

## **Durham Campus**

# **Business Administration and Financial Analytics Dual Post-Graduate Certificate**

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

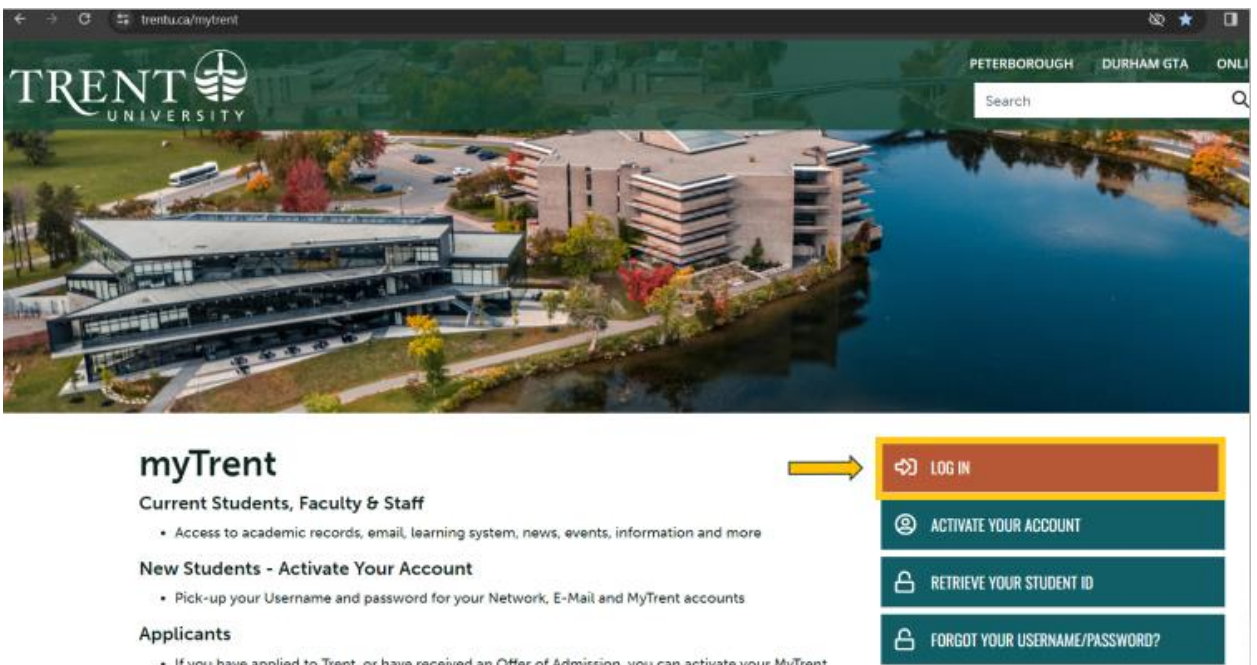
**Business Administration and Financial Analytics Dual PGC  
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**Registration Steps**

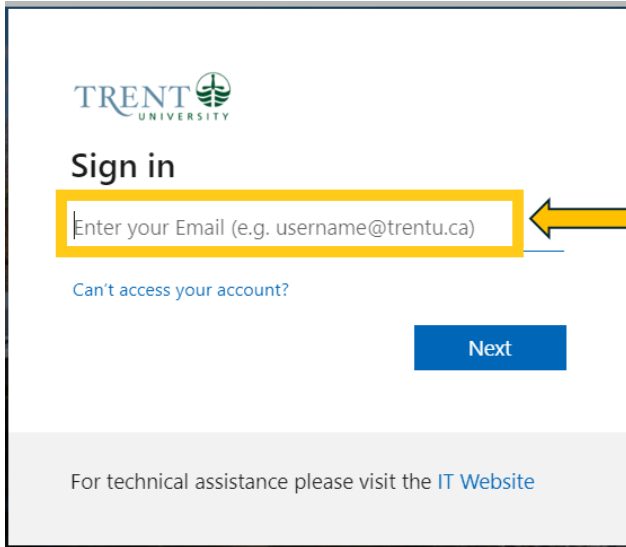
1. In the search bar, type <https://www.trentu.ca/mytrent/>



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



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



TRENT UNIVERSITY

### Sign in

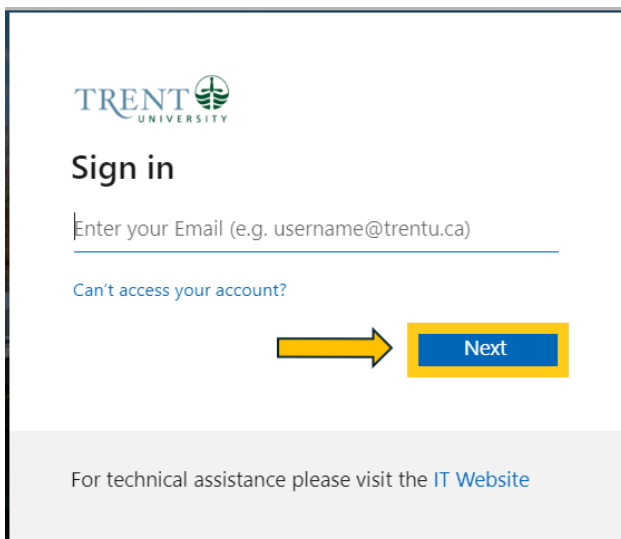
Enter your Email (e.g. username@trentu.ca)

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

**Next**

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

4. Click **Next**



TRENT UNIVERSITY

### Sign in

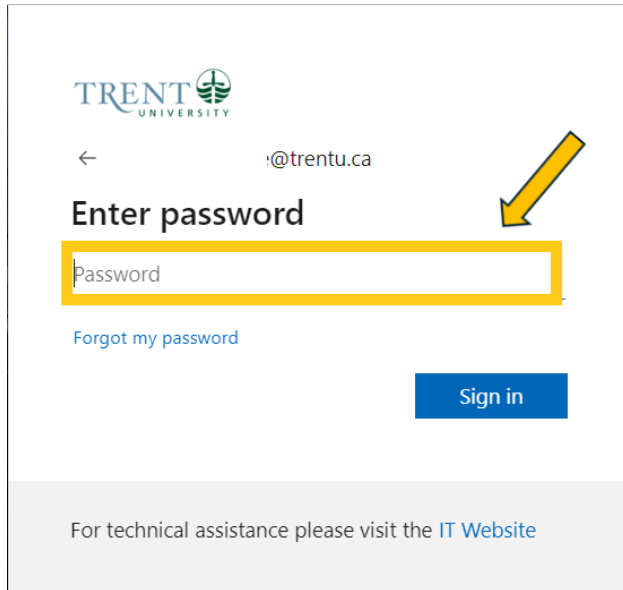
Enter your Email (e.g. username@trentu.ca)

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

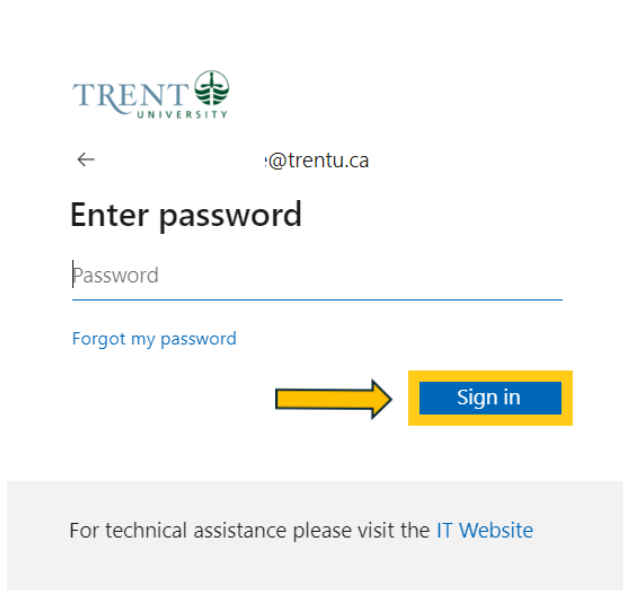
**Next**

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

5. Enter your **password**



6. Click **Sign in**

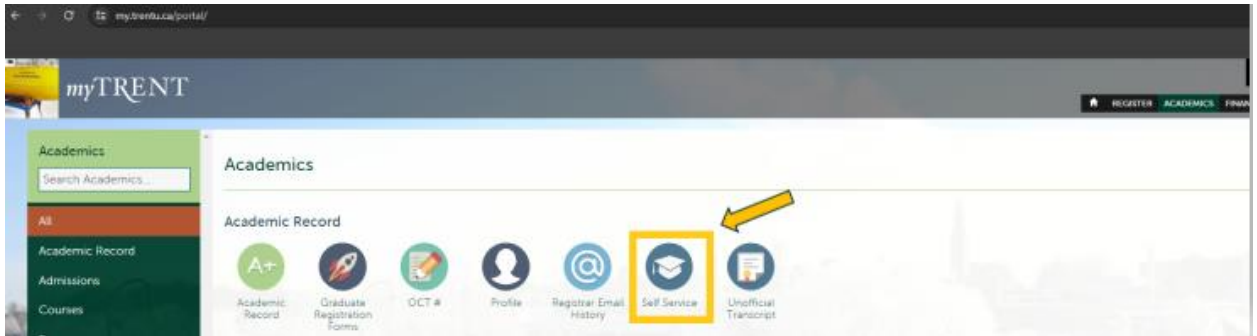


7. At the top right corner of myTrent portal, click **Academics** tabs

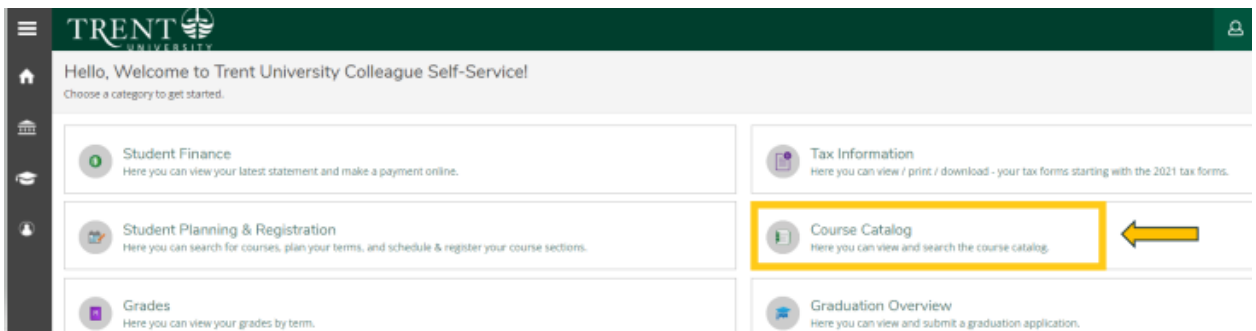


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)

