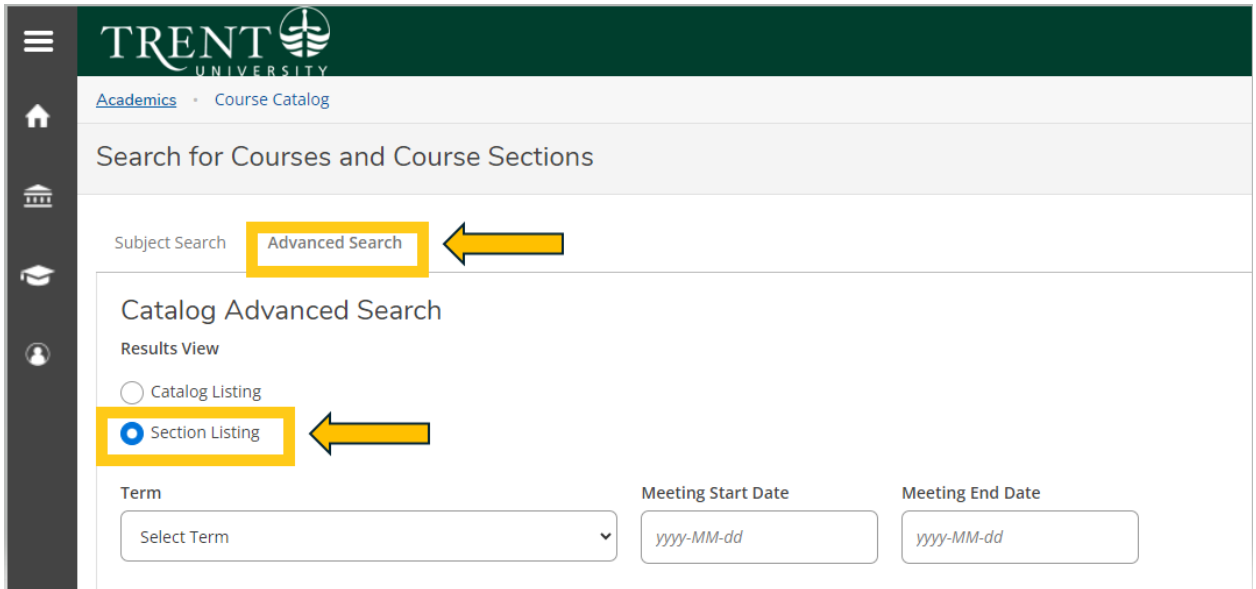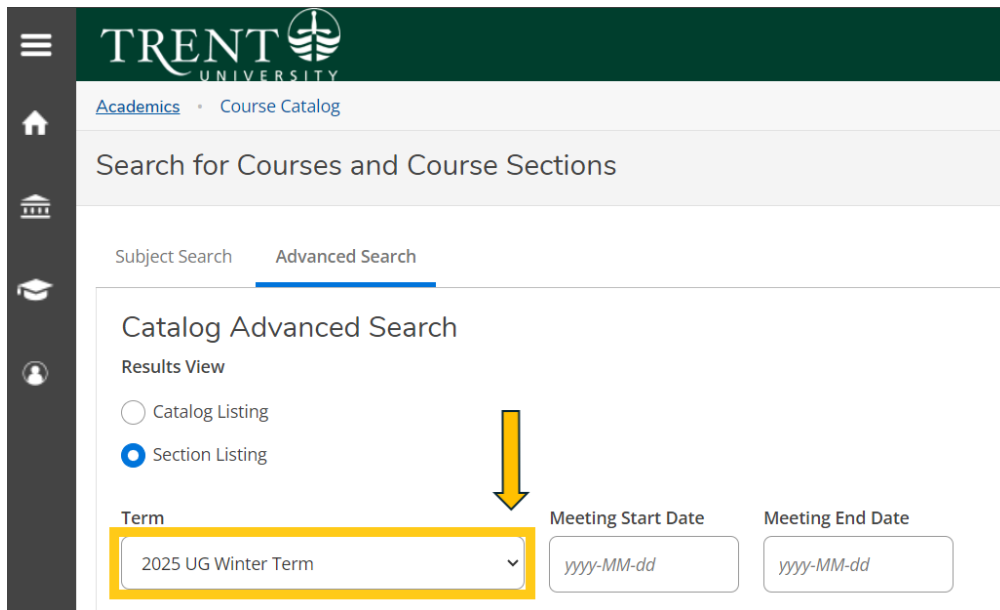79. Once you have added the required MATH winter course > Click **Back to Course Catalog** in the top left-hand corner of the page

