TRENT UNIVERSITY DURHAM GREATER TORONTO AREA

Durham Campus

Business Communication

Post-Graduate Certificate

Registration Guide

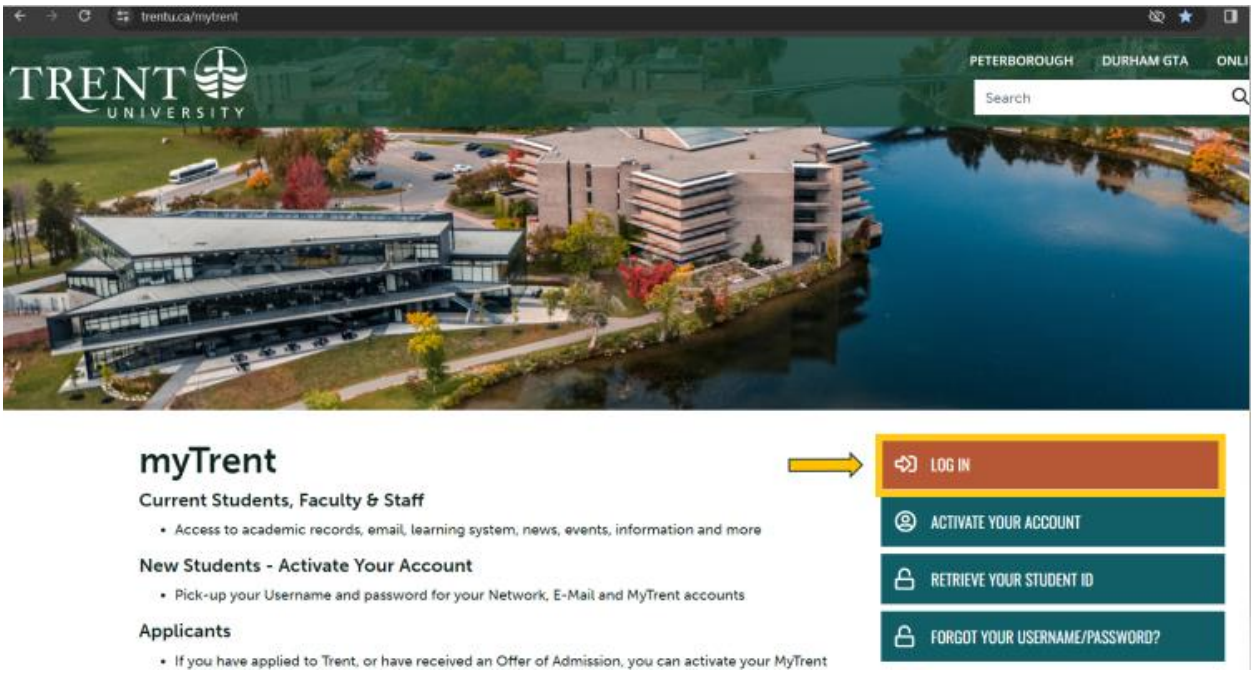
Fall Term 1 & Winter Term 2

September 2024 Entry

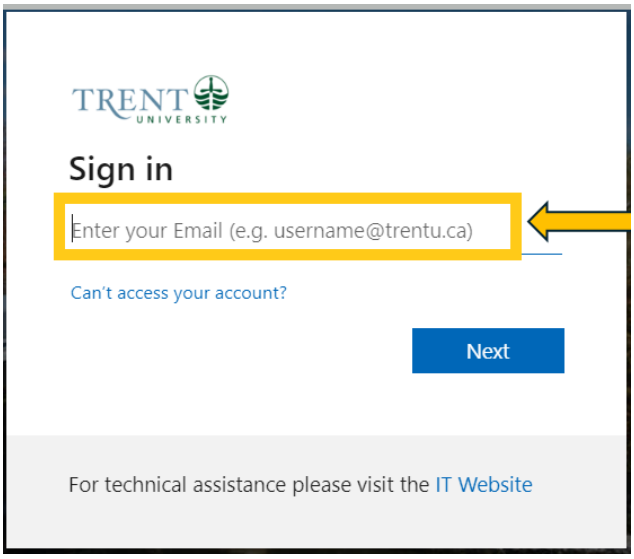
Registration Steps

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

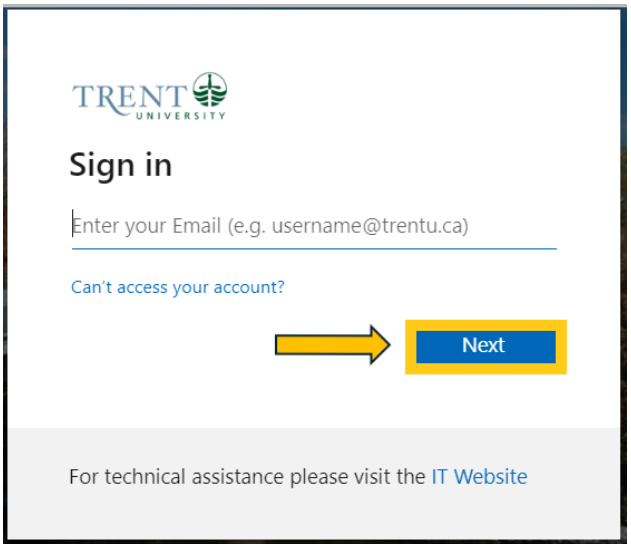
2. To the right of the screen > click **Log In**



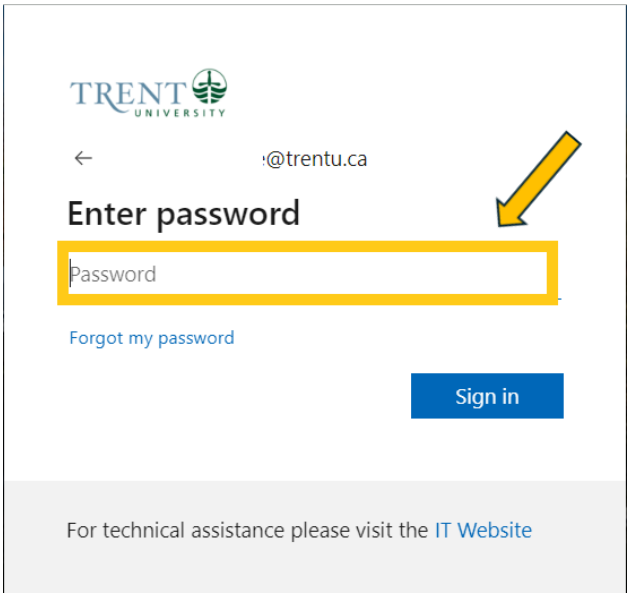
3. Enter your **Trent email address** (<username>@trentu.ca)



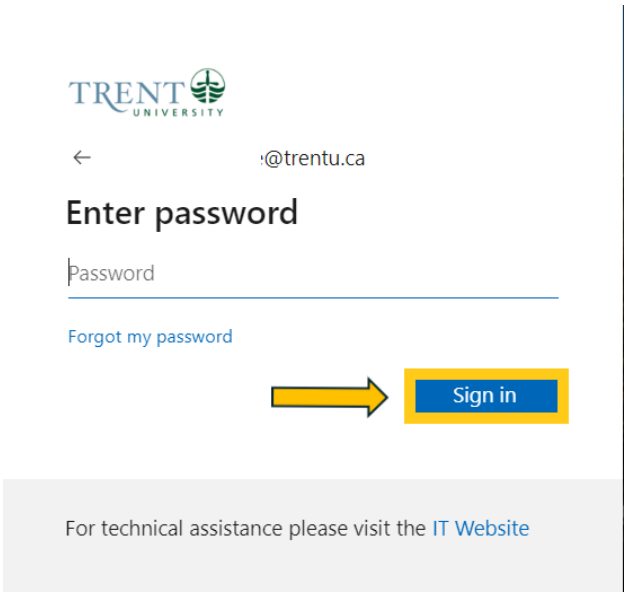
4. Click **Next**



5. Enter your **password**

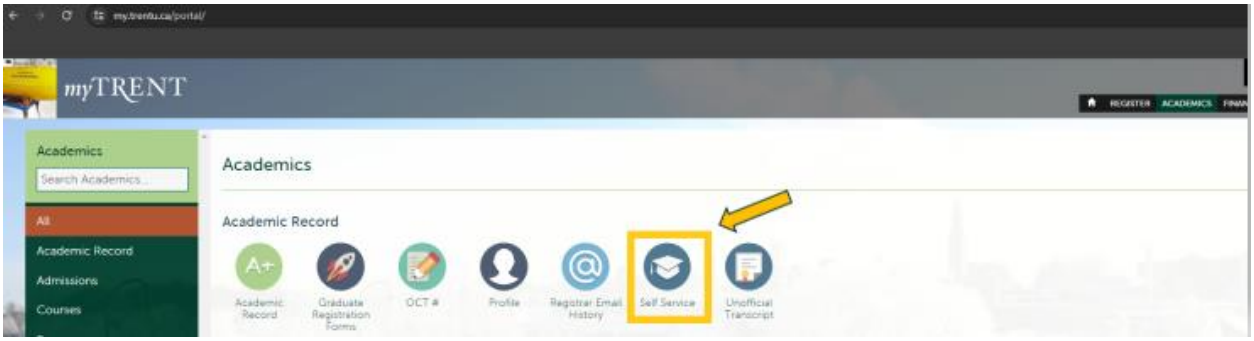


6. Click **Sign in**

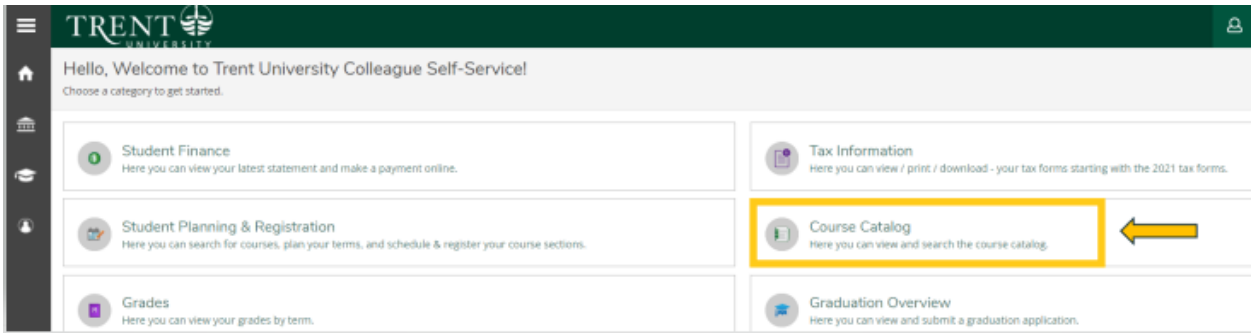


7. At the top right corner of myTrent portal, click **Academics** tabs

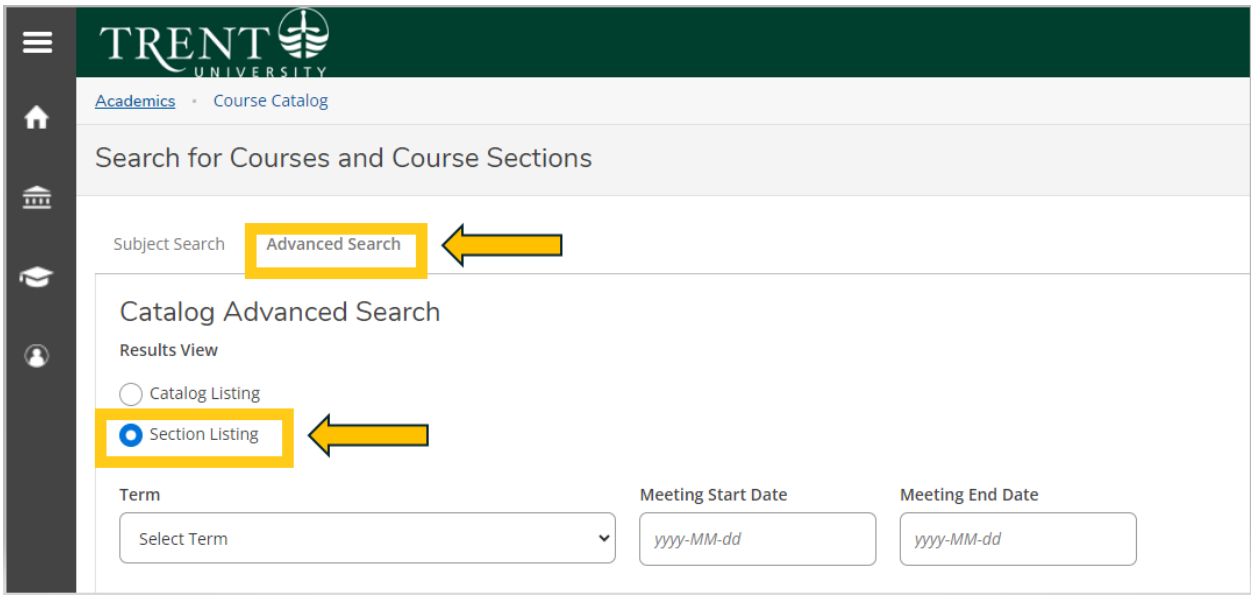
8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of **graduation cap**)



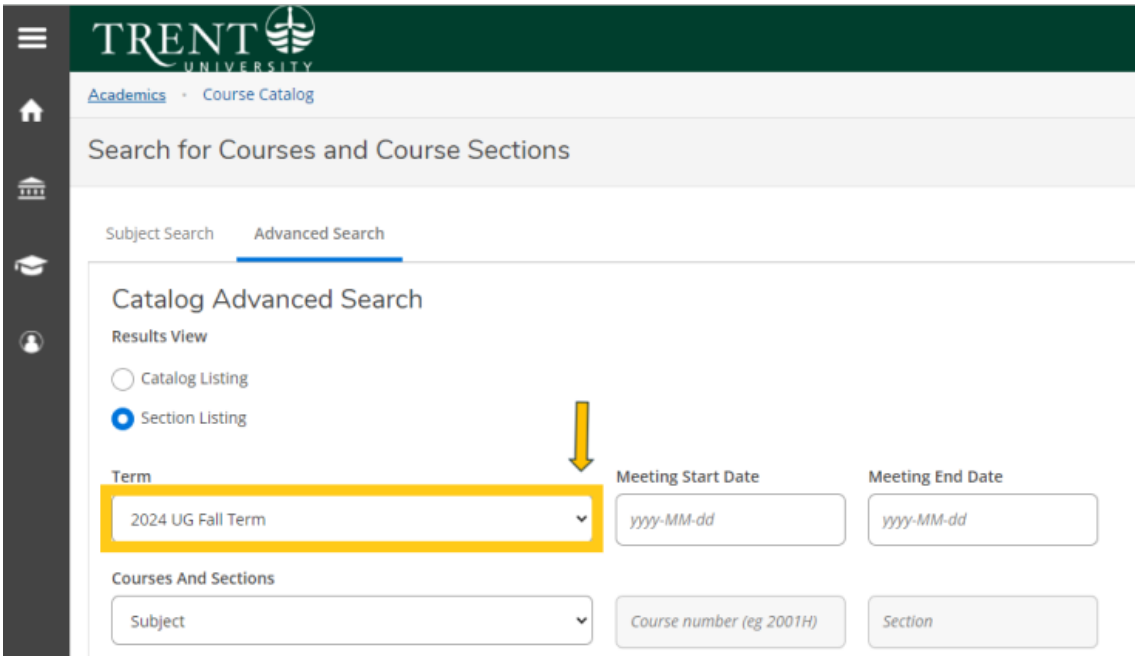
9. Once redirected to Self Service, click on **Course Catalog**