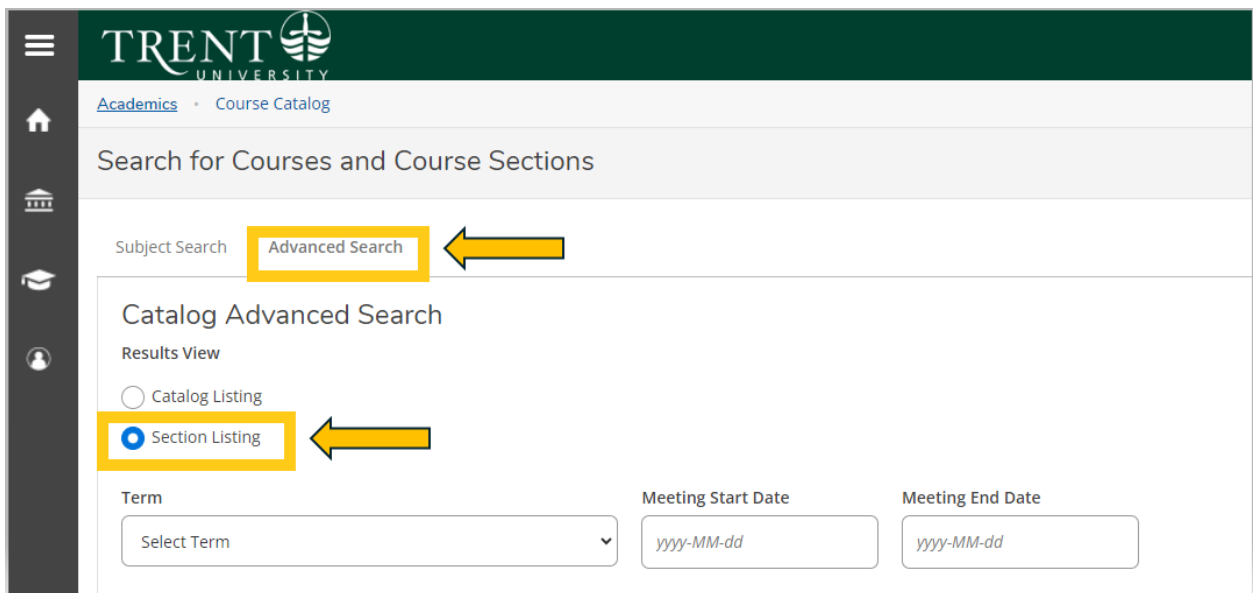
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9. Once redirected to Self Service, click on **Course Catalog** to select **Term 1 fall courses**



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

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TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search   **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term

2024 UG Fall Term

Meeting Start Date

yyyy-MM-dd

Meeting End Date

yyyy-MM-dd

Courses And Sections

Subject

Course number (eg 2001H)

Section

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

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search   **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term

2024 UG Fall Term

Meeting Start Date

yyyy-MM-dd

Meeting End Date

yyyy-MM-dd

Courses And Sections

Mathematics

Course number (eg 2001H)

Section

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

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The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. The page has a dark green header with the Trent University logo and navigation icons on the left. The main content area is white and contains search filters. The 'Term' dropdown is set to '2024 UG Fall Term'. There are three 'Meeting' date fields. Under 'Courses And Sections', the first dropdown is set to 'Mathematics'. There are three 'Subject' dropdowns. A '+ Add More...' button is below the subject dropdowns. The 'Location' dropdown is highlighted with a yellow box and a yellow arrow points to it from the subject dropdowns.

14. Click **Search**

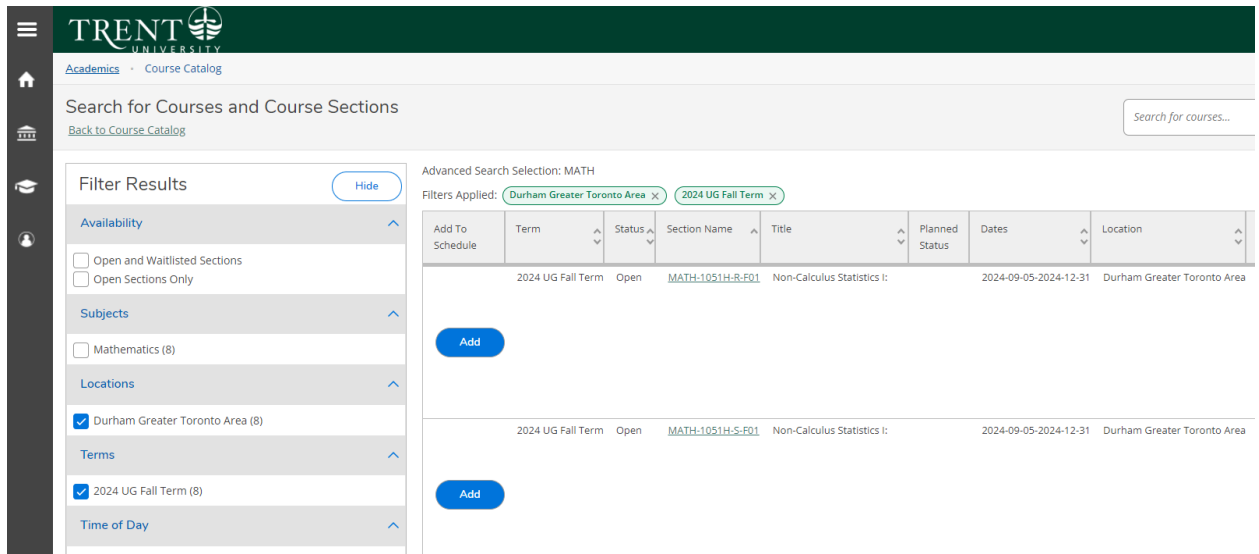
This screenshot shows a close-up of the search filters. The 'Location' dropdown is set to 'Durham Greater Toronto Area'. The 'Academic Level' dropdown is set to 'Select Academic Level'. There are two time fields: 'Time Starts by' and 'Time Ends by', both with the placeholder 'hh:mm AM/PM'. At the bottom, there are two buttons: 'Clear' and 'Search'. The 'Search' button is highlighted with a yellow box, and a yellow arrow points to it from the right.

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.

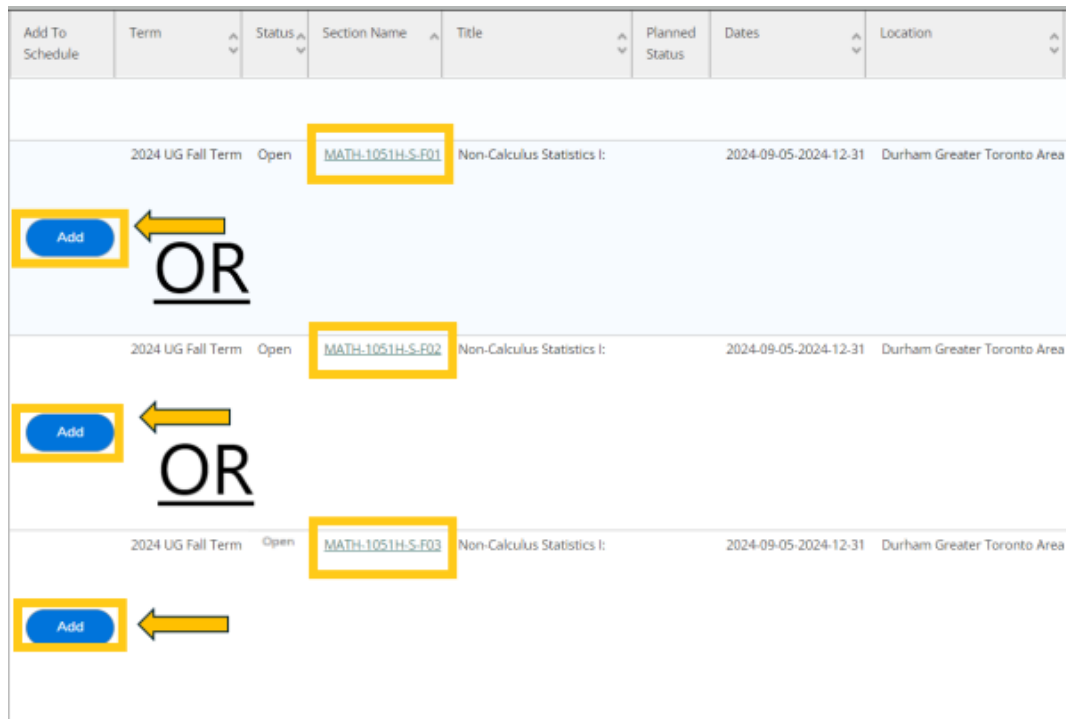
Required **Term 1 fall MATH** course:

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- **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**



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



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Section Details

**MATH-1051H-S-F01 Non-Calculus Statistics I:**  
2024 UG Fall Term

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**Instructors** TBD

**Meeting Information** M 8:30 AM - 9:30 AM  
2024-09-05 - 2024-12-04  
Durham Greater Toronto Area,  
T 6:30 PM - 8:30 PM  
2024-09-05 - 2024-12-04  
Durham Greater Toronto Area,  
W 8:30 AM - 9:30 AM  
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** Data summary, elementary probability, discrete and continuous distributions, the central limit theorem, estimation and hypotheses testing. This course uses high school mathematics as a foundation and involves the use of computer software. Not open to students enrolled in or with credit for MATH 2560H. Not for credit toward a major or minor in Mathematics. Excludes MATH 1050Y.