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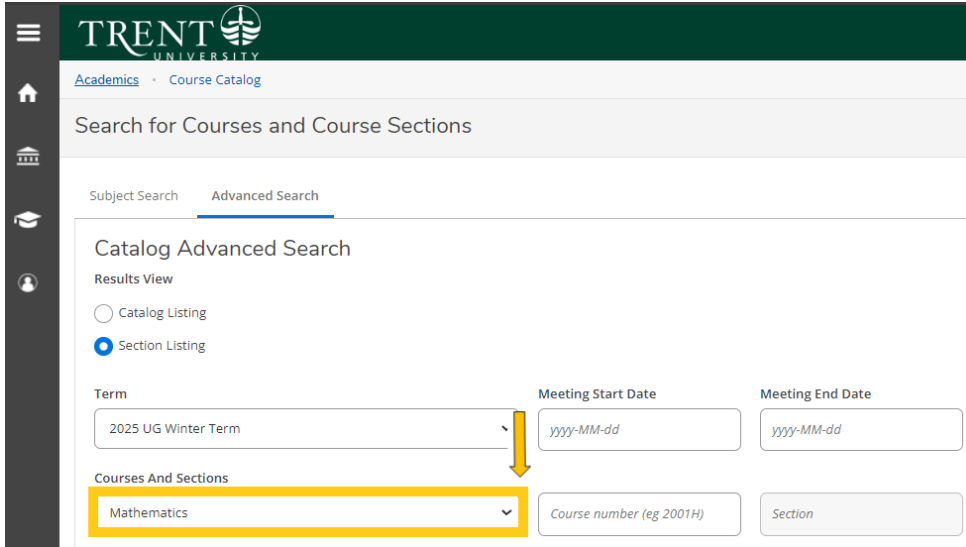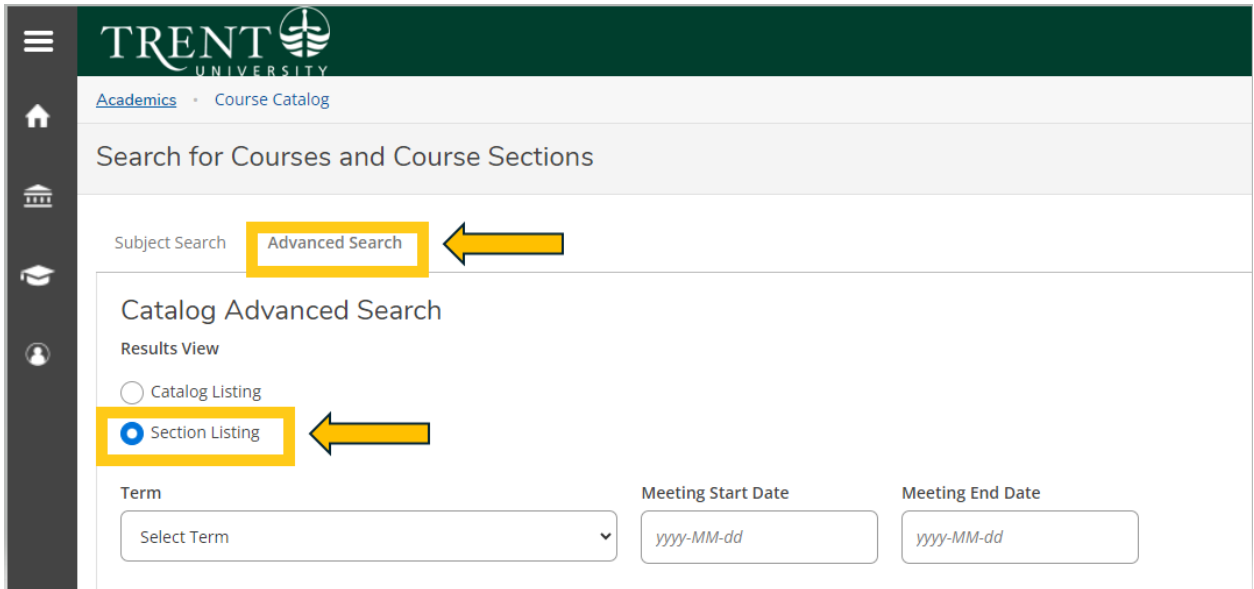