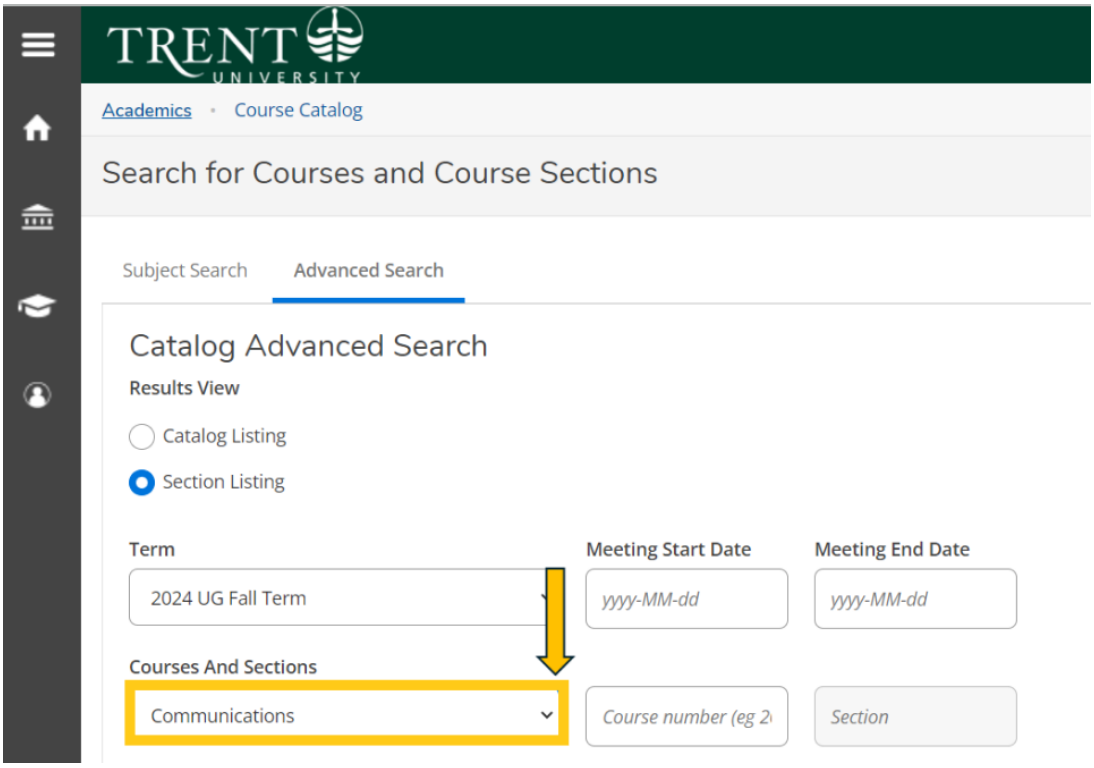
10. Using the Advanced Search Tab, under Results View, select **Section Listing**



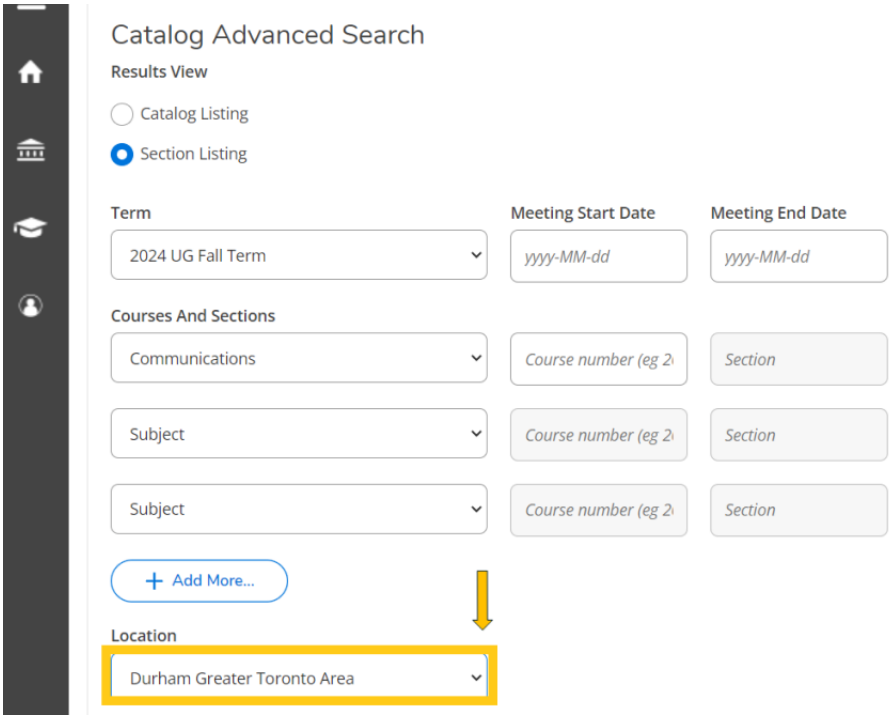
11. Under Term, select **2024 UG Fall Term** from the drop-down menu



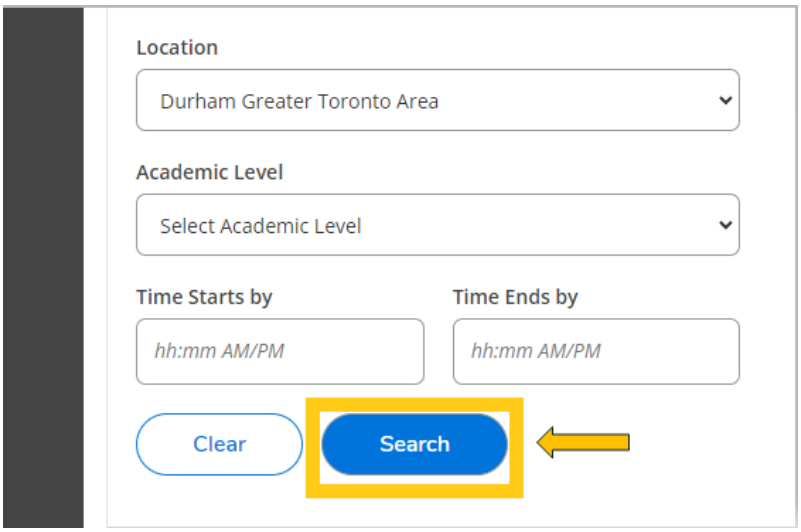
12. Under Courses And Sections, select **Communications** from the drop-down menu



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



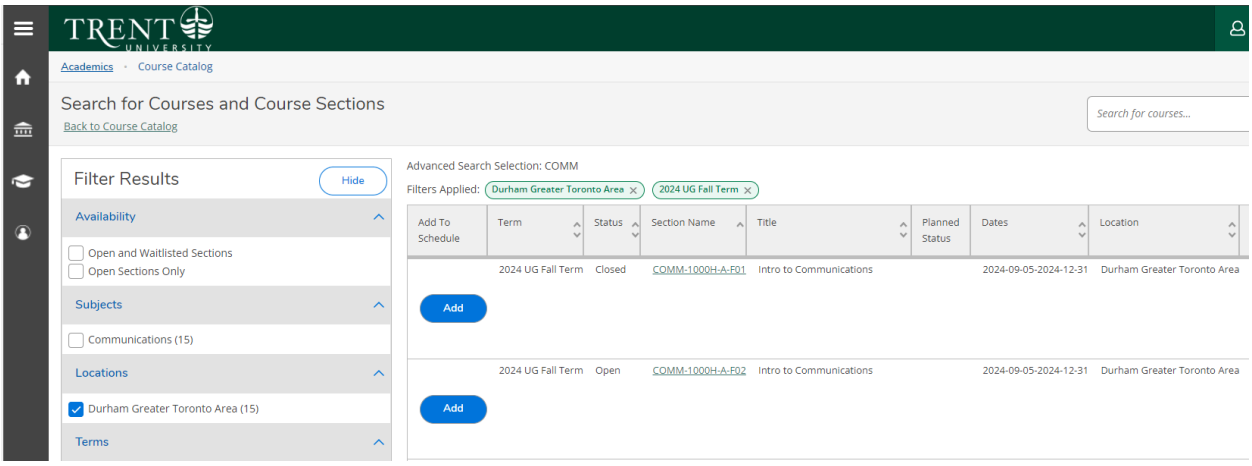
14. Click **Search**



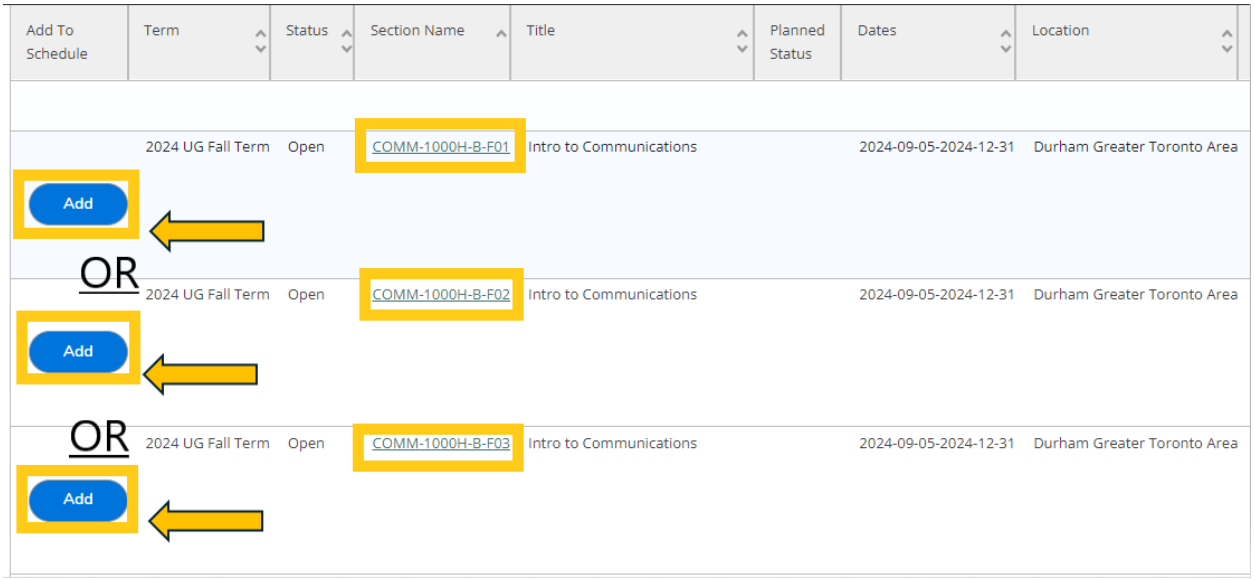
15. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall term in-person Communication** course. The courses will appear in numerical order. On this step you are planning your courses.

    Required **Term 1 fall COMM course**:

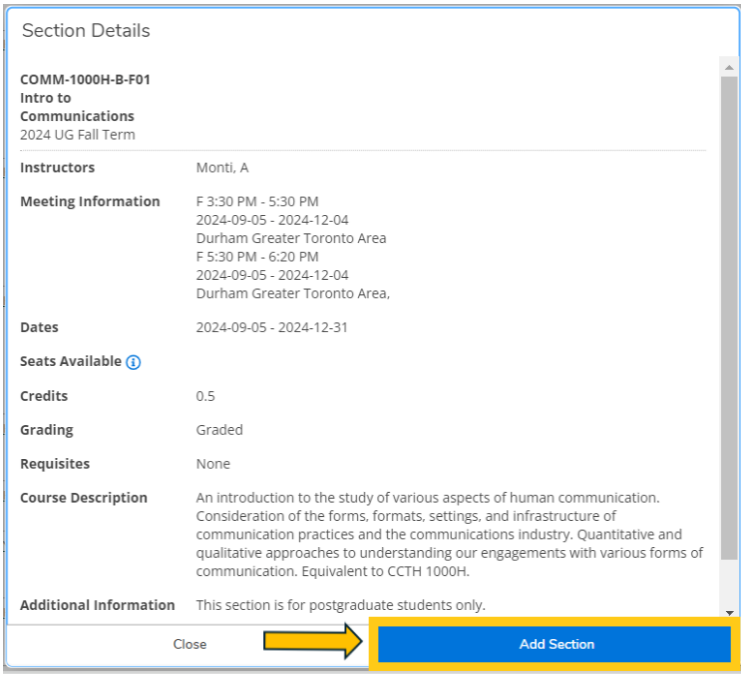
- **COMM 1000H: Introduction to Communication**
    - **COMM-1000H-B-F01 or COMM-1000H-B-F02 or COMM-1000H-B-F03**



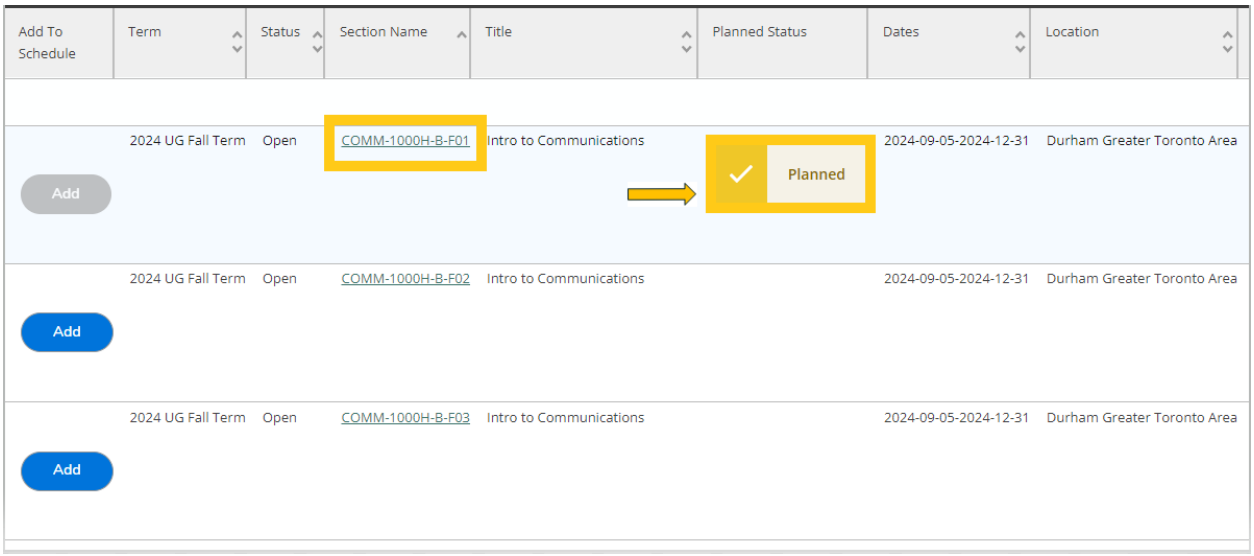
16. Locate **COMM-1000H-B-F01 or COMM-1000H-B-F02 or COMM-1000H-B-F03** > click **Add**