**Additional Information** This section is for PGC students only.


Close  **Add Section**

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

Advanced Search Selection: MATH

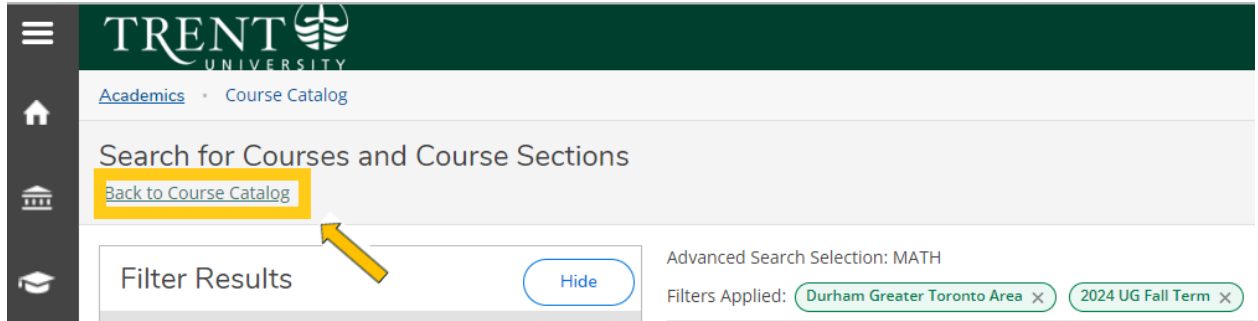
Filters Applied: Durham Greater Toronto Area 2024 UG Fall Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>	2024 UG Fall Term	Open	<a href="#">MATH-1051H-R-F01</a>	Non-Calculus Statistics I:		2024-09-05-2024-12-31	Durham Greater Toronto Area
<input type="button" value="Add"/>	2024 UG Fall Term	Open	<a href="#">MATH-1051H-S-F01</a>	Non-Calculus Statistics I:	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area

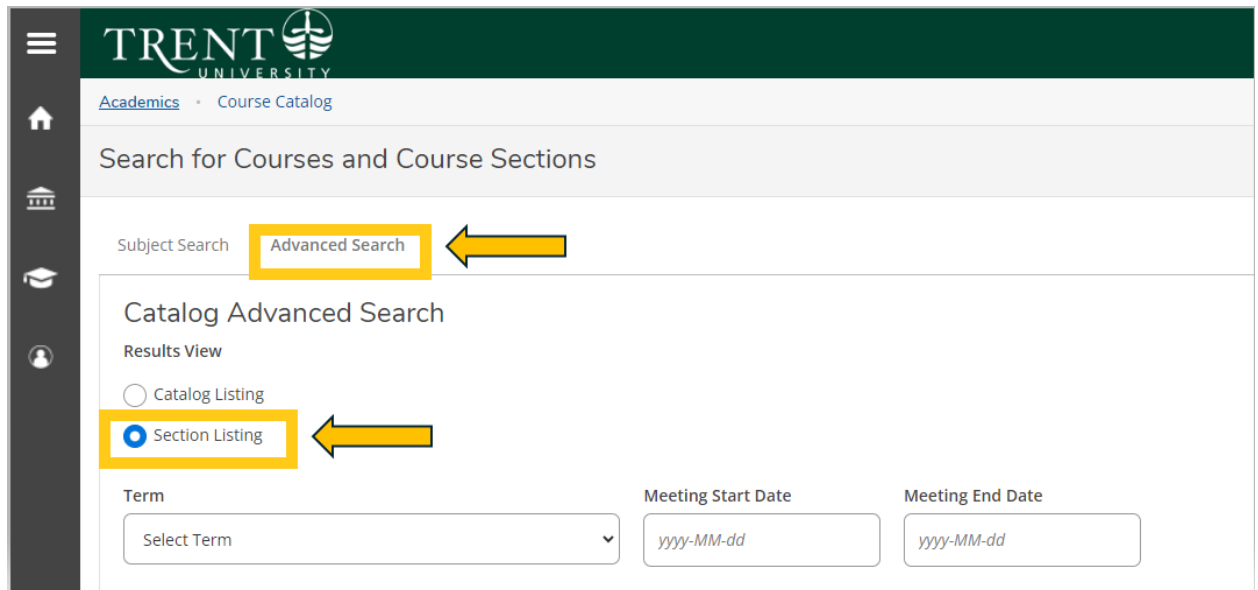


19. Once you have added the required MATH fall course > Click **Back to Course Catalog** in the top left-hand corner of the page

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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

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The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it. The 'Courses And Sections' dropdown menu is set to 'Subject'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'.

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

The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is set to '2024 UG Fall Term'. The 'Courses And Sections' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it, and it is set to 'Economics'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'.

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

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The screenshot shows the 'Catalog Advanced Search' interface. It includes fields for 'Term' (set to '2024 UG Fall Term'), 'Meeting Start Date', and 'Meeting End Date'. There are three rows for 'Courses And Sections' with dropdowns for 'Economics', 'Subject', and 'Subject', each with 'Course number' and 'Section' input fields. A '+ Add More...' button is highlighted with a yellow box. Below it, the 'Location' dropdown is set to 'Durham Greater Toronto Area' and is also highlighted with a yellow box and a yellow arrow pointing to it from the right.

24. Click **Search**

This screenshot shows a section of the search filters. It includes a 'Location' dropdown set to 'Durham Greater Toronto Area', an 'Academic Level' dropdown set to 'Select Academic Level', and two time range fields: 'Time Starts by' and 'Time Ends by', both with 'hh:mm AM/PM' placeholders. At the bottom, there are 'Clear' and 'Search' buttons. The 'Search' button is highlighted with a yellow box and a yellow arrow pointing to it from the right.

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 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**

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The screenshot shows the Trent University Course Catalog search interface. The search results are filtered for 'ECON' courses in the 'Durham Greater Toronto Area' for the '2024 UG Fall Term'. The results table is as follows:

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-A-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-B-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-2000H-A-F01</a>	Inter Microeconomic Theory I		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-2200H-A-F01</a>	Intro to Stats for Econ & Mgmt		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-3500H-A-F01</a>	Economics Industrial Relations		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

This close-up screenshot shows the search results table with the 'Add' button and the section ID 'ECON-1010H-B-F01' highlighted in yellow. A yellow arrow points to the 'Add' button.

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-A-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-B-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

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Section Details

**ECON-1010H-B-F01**  
Introductory  
Microeconomics  
2024 UG Fall Term

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**Instructors** TBD

**Meeting Information** M 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** An introductory treatment of markets, prices, and outputs based on the behaviour of consumers, business firms, and the structure and organization of industries. Selected economic and social policies, including taxation, international markets, and trade policy, are also examined.

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


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


Close  **Add Section**

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


Advanced Search Selection: ECON

Filters Applied: [Durham Greater Toronto Area](#) [2024 UG Fall Term](#)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-A-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-B-F01</a>	Introductory Microeconomics	 <b>Planned</b>	2024-09-05-2024-12-31	Durham Greater Toronto Area




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



Academics · [Course Catalog](#)

Search for Courses and Course Sections

[Back to Course Catalog](#)

Filter Results  [Hide](#)

Advanced Search Selection: ECON

Filters Applied: [Durham Greater Toronto Area](#) [2024 UG Fall Term](#)

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

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

**Section Listing**

Term: Select Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

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

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: **2024 UG Fall Term**

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Subject: Subject

Course number (eg 2001H)

Section

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

The screenshot shows the Trent University Course Catalog search interface. The 'Catalog Advanced Search' section is active. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown is set to '2024 UG Fall Term'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty. The 'Courses And Sections' dropdown menu is highlighted in yellow and shows 'Business Administration' selected. A yellow arrow points to the dropdown menu.

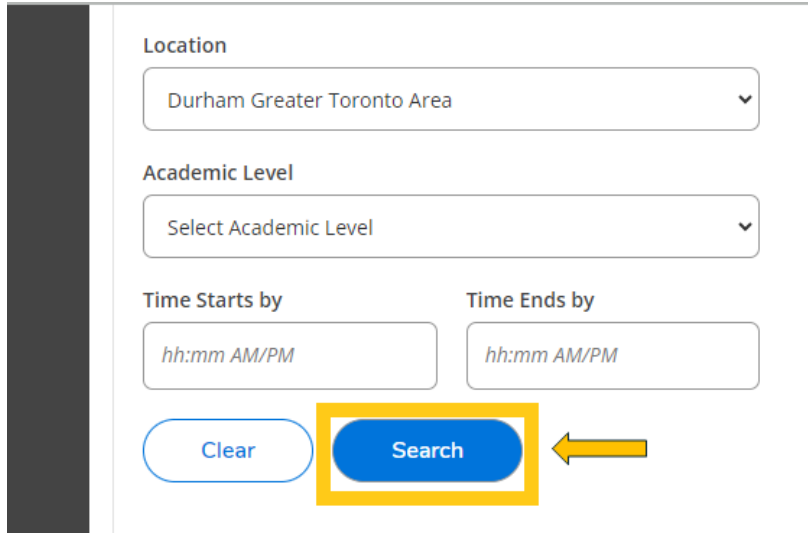
33. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

The screenshot shows the Trent University Course Catalog search interface. The 'Catalog Advanced Search' section is active. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown is set to '2024 UG Fall Term'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty. The 'Courses And Sections' dropdown menu is set to 'Business Administration'. Below it, there are three 'Subject' dropdown menus, each with a 'Course number (eg 2001H)' and 'Section' field. The 'Location' dropdown menu is highlighted in yellow and shows 'Durham Greater Toronto Area' selected. A yellow arrow points to the dropdown menu.