81. Under Term, select **2025 UG Winter Term** from the drop-down menu

82. Under Courses And Sections, select **Economics** from the drop-down menu

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

84. Click **Search**

85. 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 1020H: Macro-Economics**
  - ○ **ECON-1020H-B-W01**

86. Locate **ECON-1020H-B-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ECON-1020H-A-W01	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ECON-1020H-B-W01	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

Section Details

ECON-1020H-B-W01 Introductory Macroeconomics
2025 UG Winter Term

Instructors	TBD
Meeting Information	T 12:00 PM - 2:50 PM 2025-01-06 - 2025-04-04 Durham Greater Toronto Area, (Lecture)
Dates	2025-01-06 - 2025-04-30
Seats Available ⓘ	
Credits	0.5
Grading	Graded
Requisites	None
Course Description	An introductory study of the total economy in terms of GDP, employment, unemployment, prices, and inflation using simple

Close   **Add Section**

88. 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	ECON-1020H-A-W01	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ECON-1020H-B-W01	Introductory Macroeconomics	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area

89. 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.
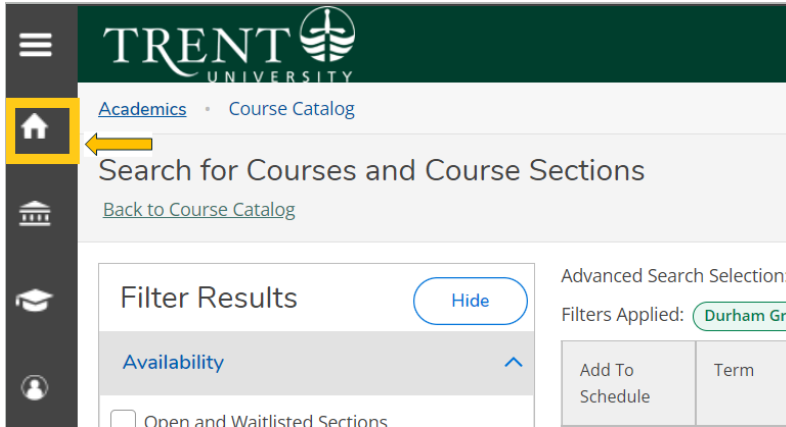
90. Click on '**Student Planning & Registration'**. This is where you will register for your courses.
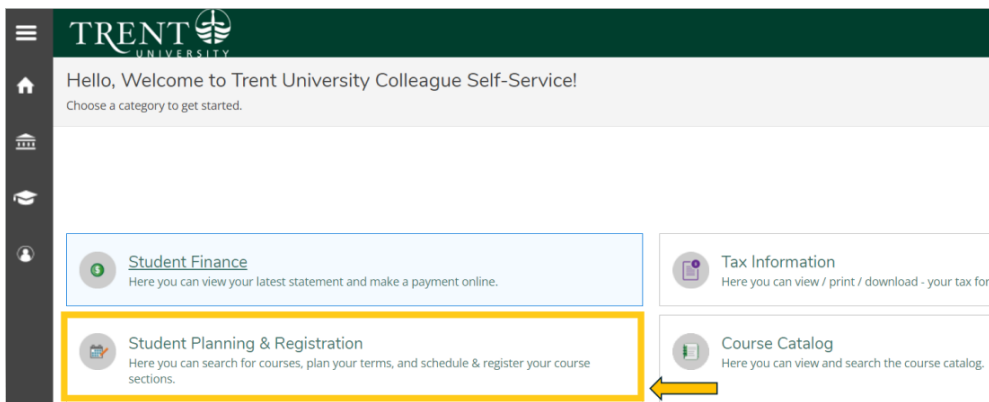
91. Click on '**Go to Plan & Schedule**'
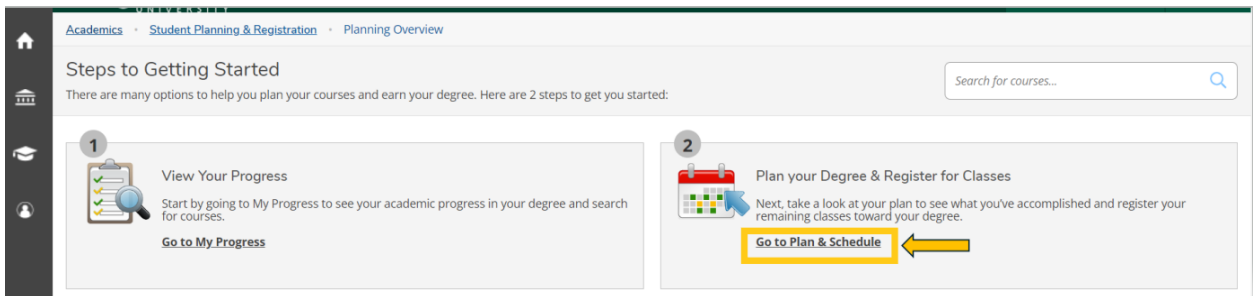
92. Click the **right arrow** to locate the term: **2024 UG Fall Term**
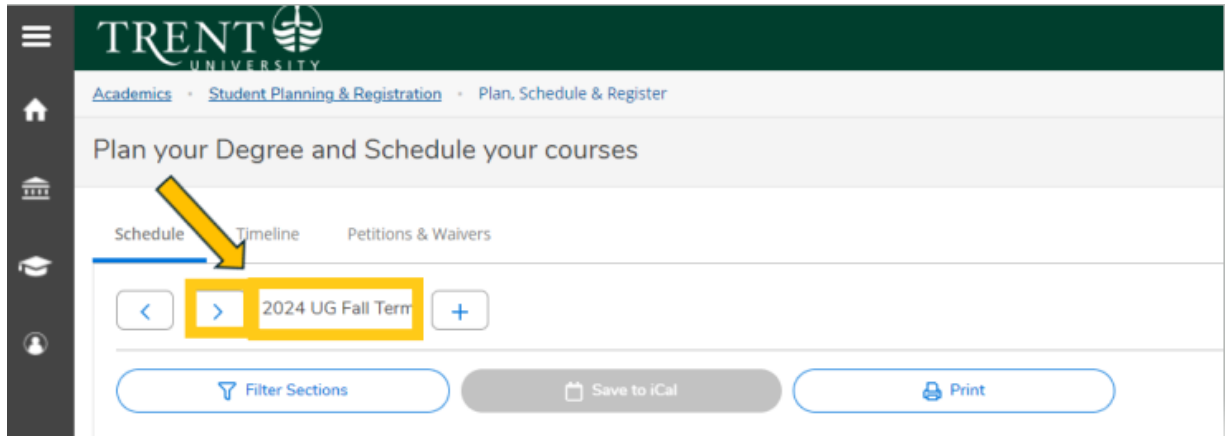
93. You will see all the **fall** (term 1) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