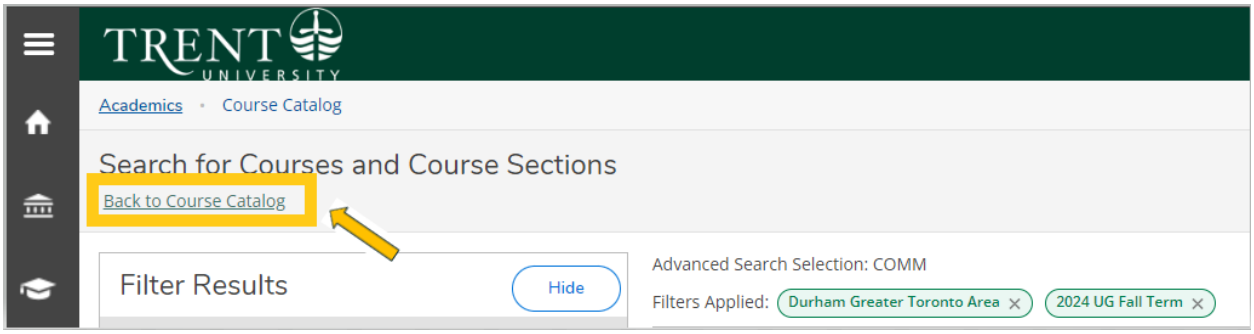
17. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



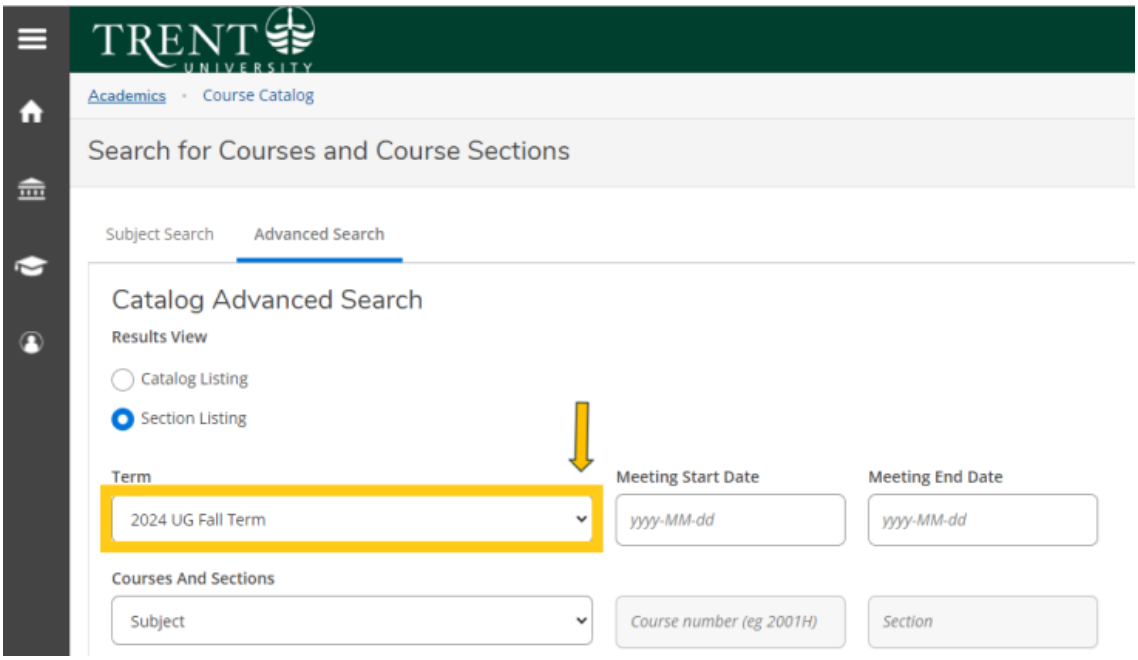
18. The course will then show as 'Planned', registration is not complete



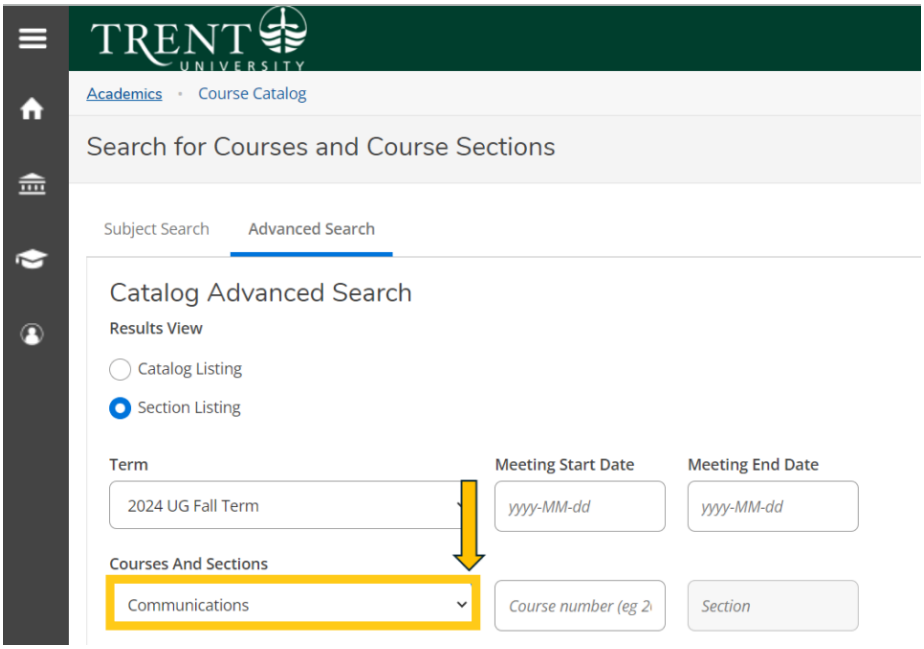
19. Once you have added the required in-person COMM course > Click **Back to Course Catalog** in the top left-hand corner of the page



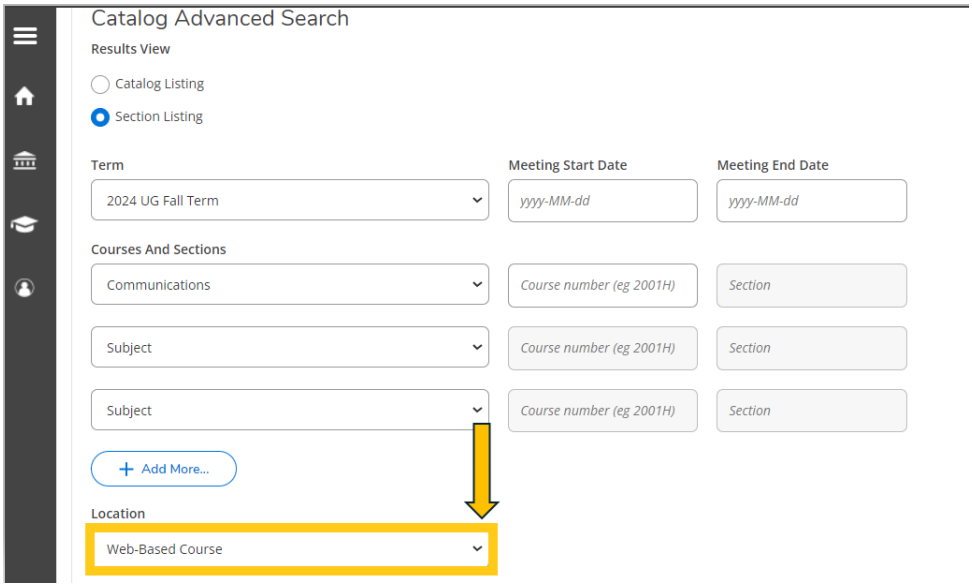
20. Using the Advanced Search Tab, under Results View, select **Section Listing**
    Under Term, select **2024 UG Fall Term** from the drop-down menu



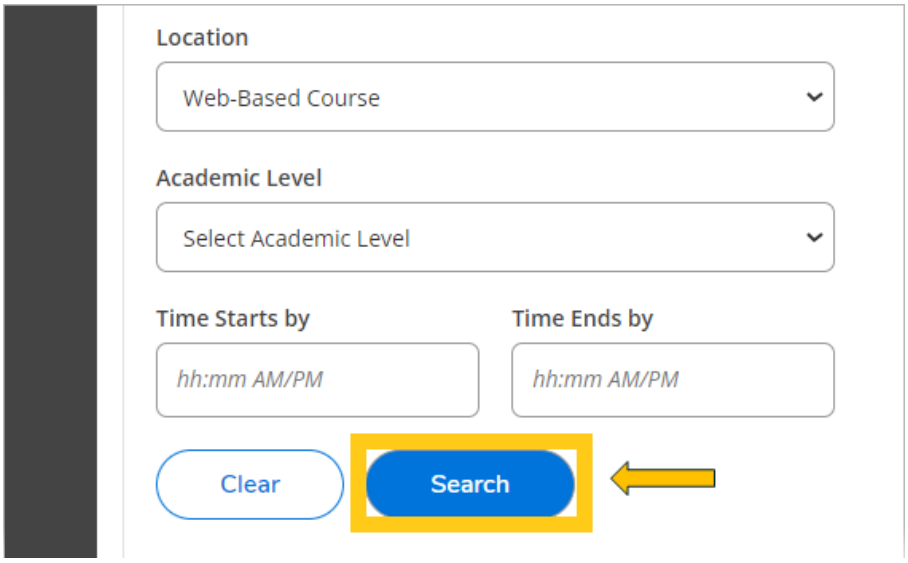
21. Under Courses And Sections, select **Communications** from the drop-down menu



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



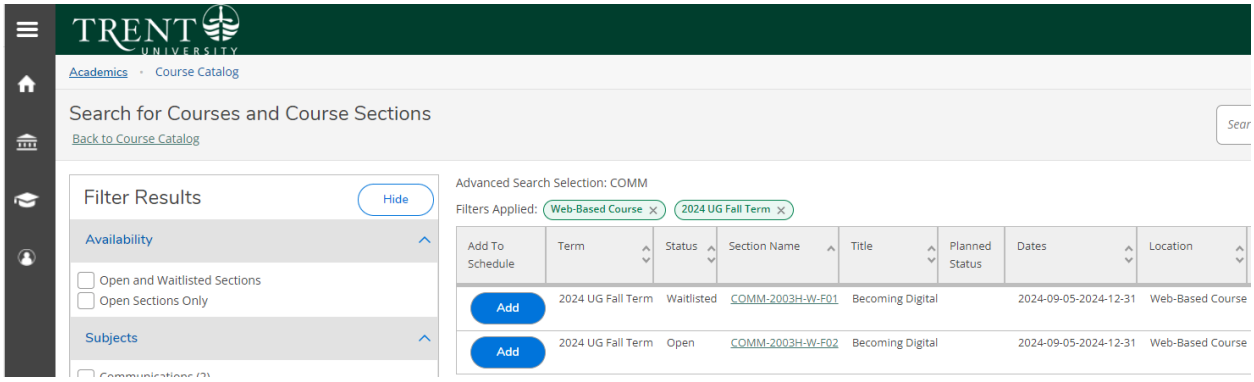
23. Click **Search**



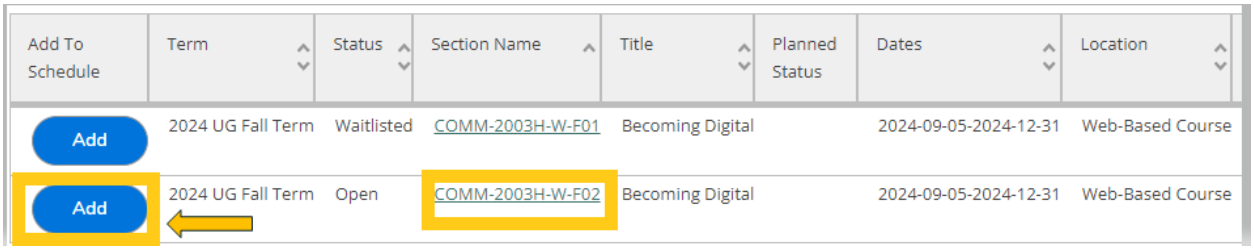
24. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall web-based Communications** course. The courses will appear in numerical order. On this step you are planning your courses.