34. Click **Search**



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The image shows a registration form with the following fields:

- Location:** A dropdown menu with "Durham Greater Toronto Area" selected.
- Academic Level:** A dropdown menu with "Select Academic Level" selected.
- Time Starts by:** A text input field with the placeholder "hh:mm AM/PM".
- Time Ends by:** A text input field with the placeholder "hh:mm AM/PM".
- Buttons:** A "Clear" button and a "Search" button. The "Search" button is highlighted with a yellow border, and a yellow arrow points to it from the right.

35. 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 2010H: Introduction to Management Skills**
  - **ADMN-2010H-B-F01 or ADMN-2010H-C-F01**
- **ADMN 2220H: Organizational Behaviour**
  - **ADMN-2220H-B-F01 or ADMN-2220H-C-F01**
- **ADMN 2100H: Introduction to Marketing**
  - **ADMN-2100H-B-F01 or ADMN-2100H-C-F01**

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Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area 2024 UG Fall Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F01</a>	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F02</a>	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F03</a>	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

36. Locate **ADMN-2010H-B-F01** or **ADMN-2010H-C-F01** > click **Add**

<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2010H-B-F01</a>	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>OR</b>							
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2010H-C-F01</a>	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-2010H-B-F01**  
Management Skills  
2024 UG Fall Term

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**Instructors** TBD

**Meeting Information** W 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**

⚠ Complete 2.0 credits and have a minimum cumulative average of 60% - Must be completed prior to taking this course.

**Course Description** Examines the theory and practice of foundational skills important to management and organization in private, non-profit, and public sectors. Focuses on conceptual skills, communication skills, and interpersonal skills. Prerequisite: 2.0 university credits.

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

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

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Close [Add Section](#)

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38. 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"/>	2024 UG Fall Term	Open	<a href="#">ADMN-2010H-A-F02</a>	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area
<input type="button" value="Add"/>	2024 UG Fall Term	Open	<a href="#">ADMN-2010H-B-F01</a>	Management Skills	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area

39. 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
<input type="button" value="Add"/>	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-B-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
<input type="button" value="Add"/>	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-C-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area

40. 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** TBD

**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](#)

Close

41. 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
<input type="button" value="Add"/>	2024 UG Fall Term	Open	ADMN-2220H-B-F01	Organizational Behaviour	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area

42. Locate next ADMN course, **ADMN-2100H-B-F01** or **ADMN-2100H-C-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>							
<input type="button" value="Add"/>	2024 UG Fall Term	Open	ADMN-2100H-B-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>OR</b>							
<input type="button" value="Add"/>	2024 UG Fall Term	Open	ADMN-2100H-C-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-2100H-B-F01 Introduction to Marketing**  
2024 UG Fall Term

**Instructors** TBD

**Meeting Information** M 12:00 PM - 2:50 PM  
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**

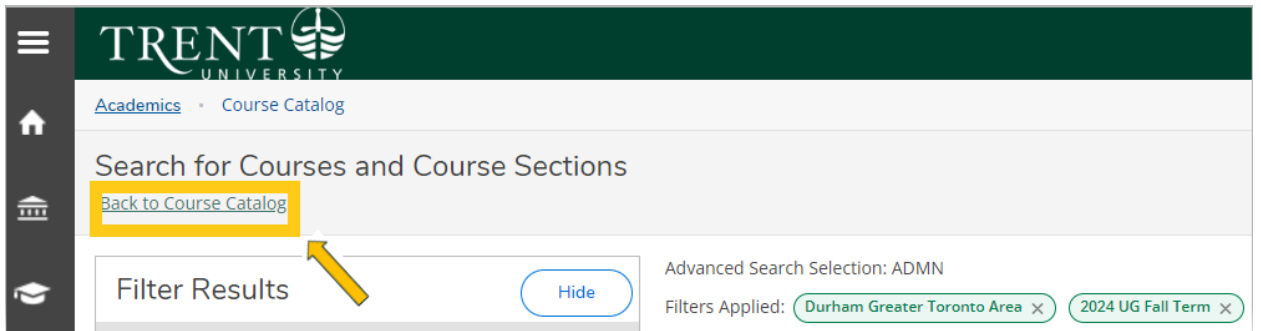
⚠️ 1.0 ADMN credit; or 0.5 credits ADMN and MDST - Must be completed prior to taking this course.

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

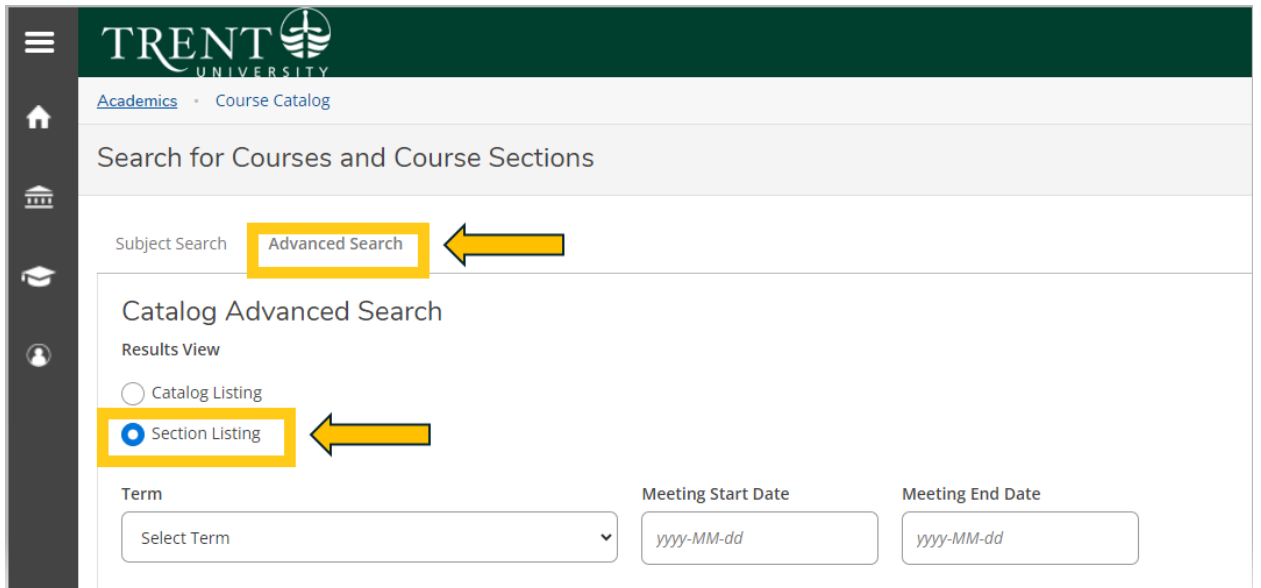
**Business Administration and Financial Analytics Dual PGC  
Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	ADMN-2100H-B-F01	Introduction to Marketing	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	ADMN-2100H-C-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area

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



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



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

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The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it. The dropdown menu currently displays '2025 UG Winter Term'. To the right of the 'Term' field are two date input fields labeled 'Meeting Start Date' and 'Meeting End Date', both with placeholder text 'yyyy-MM-dd'.

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

The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is set to '2025 UG Winter Term'. Below the 'Term' field is the 'Courses And Sections' dropdown menu, which is highlighted with a yellow box and a yellow arrow pointing to it. The dropdown menu currently displays 'Economics'. To the right of the 'Courses And Sections' field are two input fields labeled 'Course number (eg 2001H)' and 'Section'.

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

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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

Subject Course number (eg 2001H) Section

Subject Course number (eg 2001H) Section

+ Add More...

Location: Durham Greater Toronto Area

50. 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

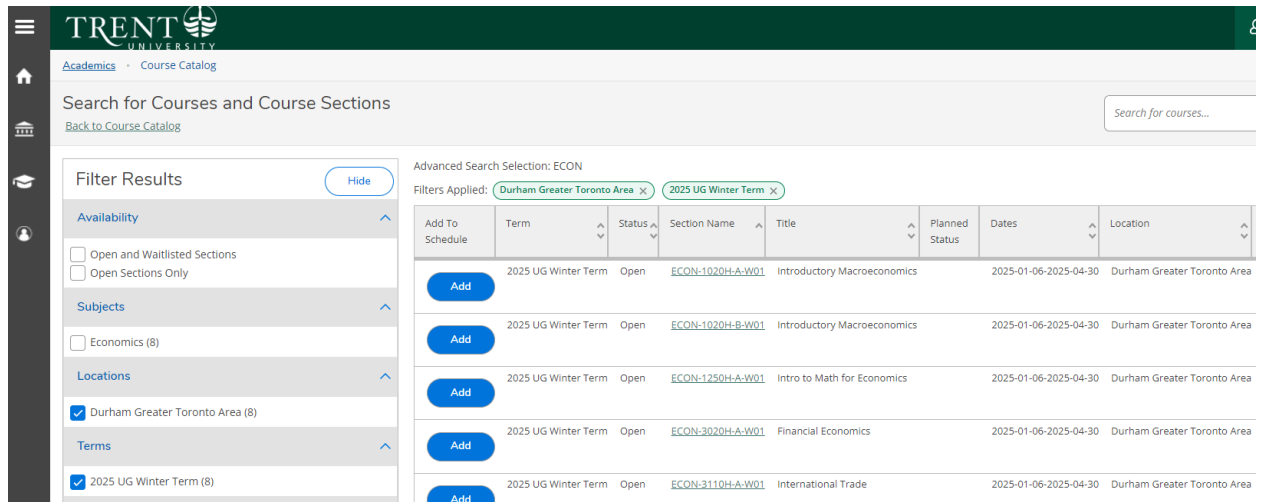
Clear Search

51. 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.