   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.
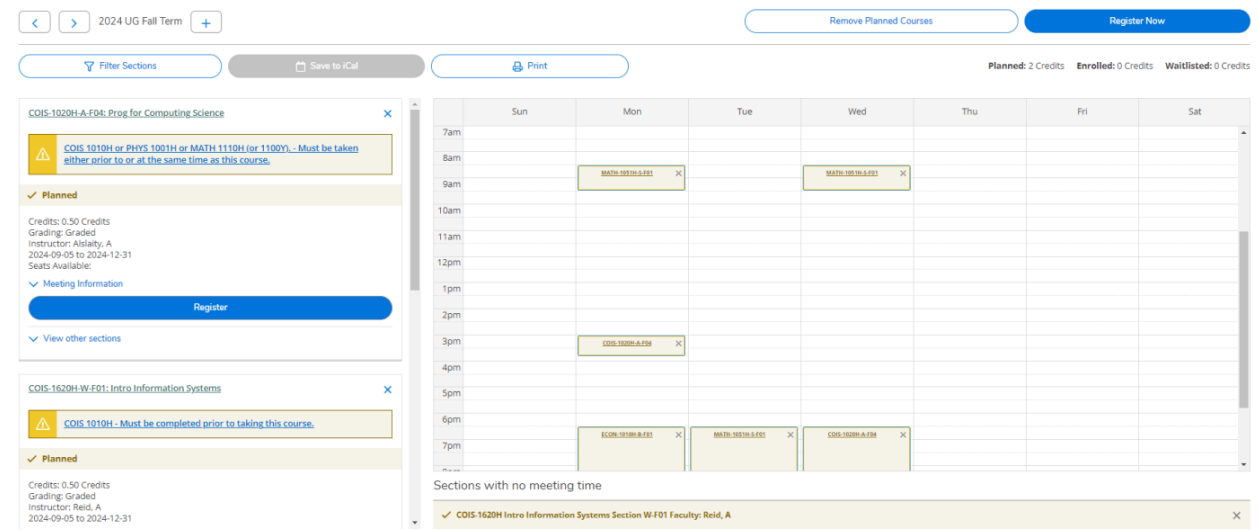
94. Click the blue '**Register Now (I accept financial responsibility for registering courses)' button** in the top right corner to **register in the fall courses (term 1)**.