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

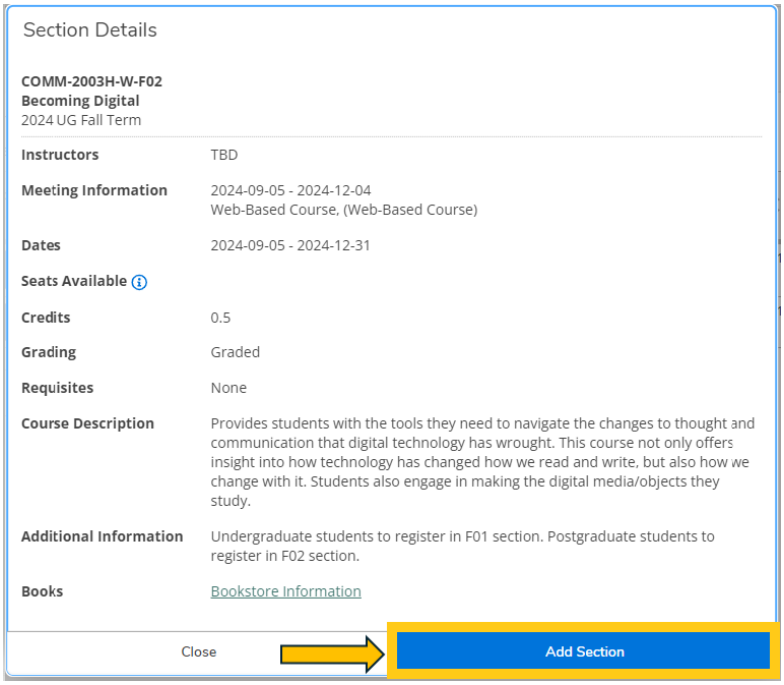
    - **COMM 2003H: Becoming Digital**
        - **COMM-2003H-W-F02**



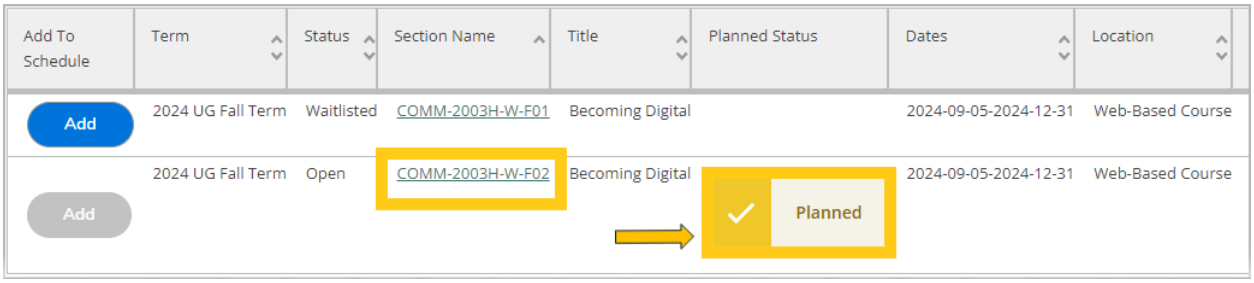
25. Locate web-based COMM course, **COMM-2003H-W-F02** > click **Add**



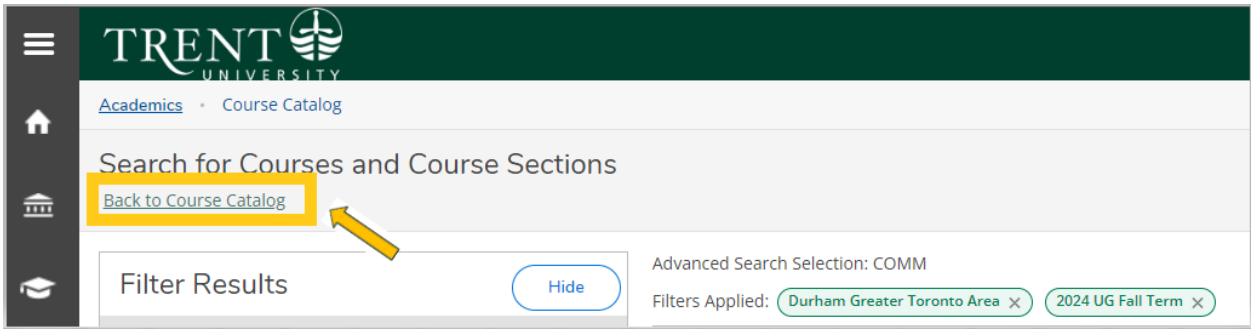
26. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



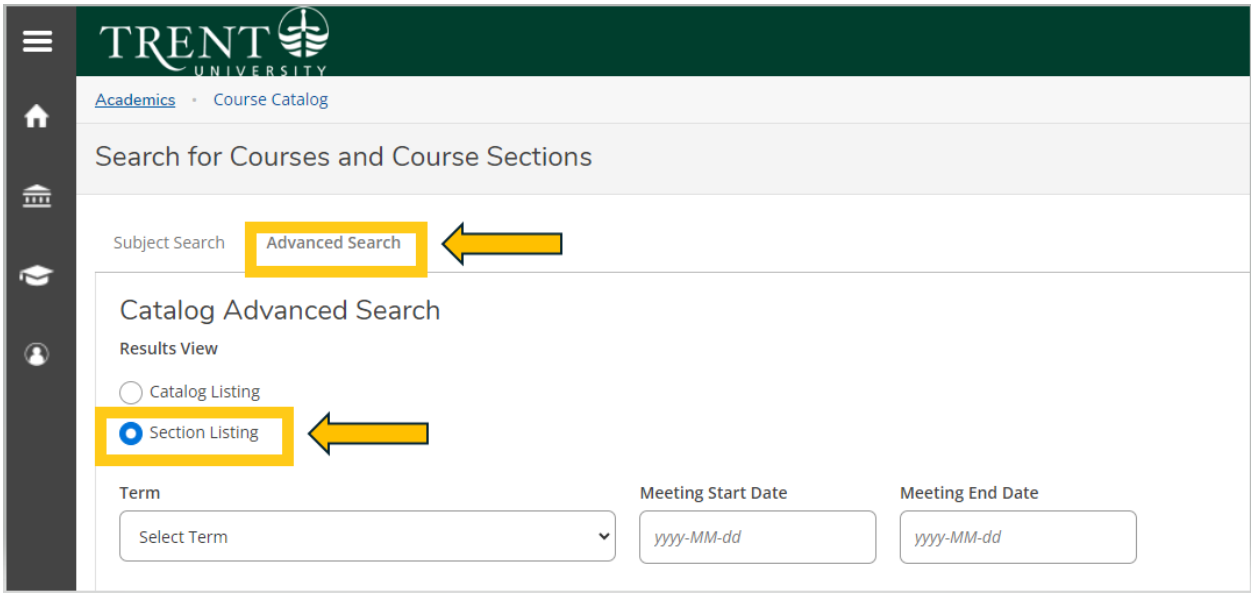
27. The course will then show as 'Planned', registration is not complete



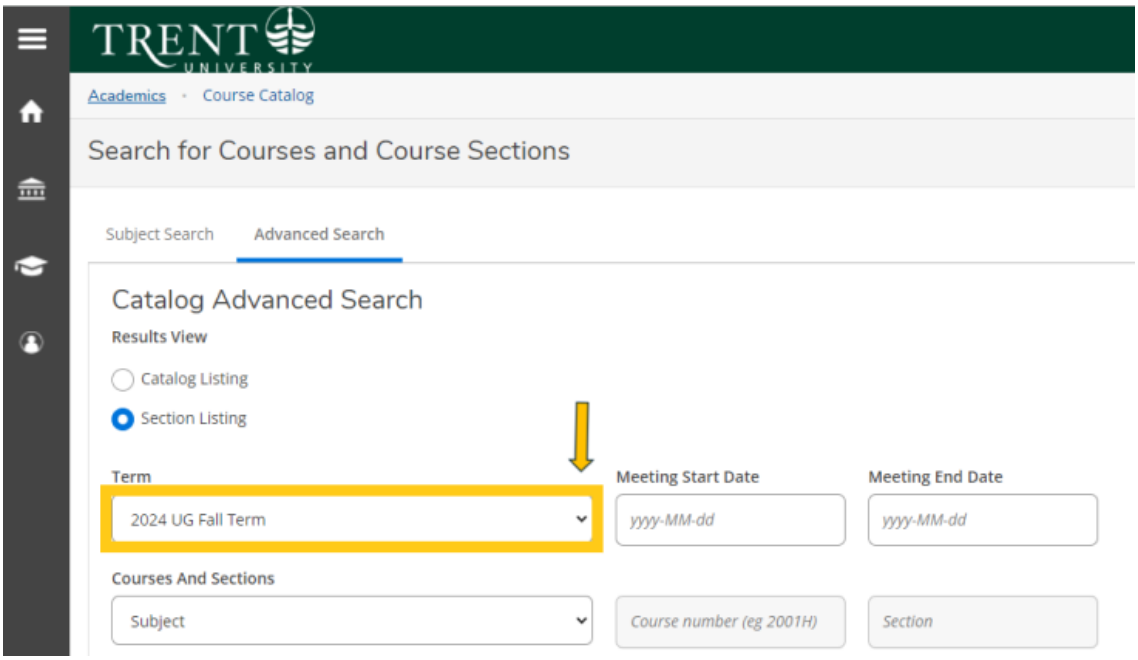
28. Once you have added the required web-based COMM course > Click **Back to Course Catalog** in the top left-hand corner of the page



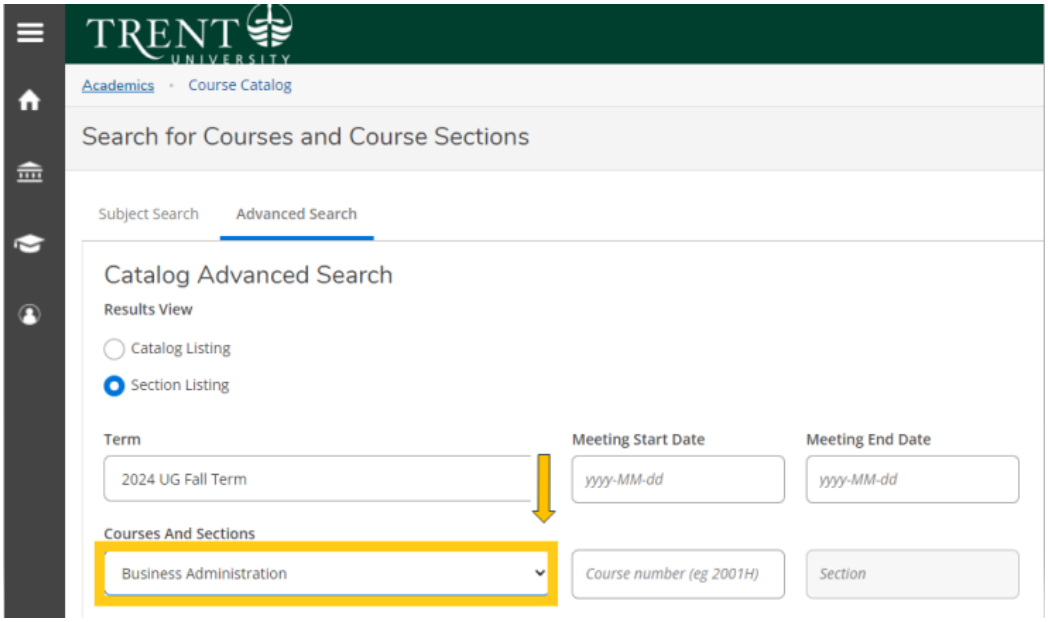
29. Using the Advanced Search Tab, under Results View, select **Section Listing**



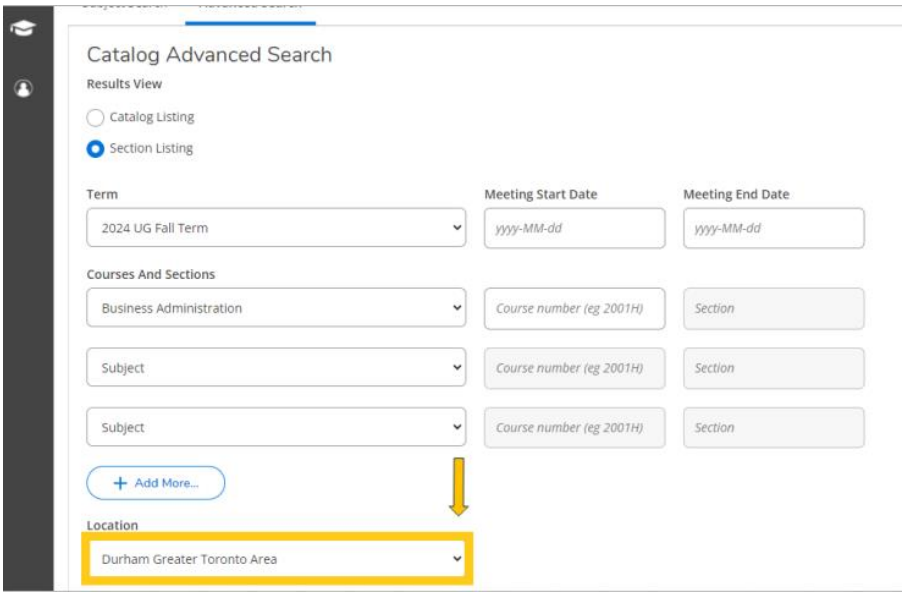
30. Under Term, select **2024 UG Fall Term** from the drop-down menu



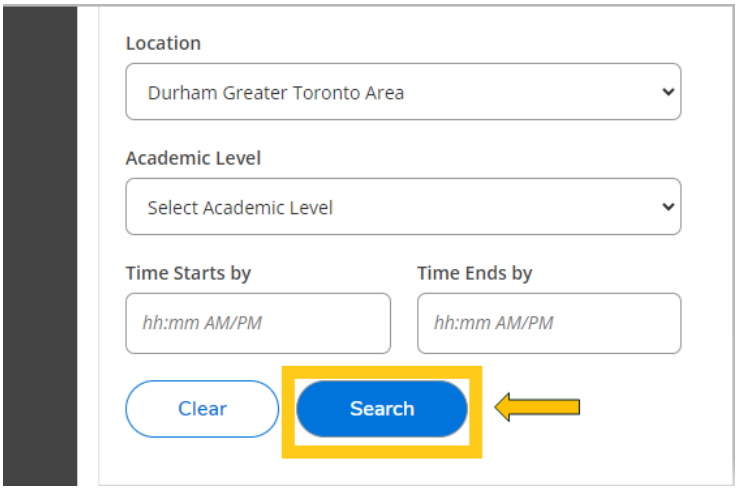
31. Under Courses And Sections, select **Business Administration** from the drop-down menu