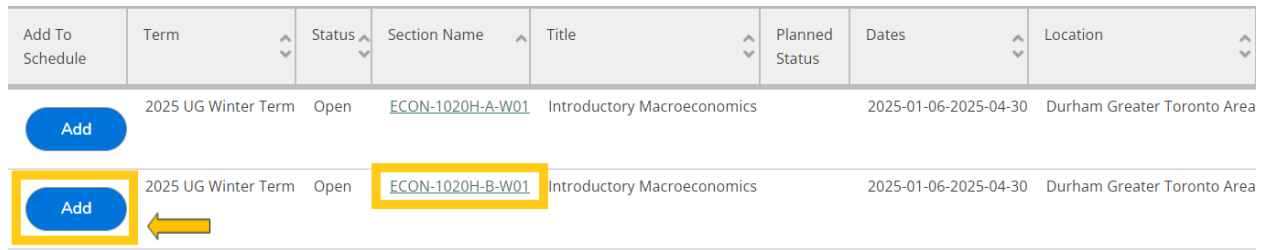
Required **Term 2 winter ECON** course:

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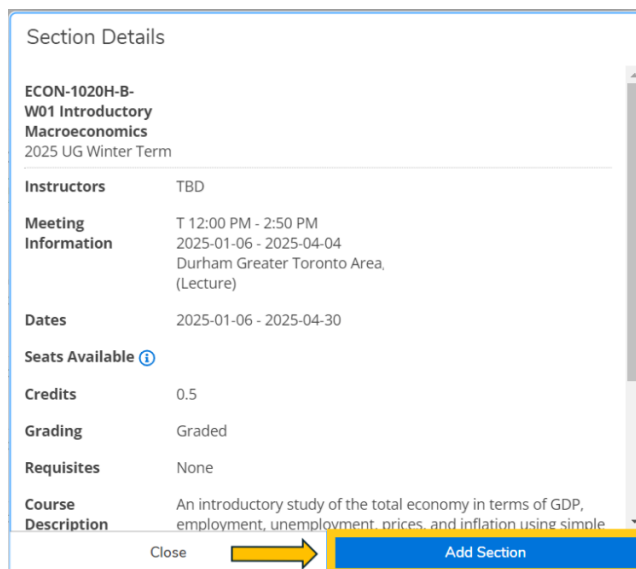
- **ECON 1020H: Macro-Economics**
  - **ECON-1020H-B-W01**



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



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



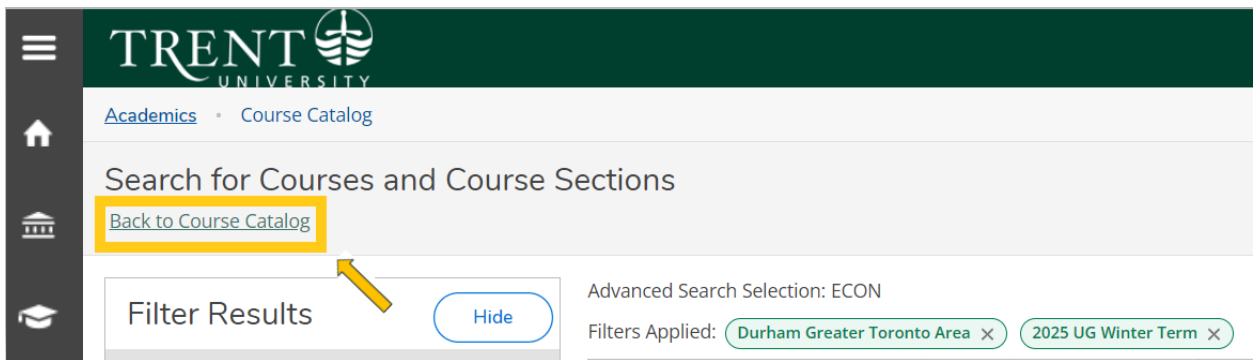


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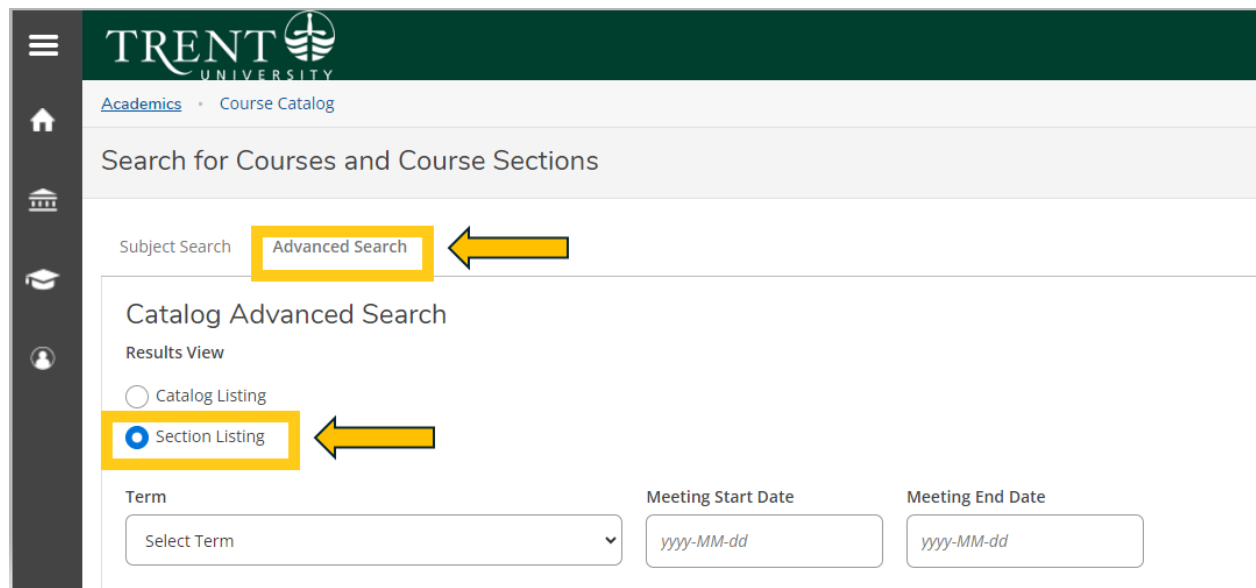
54. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>	2025 UG Winter Term	Open	ECON-1020H-A-W01	Introductory Macroeconomics		2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	ECON-1020H-B-W01	Introductory Macroeconomics	<input checked="" type="checkbox"/> Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area

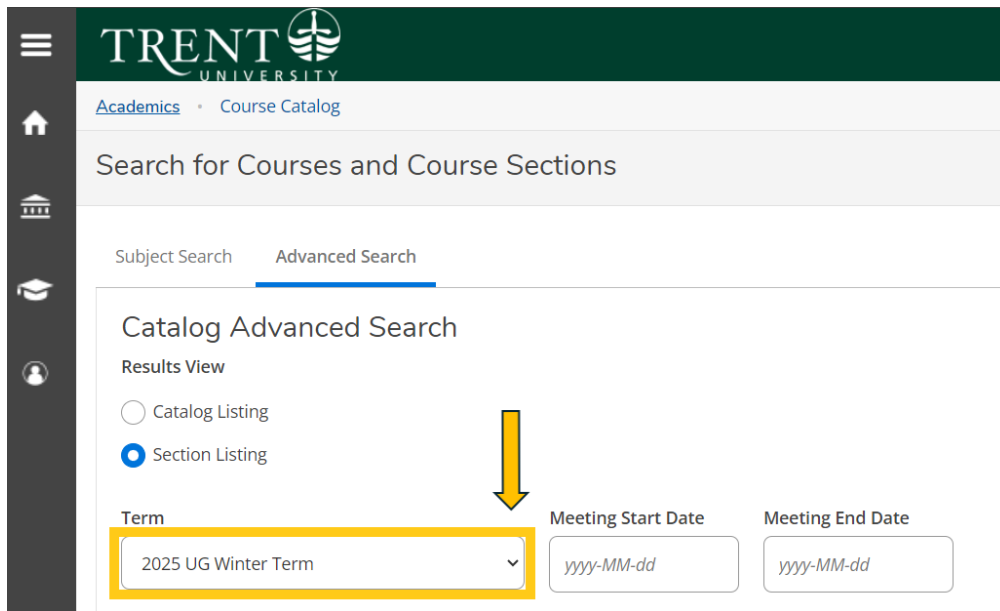
55. Once you have added the required ECON winter course > Click **Back to Course Catalog** in the top left-hand corner of the page