   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

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

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

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


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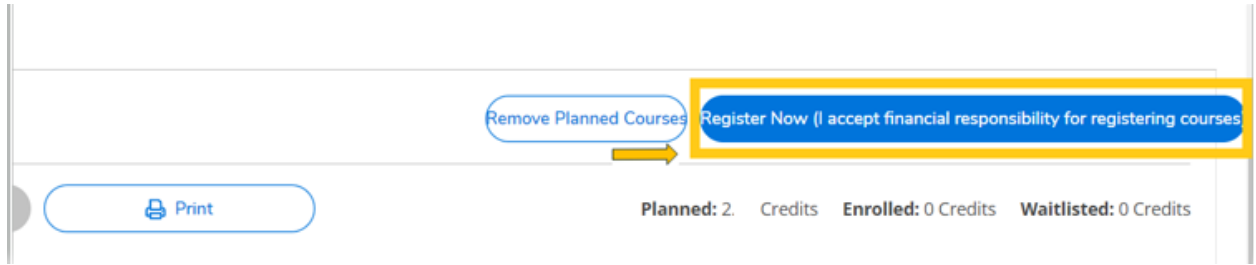
    Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.
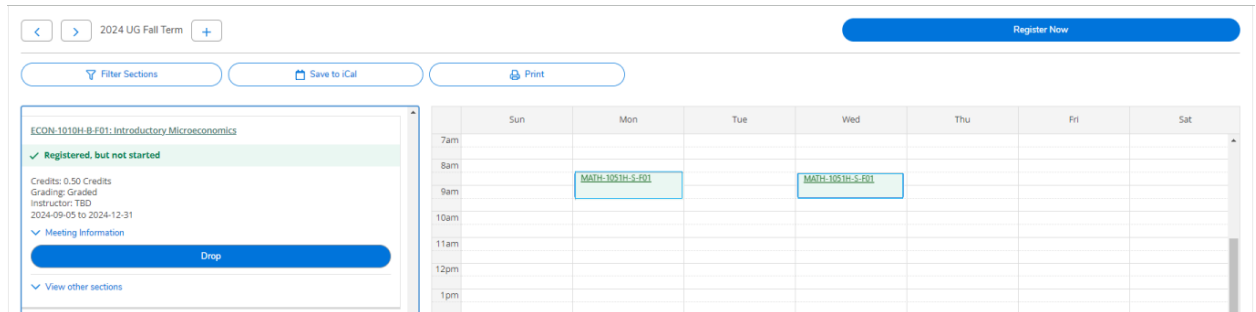
98. Click the blue '**Register Now (I accept financial responsibility for registering courses)**
    button in the top right corner to register in the winter courses (term 2).