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



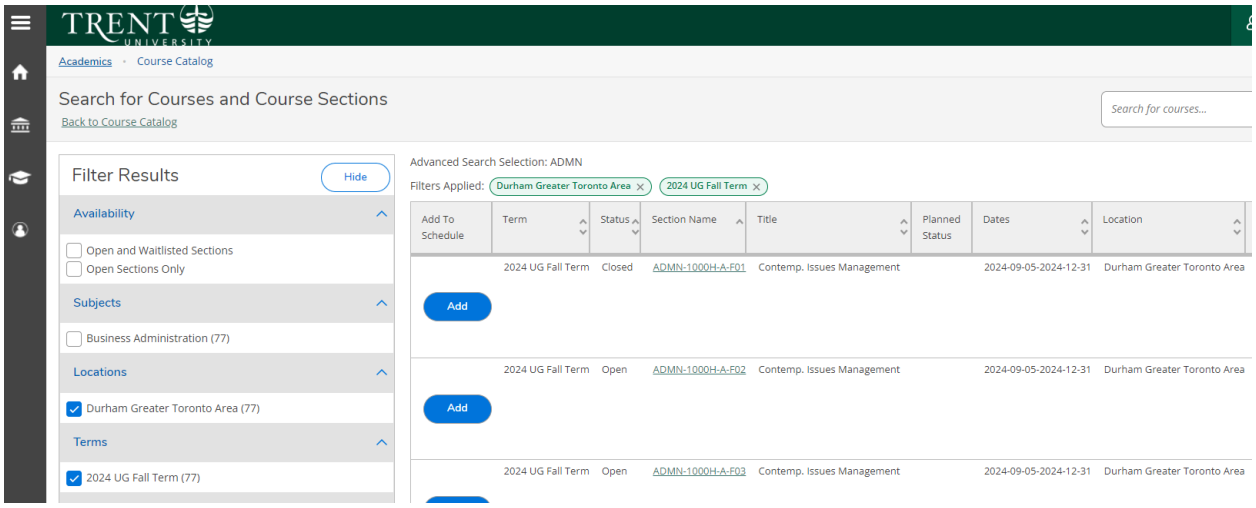
33. Click **Search**



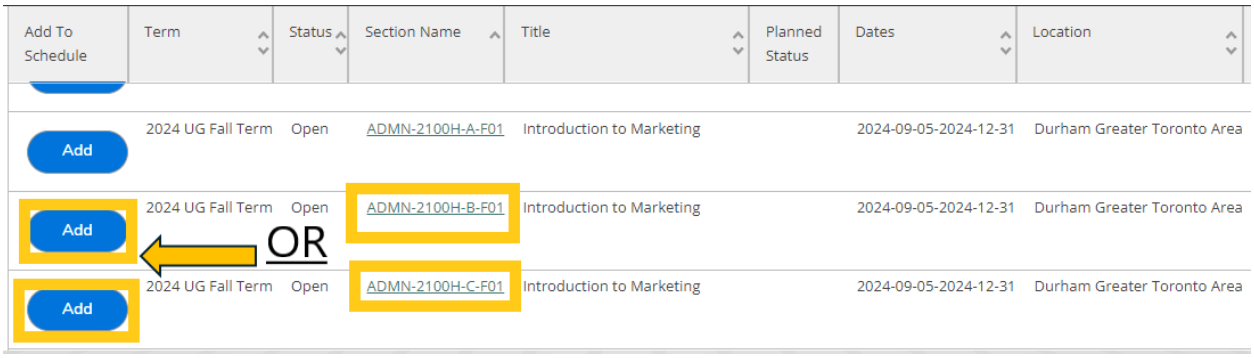
34. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG fall Term 1 Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

    Required **Term 1 fall ADMN courses**:

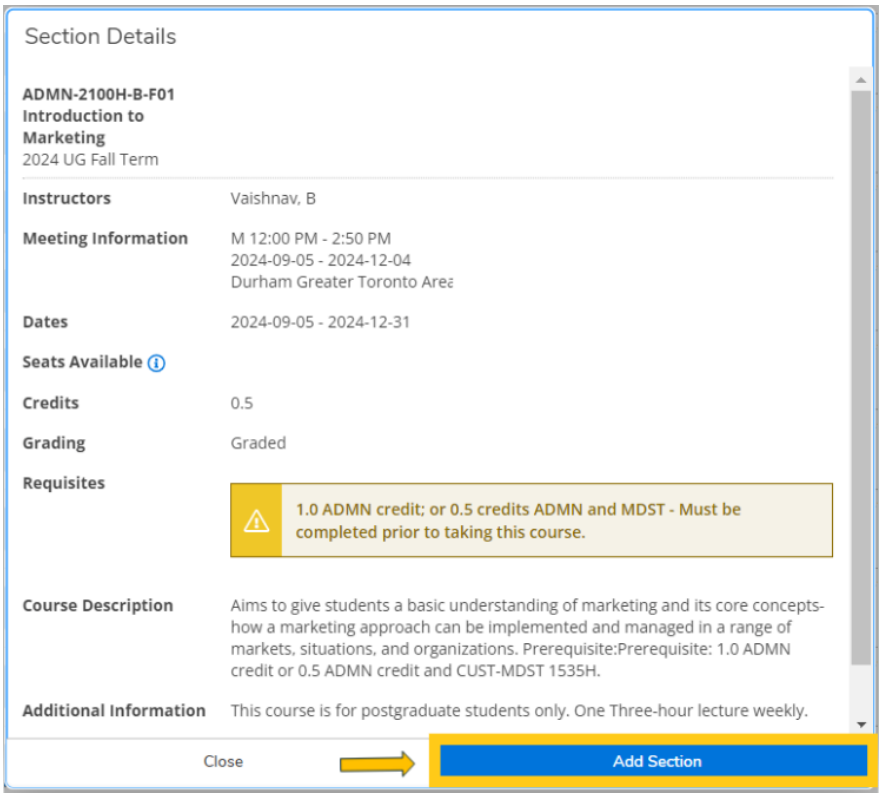
- **ADMN 2100H: Introduction to Marketing**
  - **ADMN-2100H-B-F01 or ADMN-2100H-C-F01**
- **ADMN 2080H: Managerial and Market Research**
  - **ADMN-2080H-A-F01 or ADMN-2080H-B-F01**
- **ADMN 2410H: Communications in Organizations**
  - **ADMN-2410H-B-F01or ADMN-2410H-C-F01**



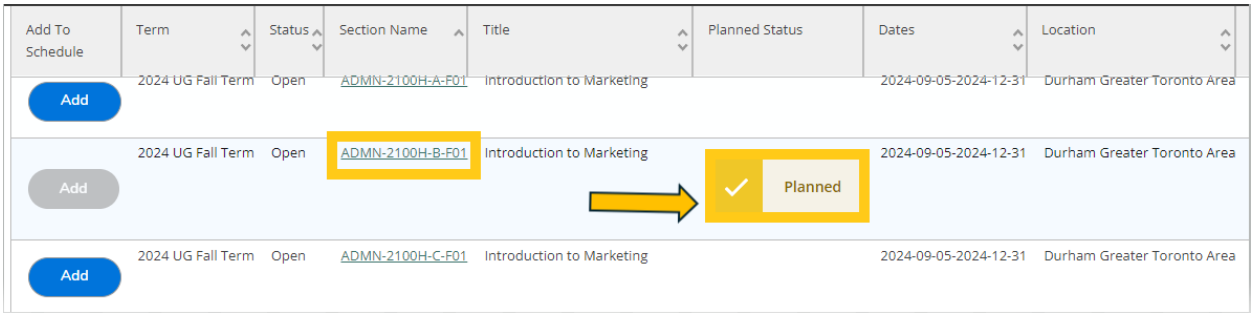
35. Locate **ADMN-2100H-B-F01 or ADMN-2100H-C-F01** > click **Add**



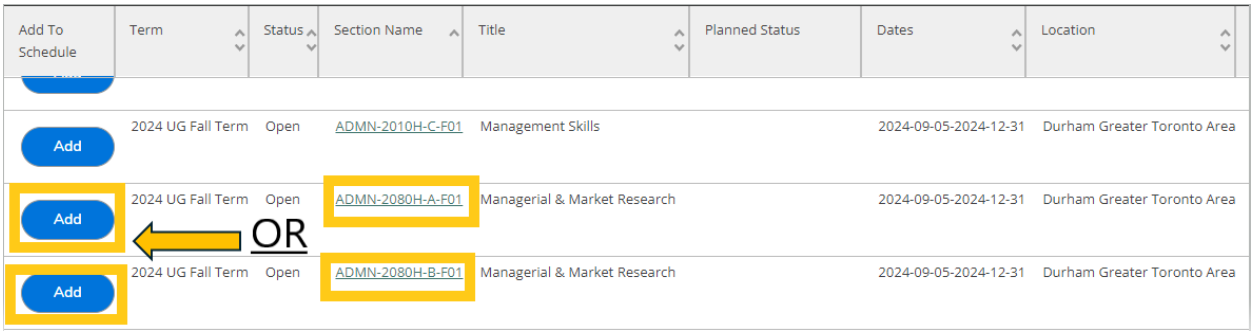
36. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



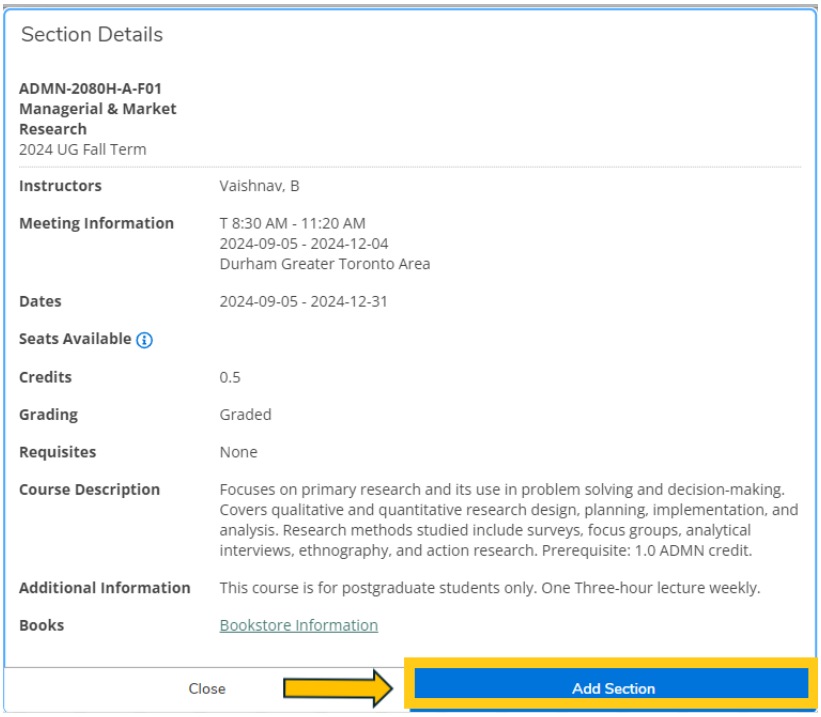
37. The course will then show as 'Planned', registration is not complete



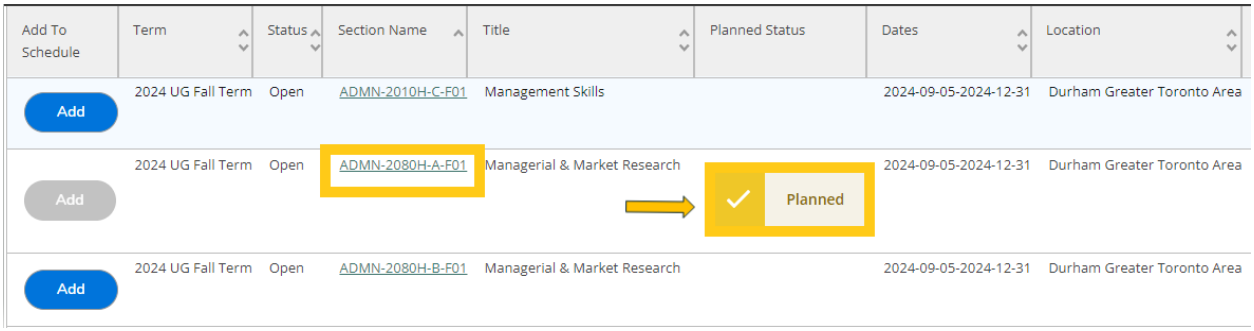
38. Locate next ADMN course, **ADMN-2080H-A-F01 or ADMN-2080H-B-F01**> click **Add**



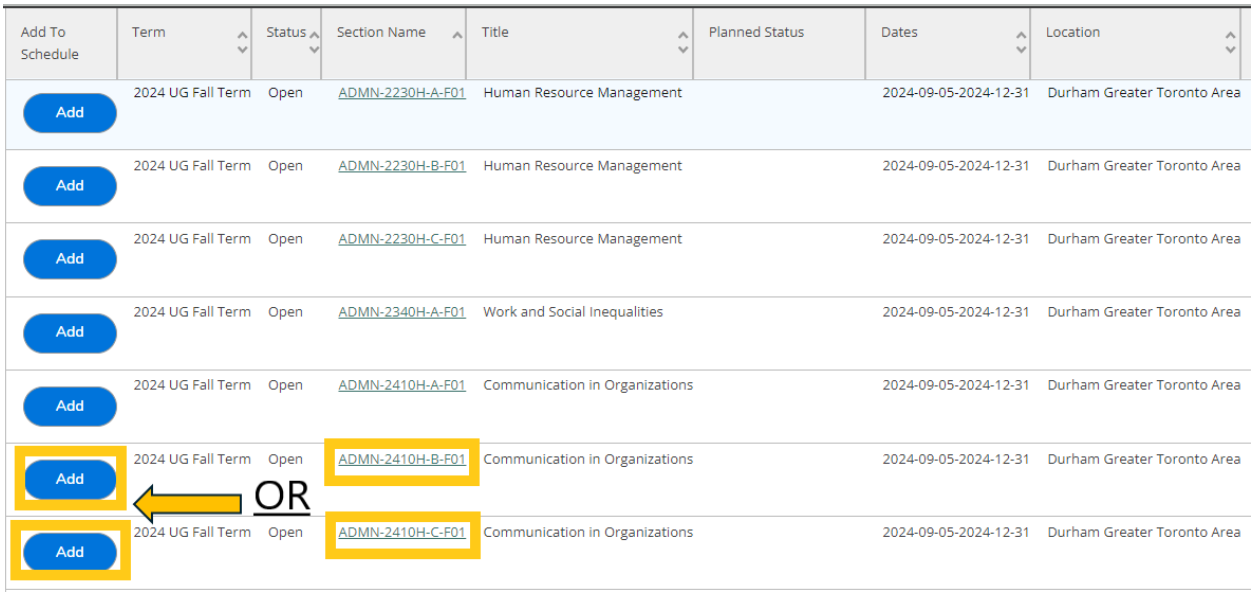
39. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



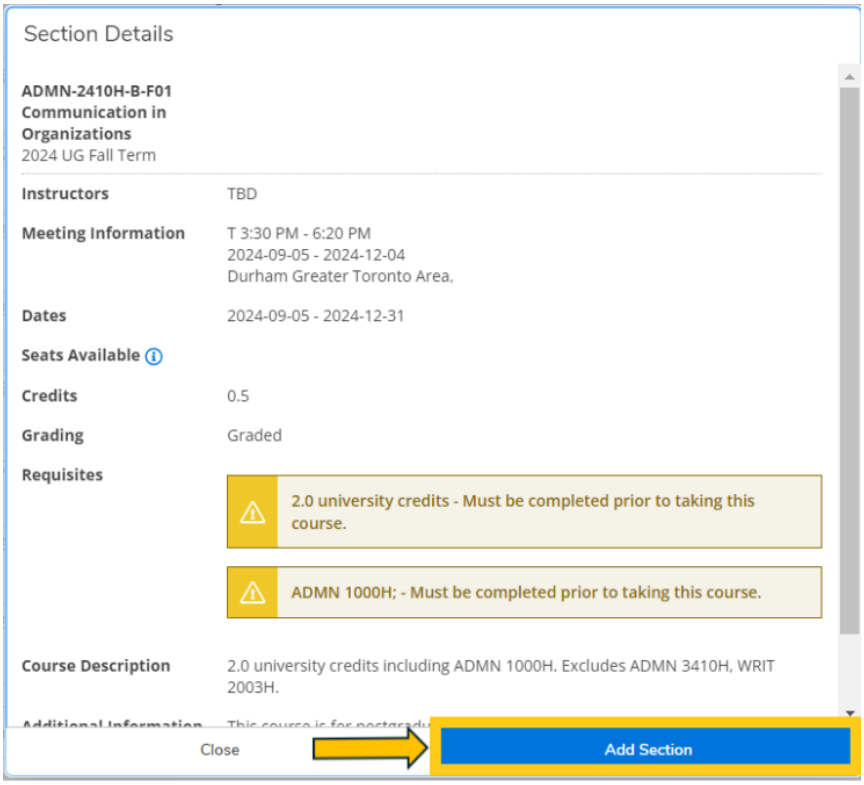
40. The course will then show as 'Planned', registration is not complete