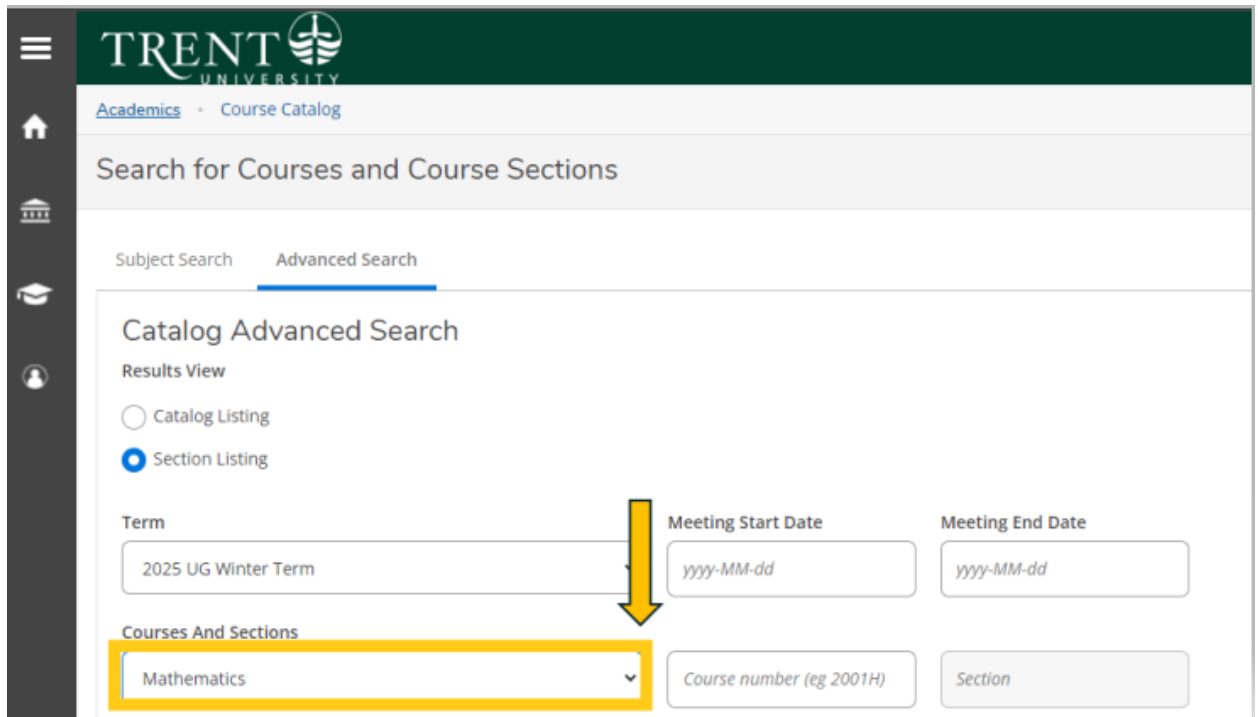
56. You will now need to locate the required MATH winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**



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

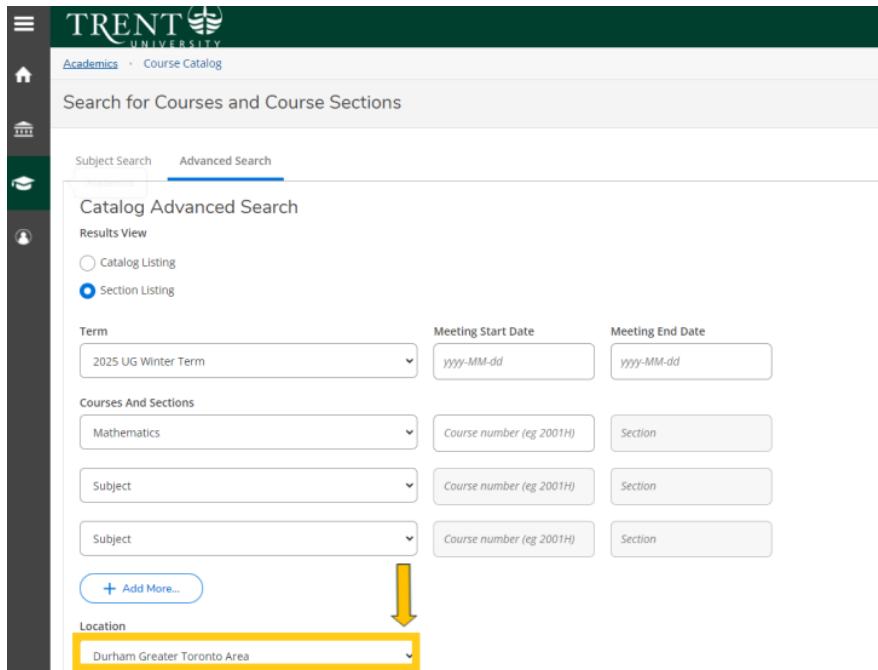


58. Under Courses And Sections, select **Mathematics** from the drop-down menu

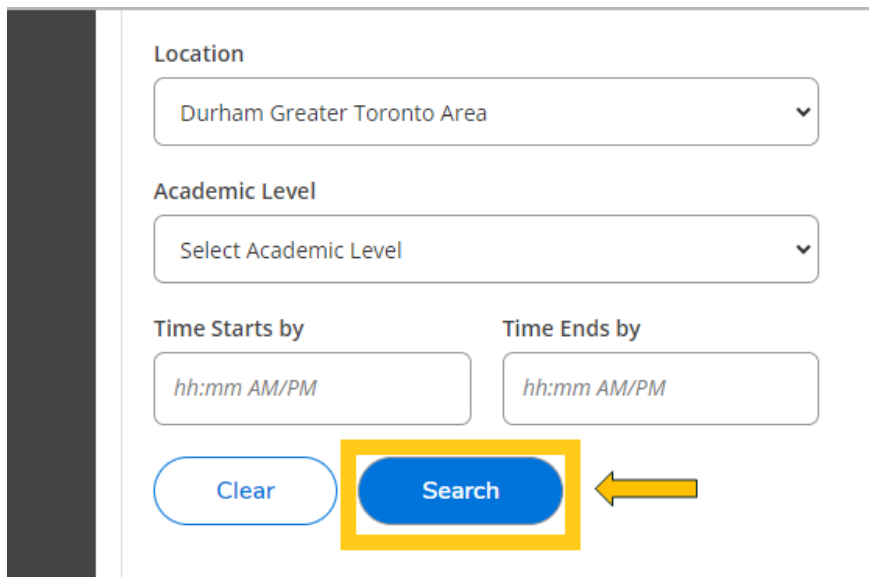


59. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

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60. Click **Search**



61. 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**

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Advanced Search Selection: MATH

Filters Applied: Durham Greater Toronto Area 2025 UG Winter Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">MATH-1052H-R-W01</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">MATH-1052H-S-W01</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">MATH-1052H-S-W02</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area

62. 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
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">MATH-1052H-S-W01</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
				<b>OR</b>			
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">MATH-1052H-S-W02</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
				<b>OR</b>			
<a href="#">Add</a>	2025 UG Winter Term	Closed	<a href="#">MATH-1052H-S-W03</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Business Administration and Financial Analytics Dual PGC  
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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** ⓘ 0.5

**Credits** 0.5

**Grading** Graded

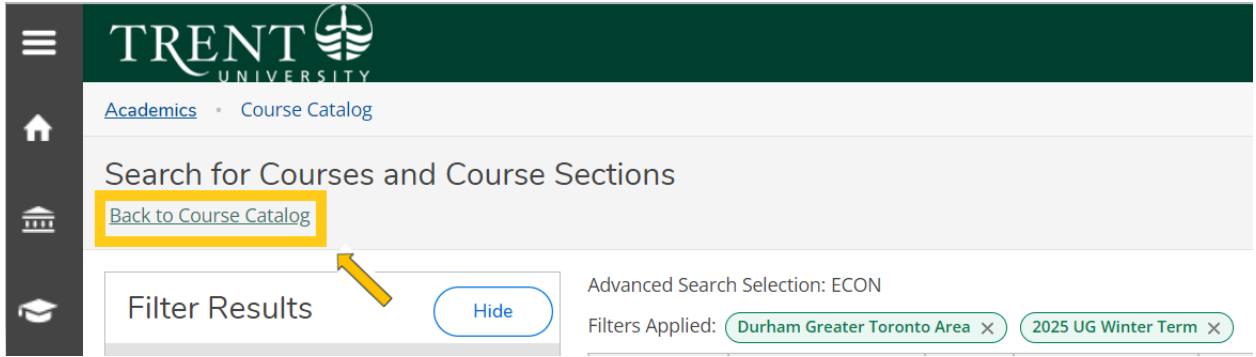
Close **Add Section**

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

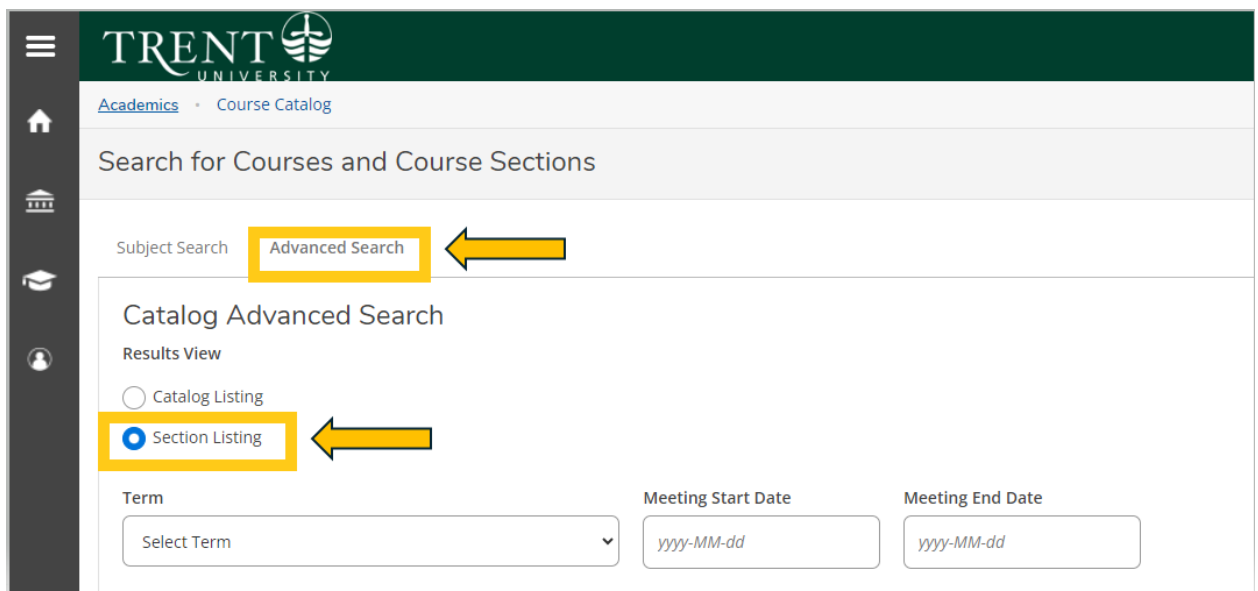
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<a href="#">MATH-1052H-S-W01</a>	Non-Calculus Statistics II	<b>Planned</b>	2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">MATH-1052H-S-W02</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Closed	<a href="#">MATH-1052H-S-W03</a>	Non-Calculus Statistics II		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

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66. You will now need to locate the required ADMN winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**



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

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The screenshot shows the Trent University Course Catalog search interface. At the top, there is a navigation bar with the Trent University logo and the text 'Academics > Course Catalog'. Below this is a search bar with the text 'Search for Courses and Course Sections'. The search options are 'Subject Search' and 'Advanced Search', with 'Advanced Search' selected. The main section is titled 'Catalog Advanced Search' and includes a 'Results View' section with two radio buttons: 'Catalog Listing' (unselected) and 'Section Listing' (selected). Below this, there are three input fields: 'Term' (containing '2025 UG Winter Term'), 'Meeting Start Date' (with a placeholder 'yyyy-MM-dd'), and 'Meeting End Date' (with a placeholder 'yyyy-MM-dd'). The 'Term' field is highlighted with a yellow border, and a yellow arrow points to it from the right.