    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
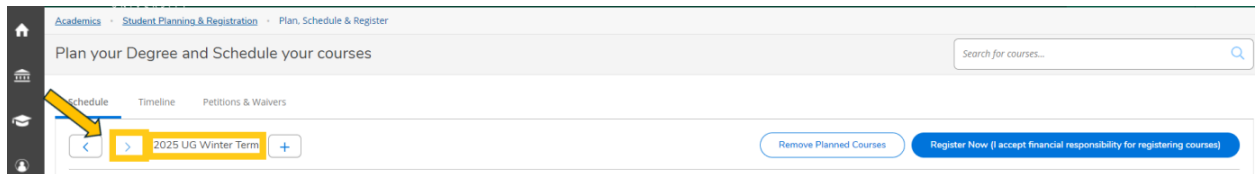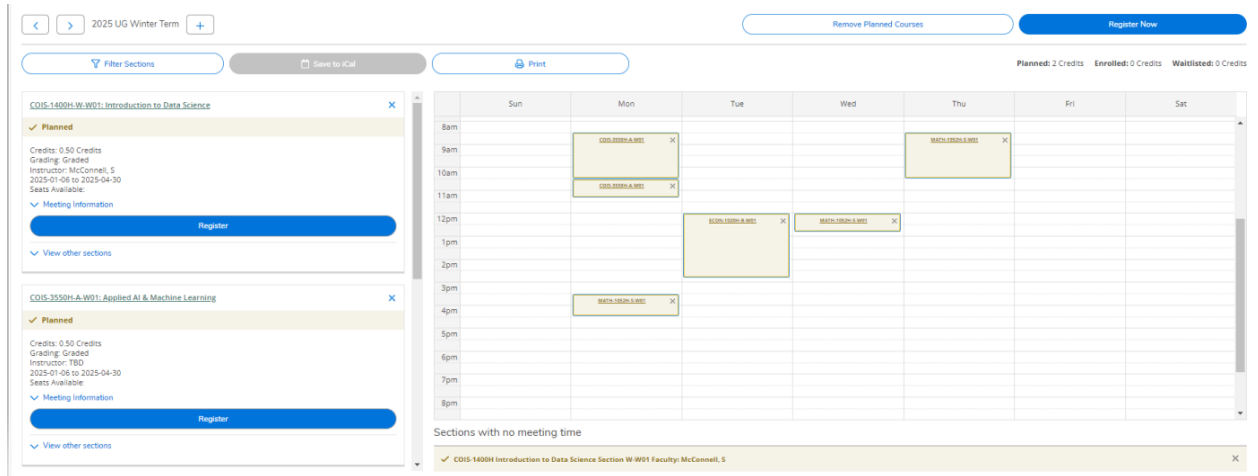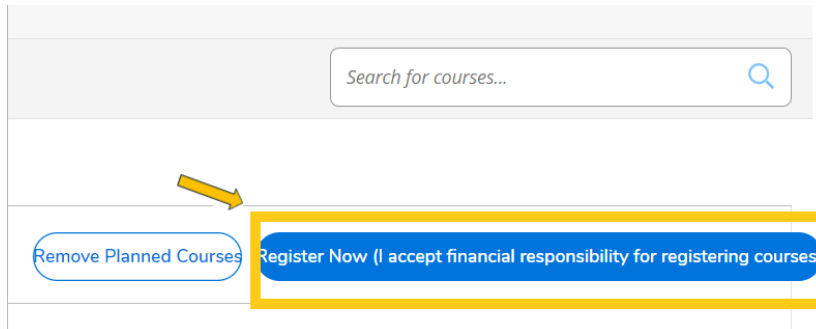   admissions@trentu.ca

99. Your **courses** will turn **green** once you have **successfully registered** in the **winter** courses.
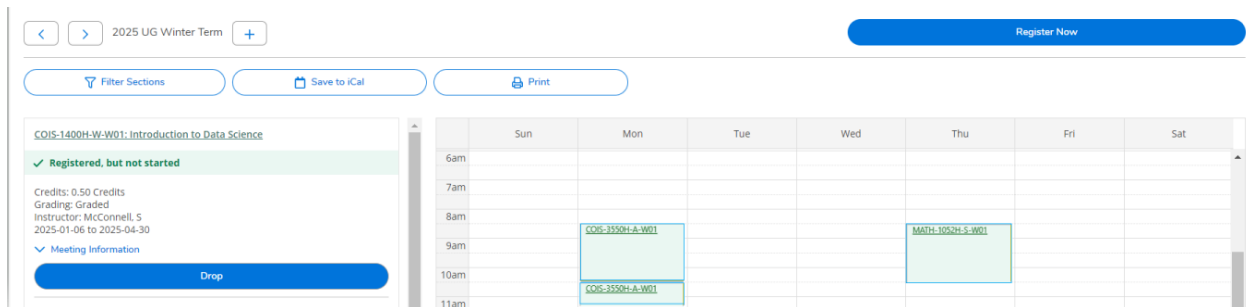
100. Congratulations, you are now registered for your Term 1 fall & Term 2 winter courses for the **Durham Applied Artificial Intelligence & Financial Analytics Dual Post-Graduate Certificate!**

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