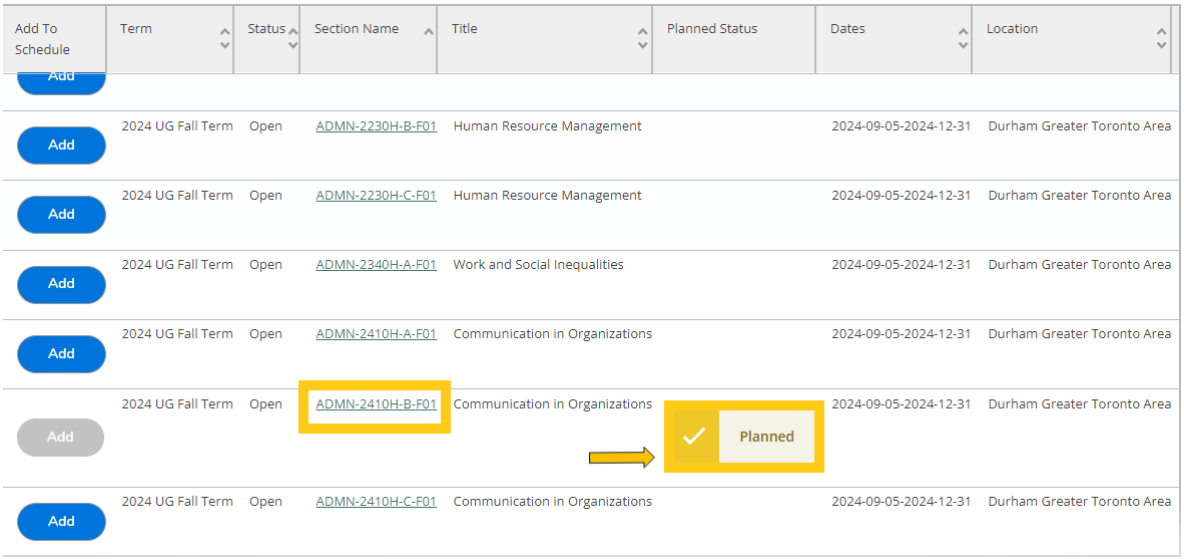
41. Locate next ADMN course, **ADMN-2410H-B-F01 <u>or</u> ADMN-2410H-C-F01** > click **Add**



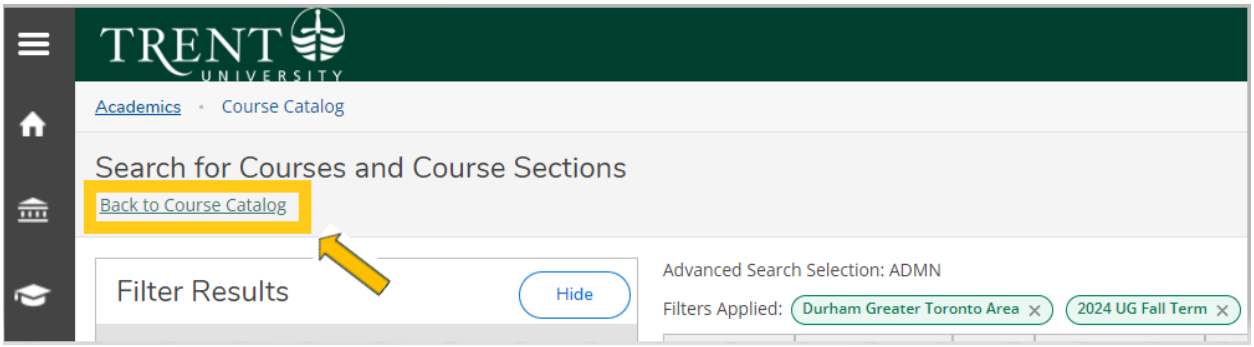
42. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



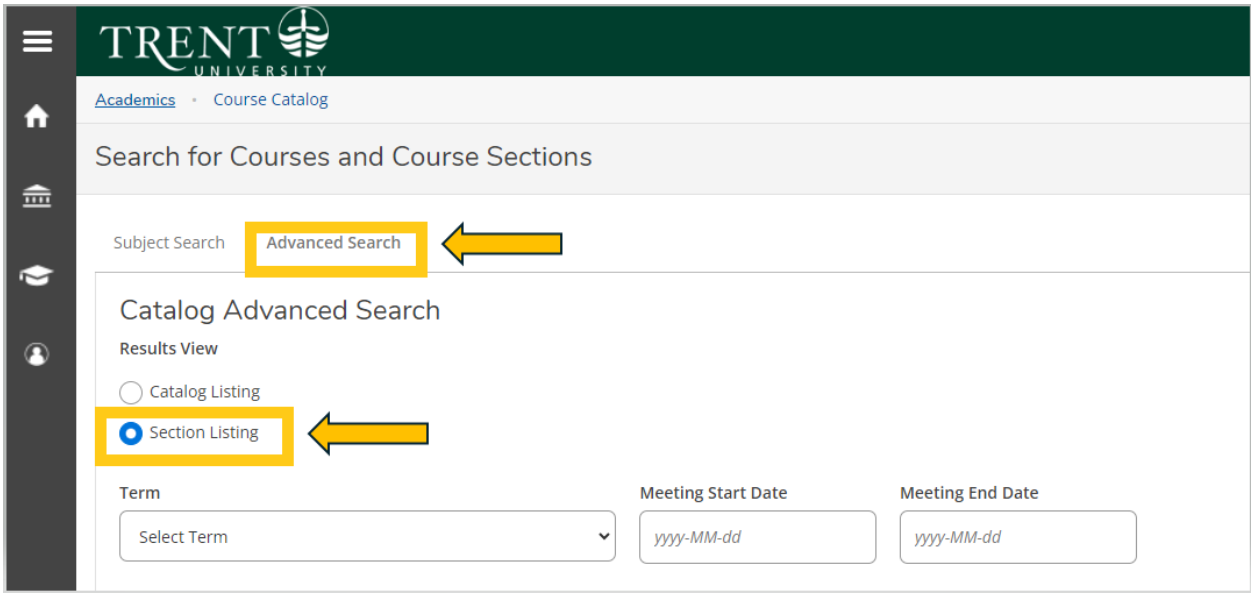
43. The course will then show as 'Planned', registration is not complete



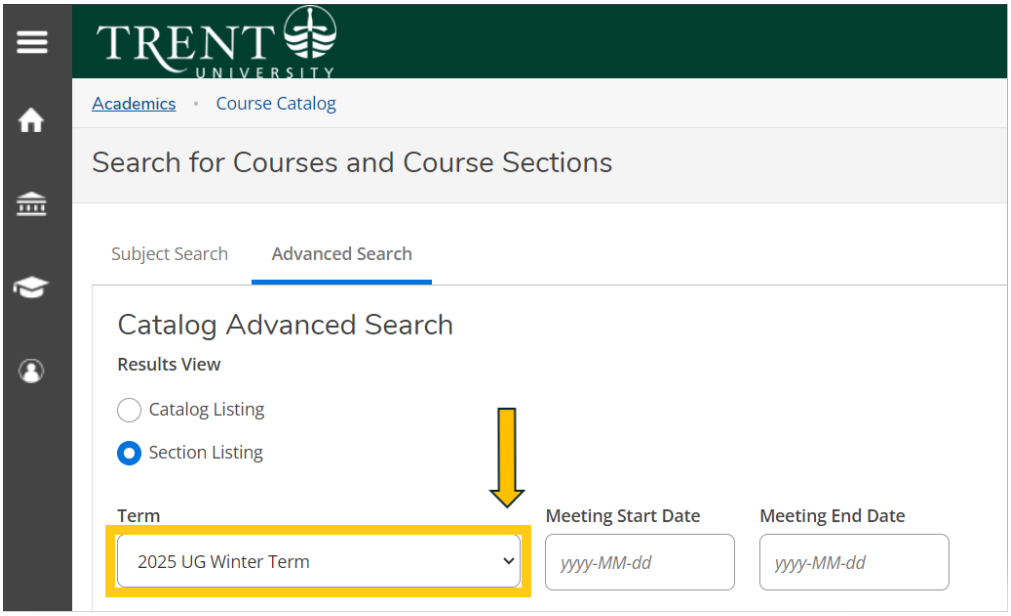
44. Once you have added the required ADMN fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page



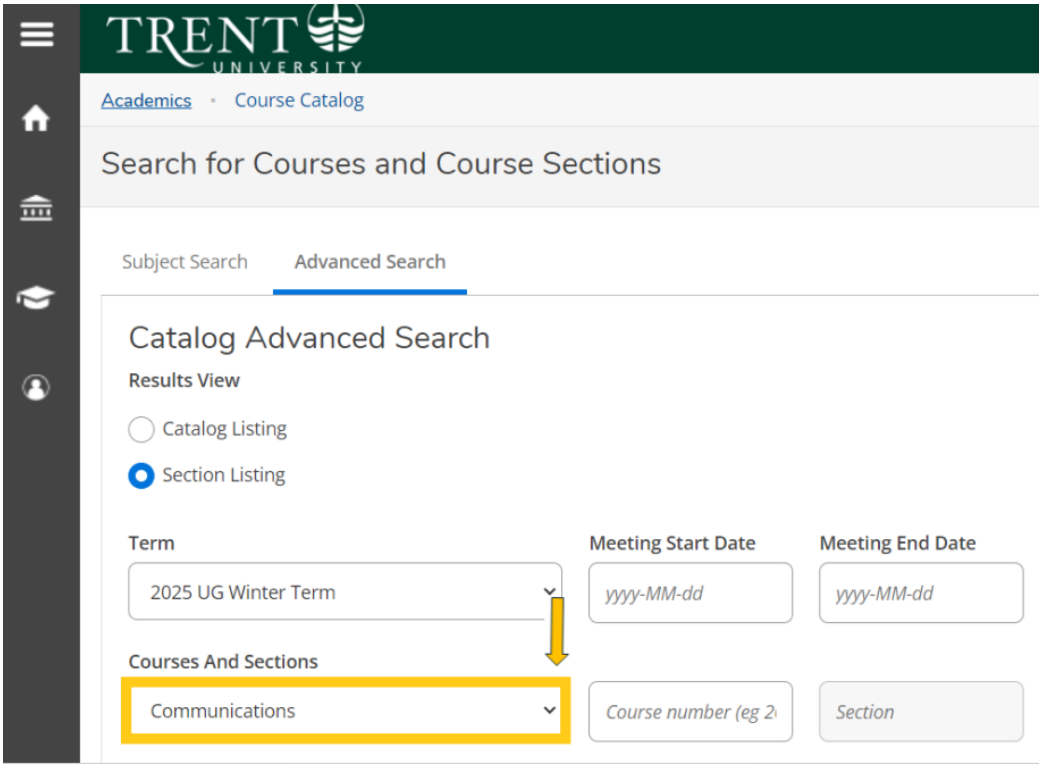
45. Next, you will need to **add** your **Term 2 winter courses**.
    You will now need to locate the required COMM winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**



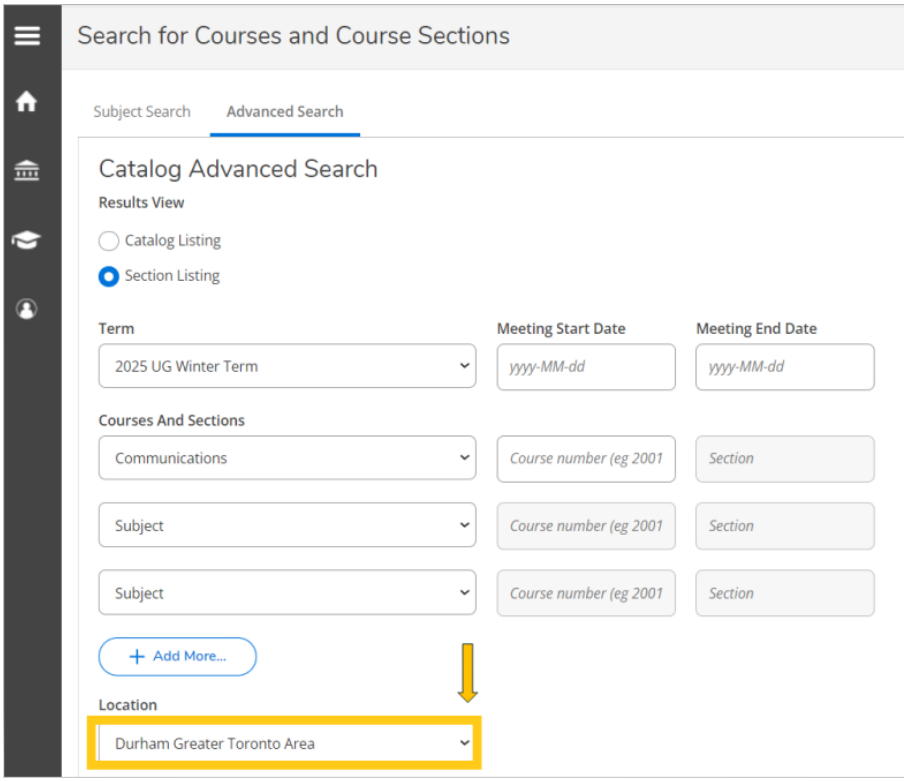
46. Under Term, select **2025 UG Winter Term** from the drop-down menu



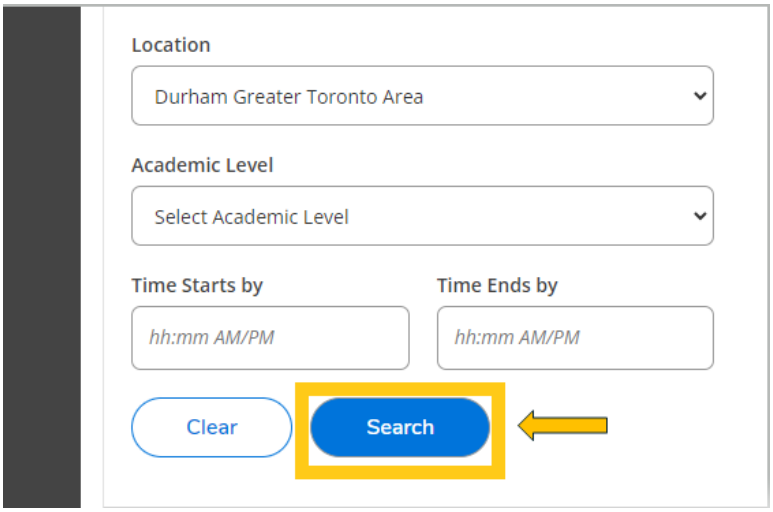
47. Under Courses And Sections, select **Communications** from the drop-down menu