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

The screenshot shows the Trent University Course Catalog search interface, similar to the previous one. The 'Term' field still contains '2025 UG Winter Term'. Below the date fields, there is a 'Courses And Sections' dropdown menu, which is highlighted with a yellow border. A yellow arrow points to this dropdown menu from the right. The page also shows 'Catalog Advanced Search' with 'Section Listing' selected under 'Results View'. Below the 'Courses And Sections' dropdown, there are two input fields: 'Course number (eg 2)' and 'Section'.

69. 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

70. 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

71. 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** courses:

- **ADMN 1221H: Financial Accounting**
  - **ADMN-1221H-B-W01 or ADMN-1221H-C-W01**
- **ADMN 3250H: Legal Environment of Business**



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- **ADMN-3250H-A-W01**

Academics · Course Catalog

Search for Courses and Course Sections Search

[Back to Course Catalog](#)

Filter Results Hide

Availability ^

Open and Waitlisted Sections

Open Sections Only

Subjects ^

Business Administration (78)

Locations ^

Durham Greater Toronto Area (78)

Terms ^

2025 UG Winter Term (78)

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area 2025 UG Winter Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status
<span>Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-1000H-A-W01</a>	Contemp. Issues Management	
<span>Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-1000H-A-W02</a>	Contemp. Issues Management	
	2025 UG Winter Term	Open	<a href="#">ADMN-1000H-A-W03</a>	Contemp. Issues Management	

72. Locate **ADMN-1221H-B-W01** or **ADMN-1221H-C-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span>Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-1221H-B-W01</a>	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto
<b>OR</b>							
<span>Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-1221H-C-W01</a>	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto

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

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Section Details

**ADMN-1221H-B-W01 Financial Accounting**  
2025 UG Winter Term

---

**Instructors** TBD

**Meeting Information** F 8:30 AM - 11:20 AM  
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 introduction to the theoretical framework of accrual accounting and the Generally Accepted Accounting Principles.

Close  **Add Section**


74. 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	ADMN-1221H-B-W01	Financial Accounting	<input checked="" type="checkbox"/>	2025-01-06-2025-04-30	Durham Greater Toronto Area

 **Planned**

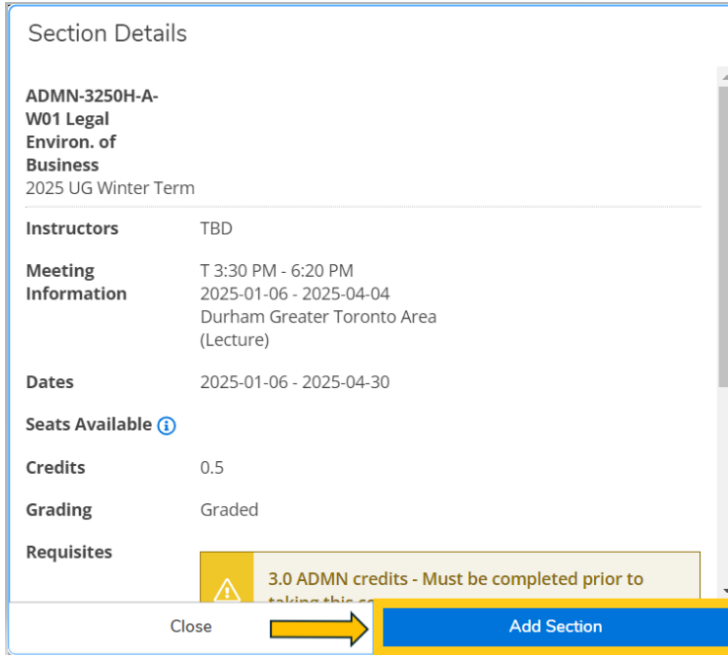
75. Locate next ADMN course, **ADMN-3250H-A-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>	2025 UG Winter Term	Open	ADMN-3250H-A-W01	Legal Environ. of Business		2025-01-06-2025-04-30	Durham Greater Toronto Area



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

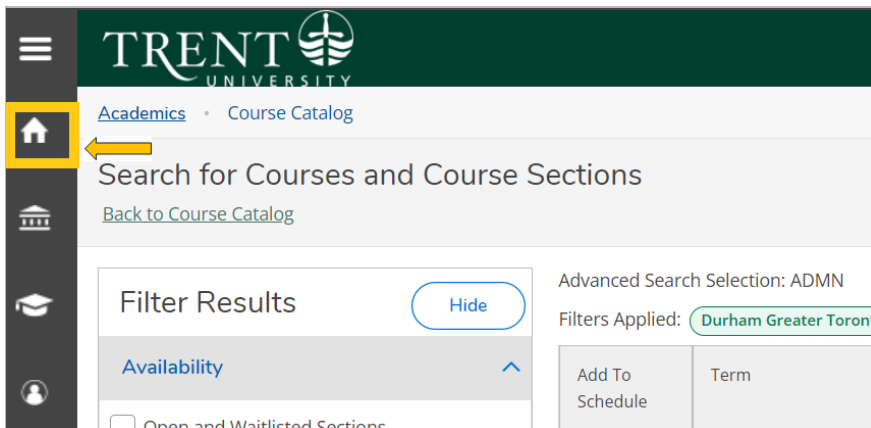
**Business Administration and Financial Analytics Dual PGC  
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77. The course will then show as 'Planned', registration is not complete

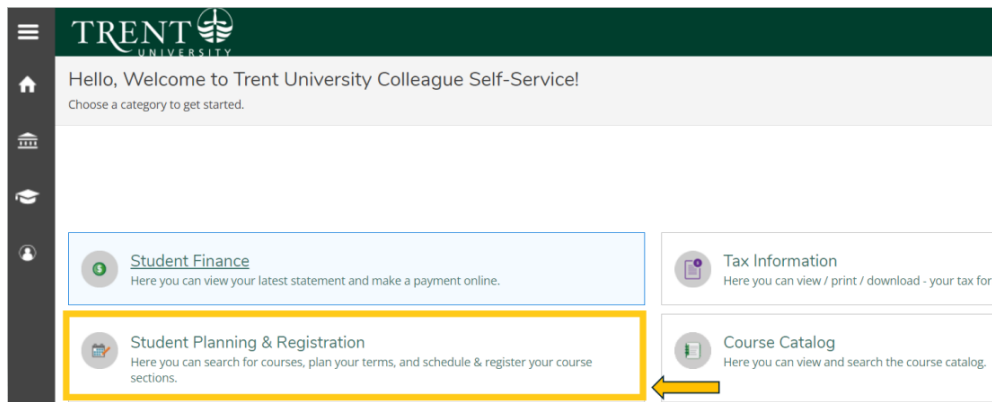
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3230H-B-W01	Training and Development		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3250H-A-W01	Legal Environ. of Business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

78. 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.

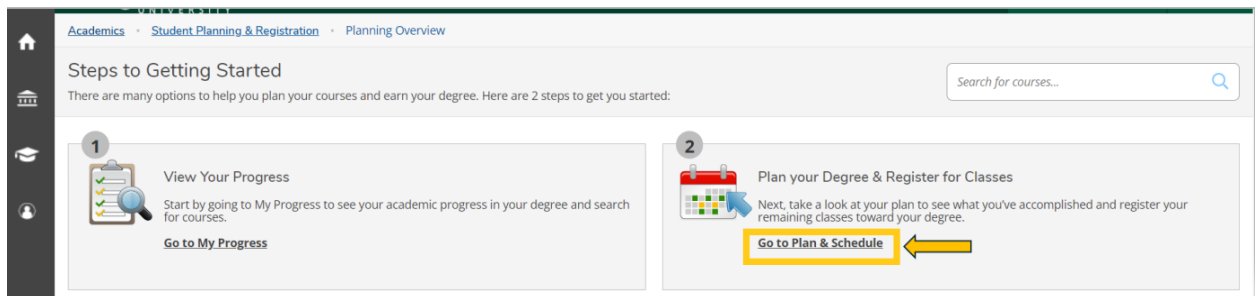


79. Click on '**Student Planning & Registration**'. This is where you will register for your courses.

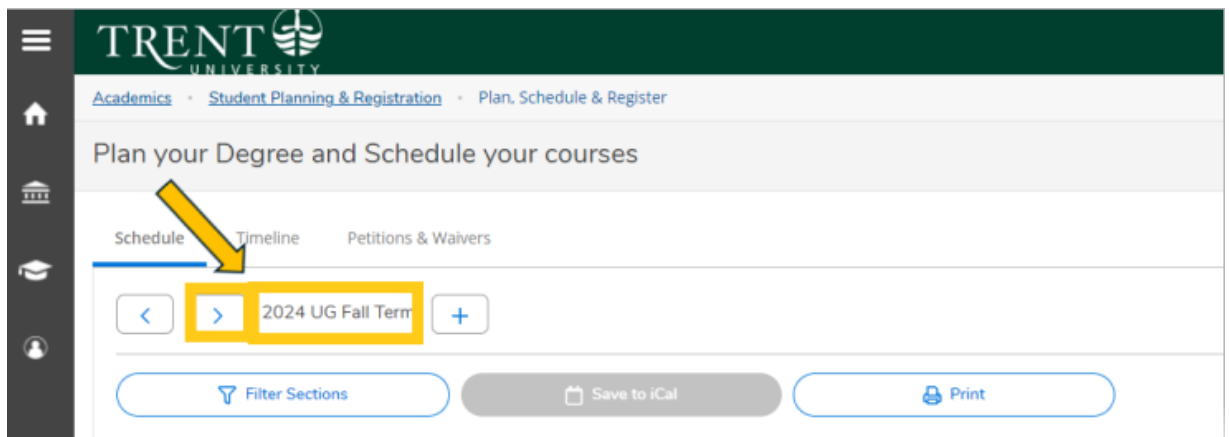
**Business Administration and Financial Analytics Dual PGC  
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80. Click on 'Go to Plan & Schedule'



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



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

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The screenshot shows a registration interface for the 2024 UG Fall Term. At the top, there are navigation arrows, the term name '2024 UG Fall Term', and a '+' button. On the right, there are buttons for 'Remove Planned Course' and 'Register Now (I accept financial responsibility for registering courses)'. Below this, there are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The status bar shows 'Planned: 2.50 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. The main area is a calendar grid with days of the week (Sun-Sat) and times (8am-5pm). Courses are plotted as colored boxes: 'MATH.1051H.S.F01' on Mon 9am and Wed 9am; 'ADMN.2100H.B.F01' on Mon 12pm; and 'ADMN.2010H.B.F01' on Wed 4pm. On the left, a course detail panel for 'ADMN-2010H-B-F01: Management Skills' is visible, showing it is 'Planned' with 0.50 credits, graded, and a 'Register' button. Below it, another course 'ADMN-2100H-B-F01: Introduction to Marketing' is listed with a note: '1.0 ADMN credit; or 0.5 credits ADMN and MDST - Must be completed prior to taking this'.

83. 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)**.

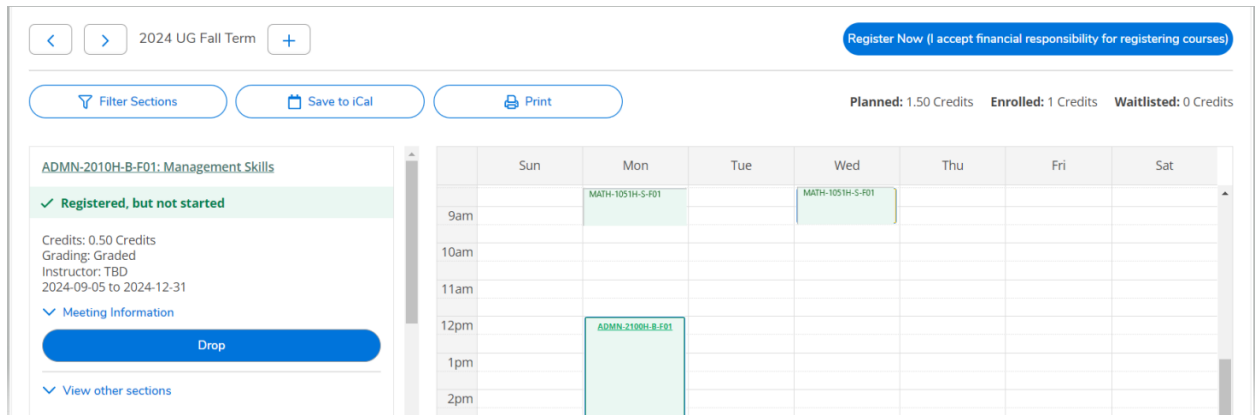
If you receive an error regarding pre-requisites, please email [durcerts@trentu.ca](mailto:durcerts@trentu.ca)

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

This close-up screenshot focuses on the top right of the registration interface. It shows the 'Remove Planned Courses' button and the 'Register Now (I accept financial responsibility for registering courses)' button. A yellow rectangular box highlights the 'Register Now' button. Below these buttons, there is a 'Print' button and the status bar showing 'Planned: 2.50 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'.

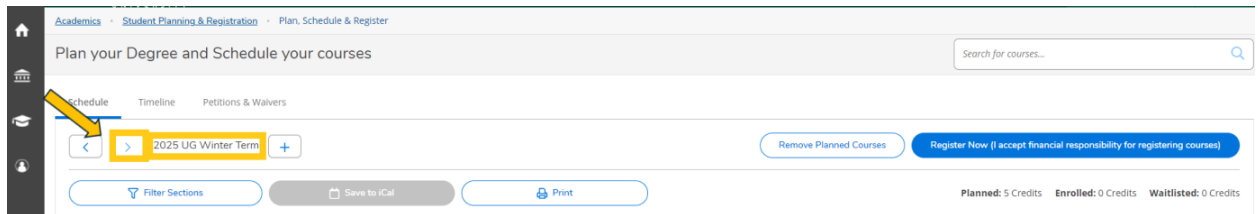
84. Your **courses** will turn **green** once you have **successfully registered** in the **fall courses** (term 1).

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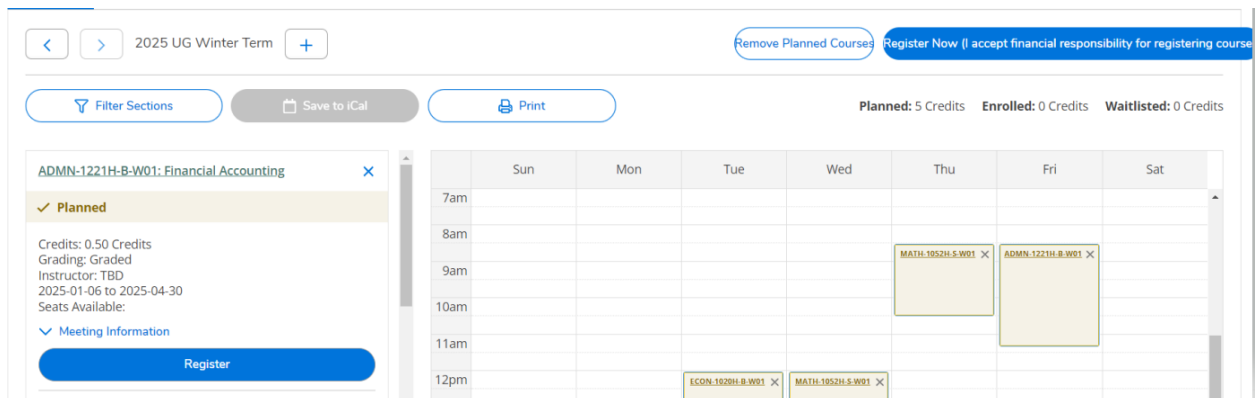


85. Next you will register for your winter courses (term 2).

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



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

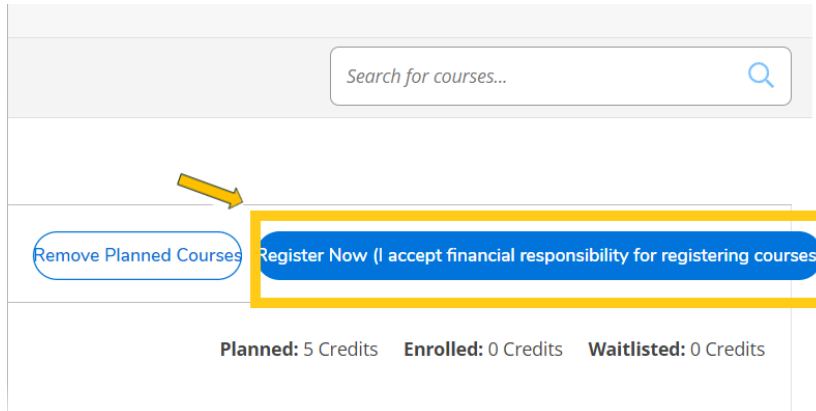


87. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the winter courses (term 2).

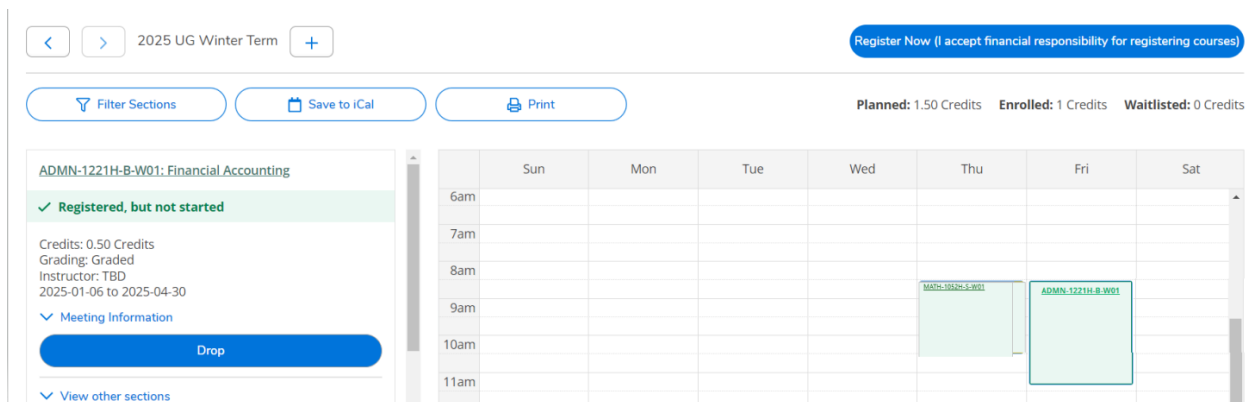
If you receive an error regarding pre-requisites, please email [durcerts@trentu.ca](mailto:durcerts@trentu.ca)

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

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



89. Congratulations, you are now registered for your Term 1 fall & Term 2 winter courses for the **Durham Business Administration and 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.