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



49. Click **Search**



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

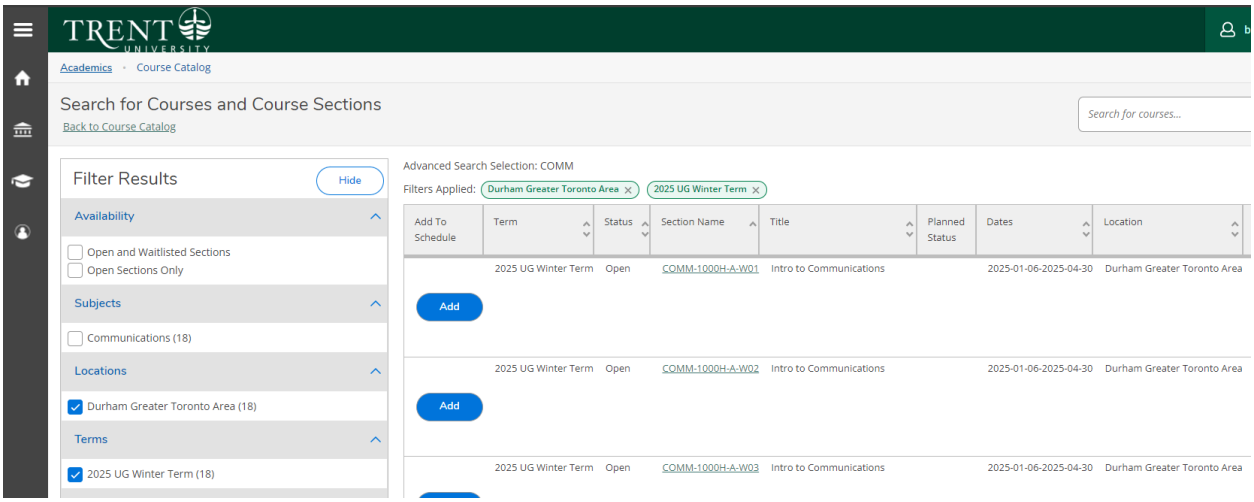
    Required **Term 2 winter COMM courses:**

    - **COMM 3001H: Events Management**

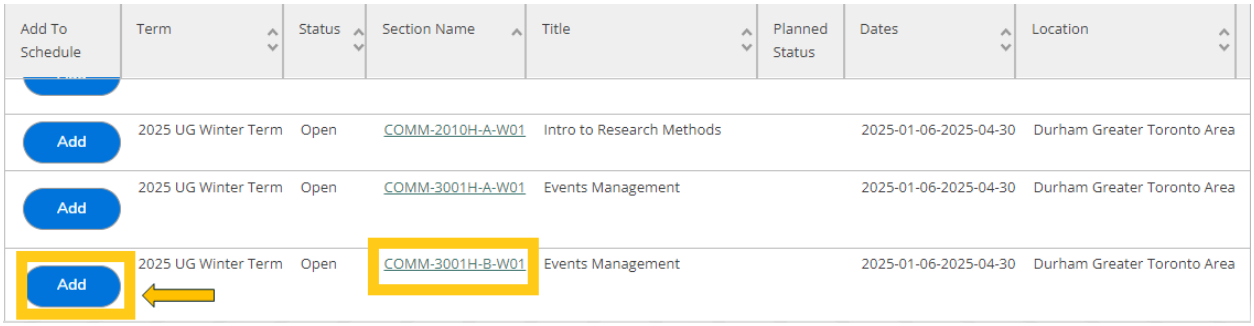
- **COMM-3001H-B-W01**

- **COMM 3094H: Public Leadership in Action**
  - **COMM-3094H-A-W01**

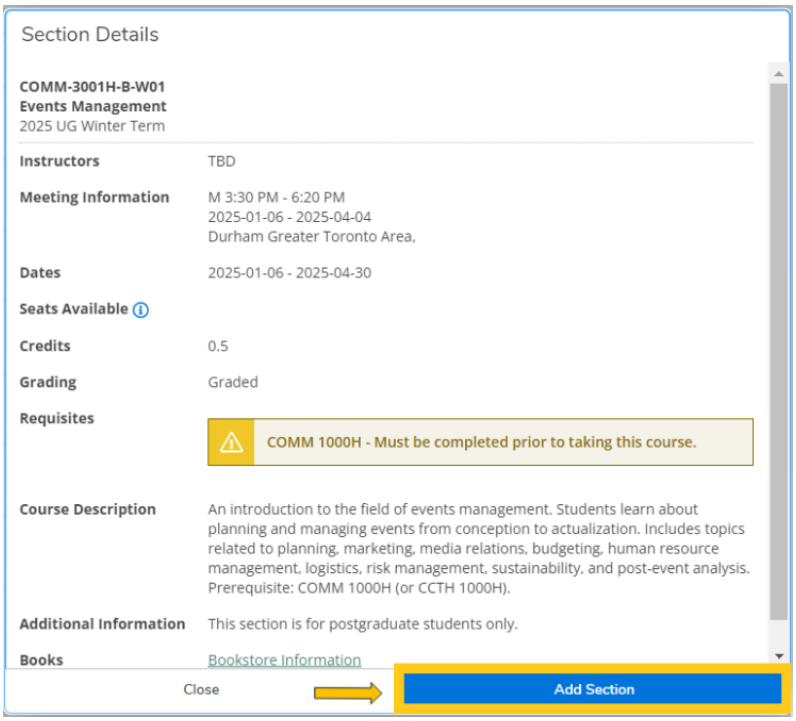
- **COMM 4001H: Crisis Communication**
  - **COMM-4001H-B-W01**



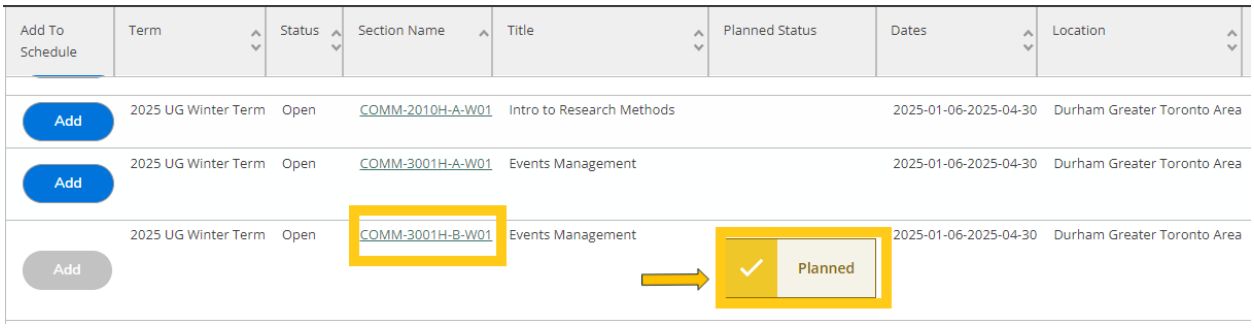
51. Locate **COMM-3001H-B-W01** > click **Add**



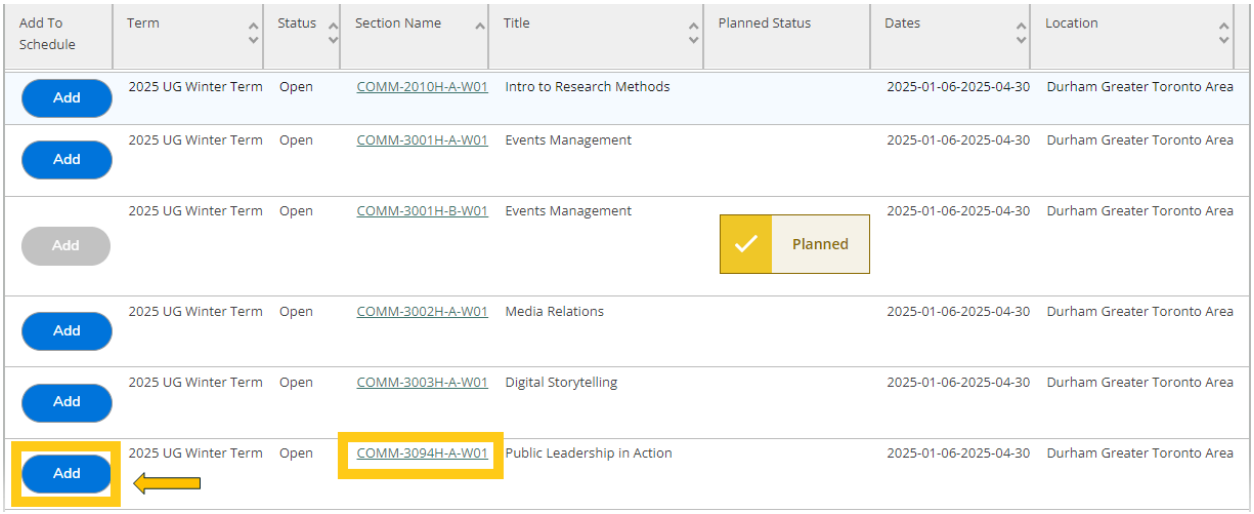
52. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



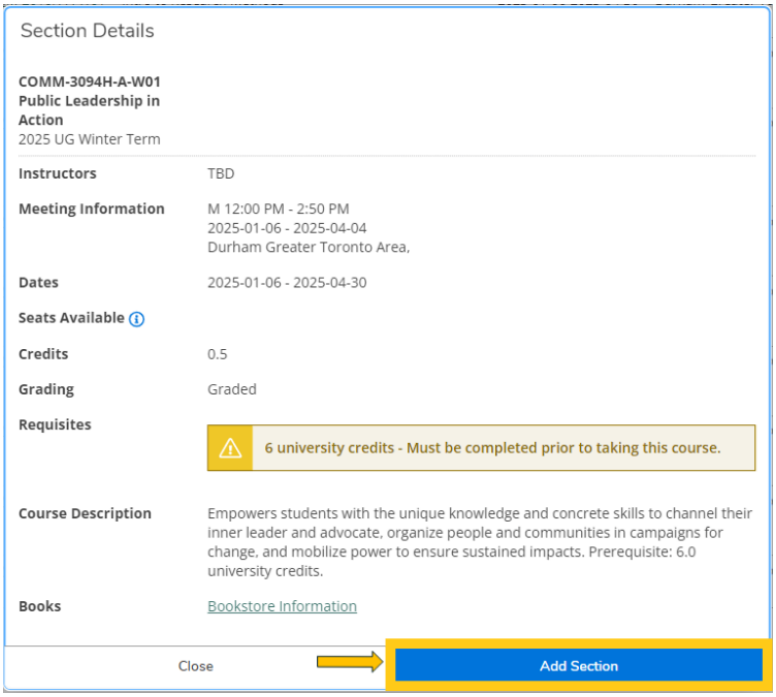
53. The course will then show as 'Planned', registration is not complete



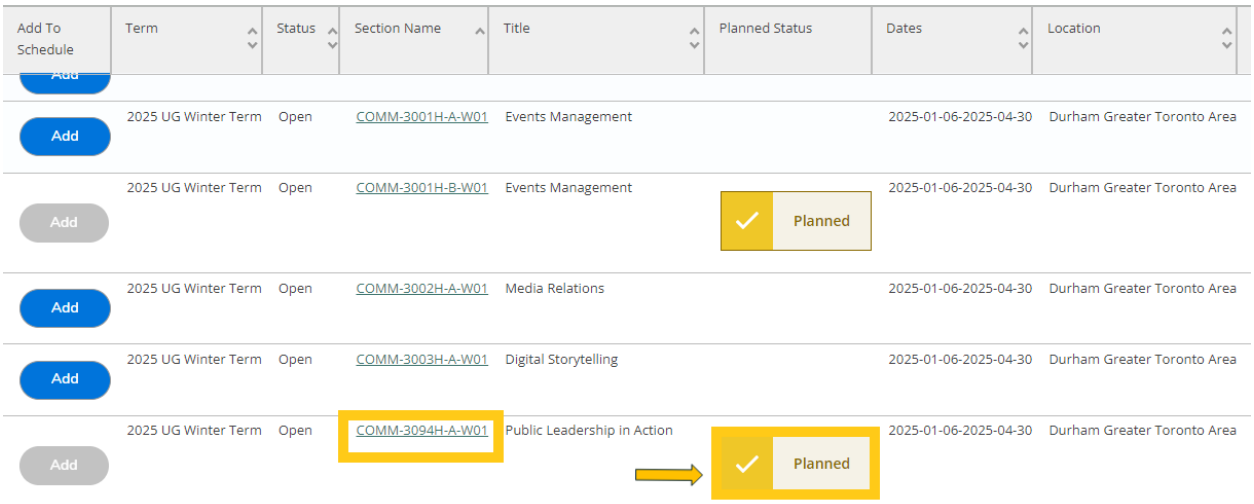
54. Locate next COMM course, **COMM-3094H-A-W01** > click **Add**



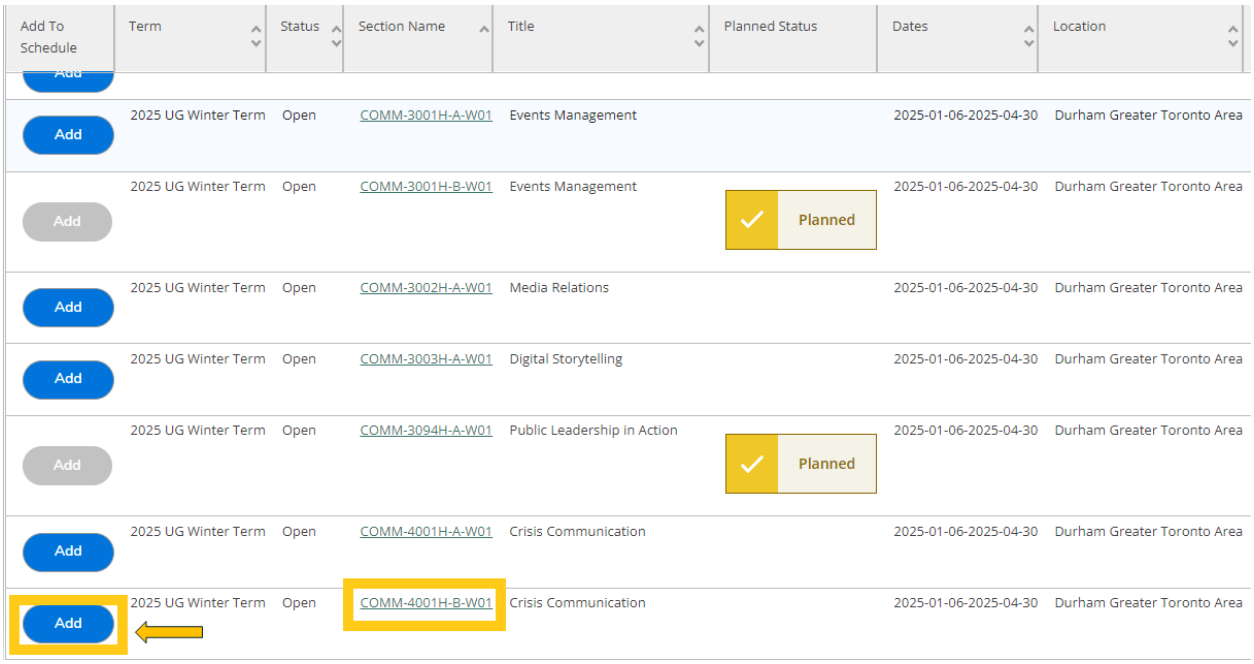
55. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



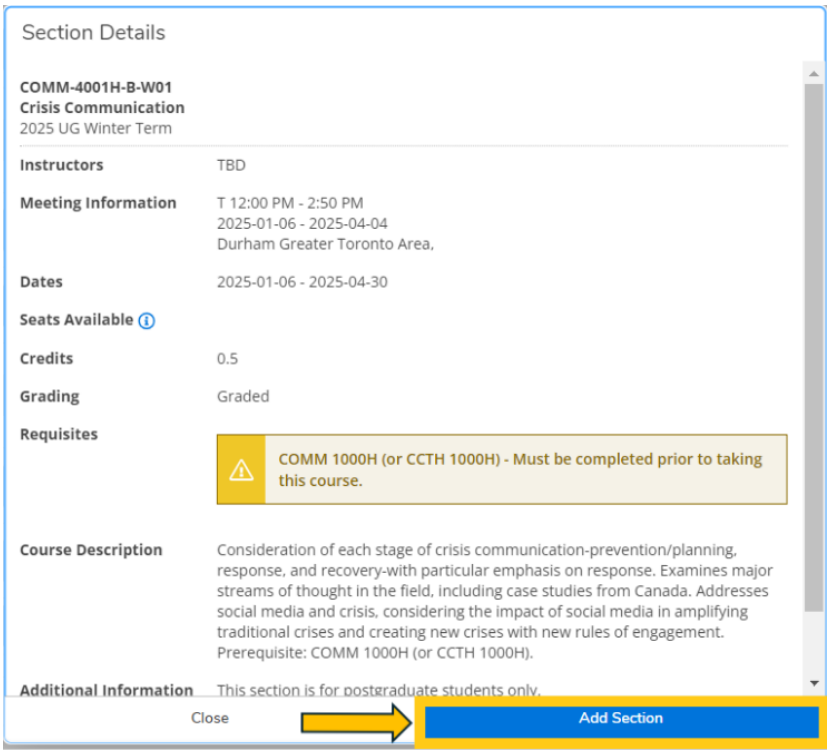
56. The course will then show as ‘Planned’, registration is not complete



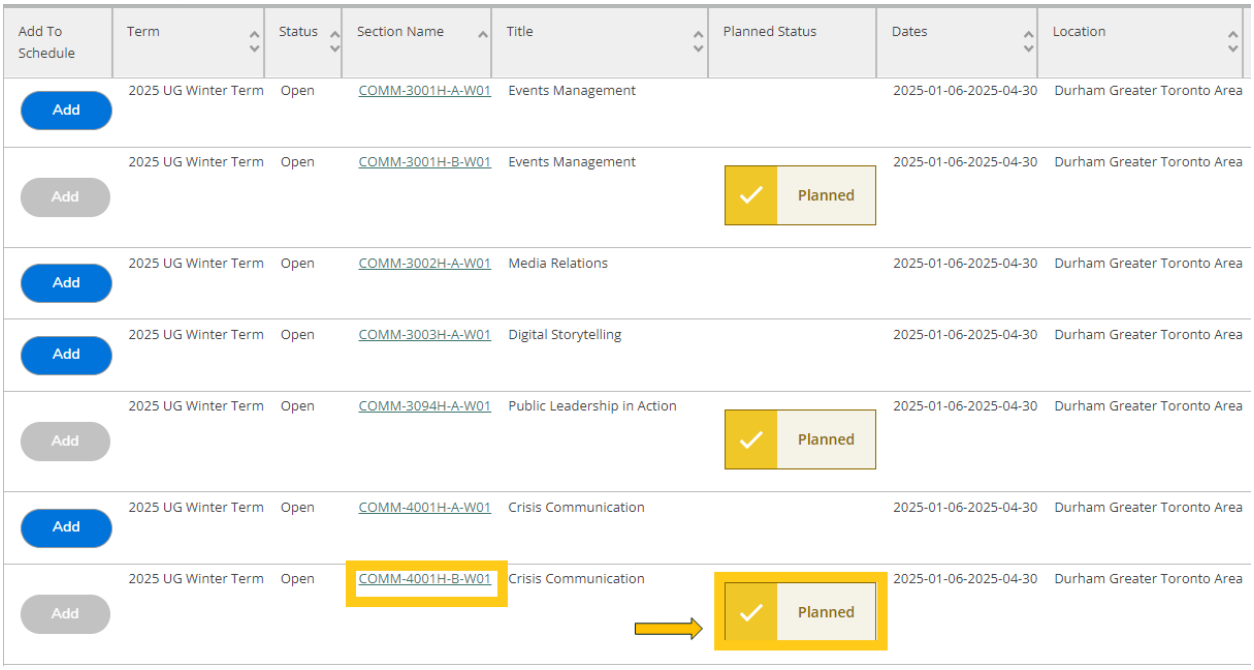
57. Locate next COMM course, **COMM-4001H-B-W01** > click **Add**



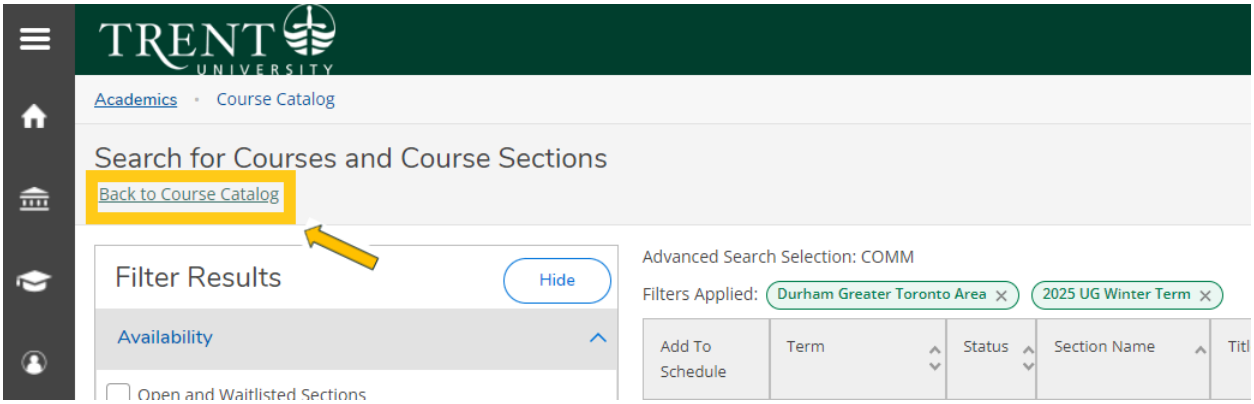
58. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



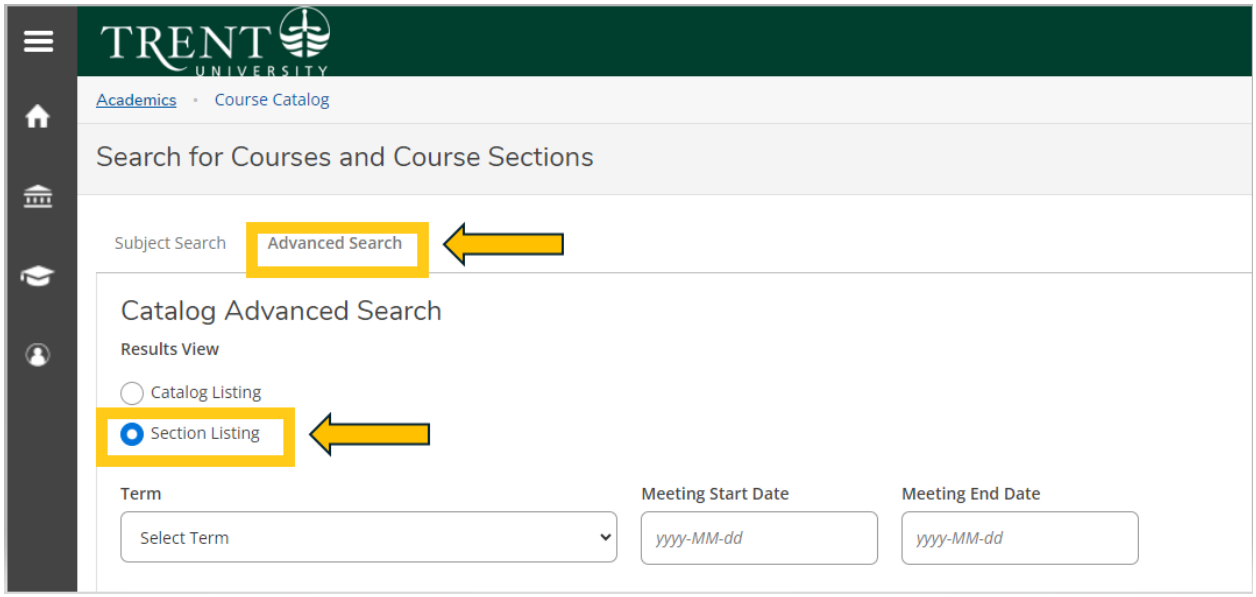
59. The course will then show as 'Planned', registration is not complete



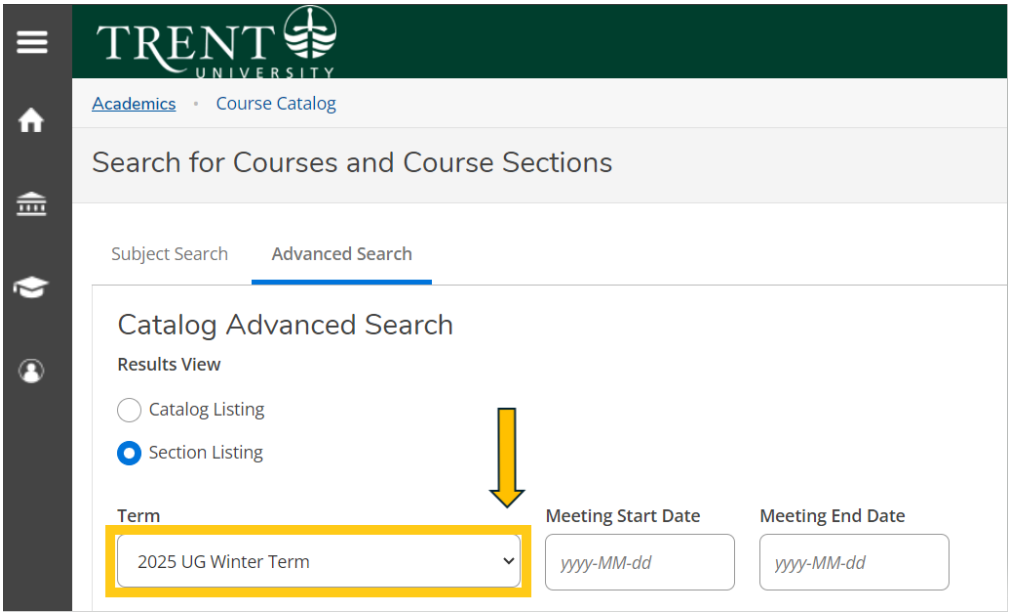
60. Once you have added the required COMM winter courses > Click **Back to Course Catalog** in the top left-hand corner of the page



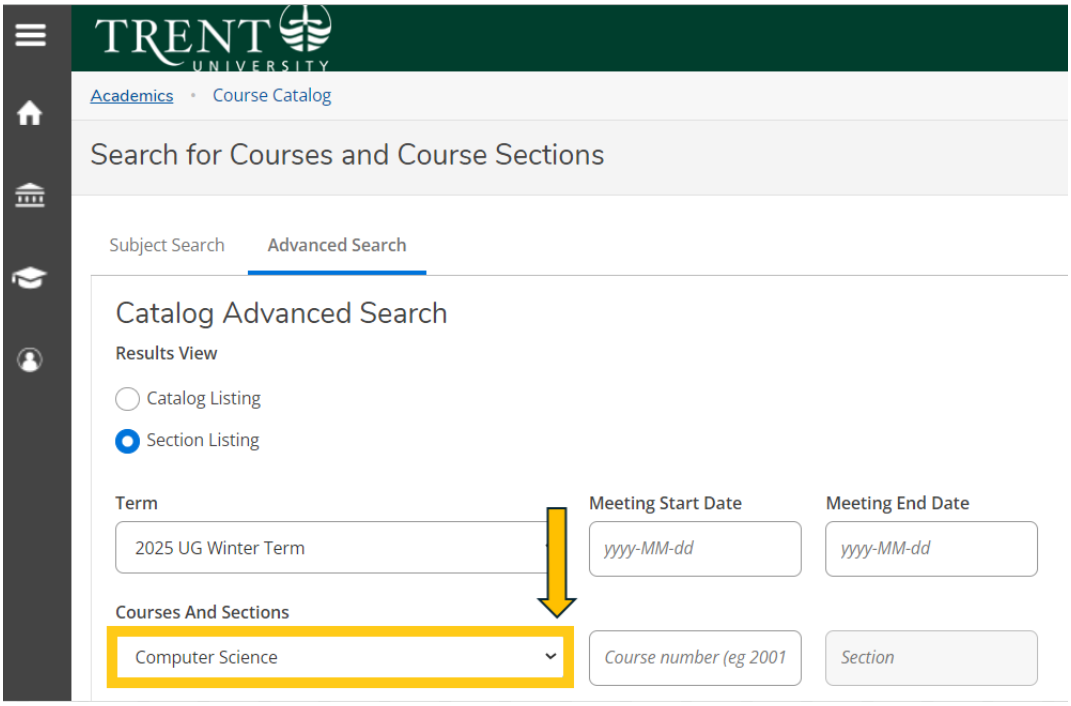
61. You will now need to locate the required COIS winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**



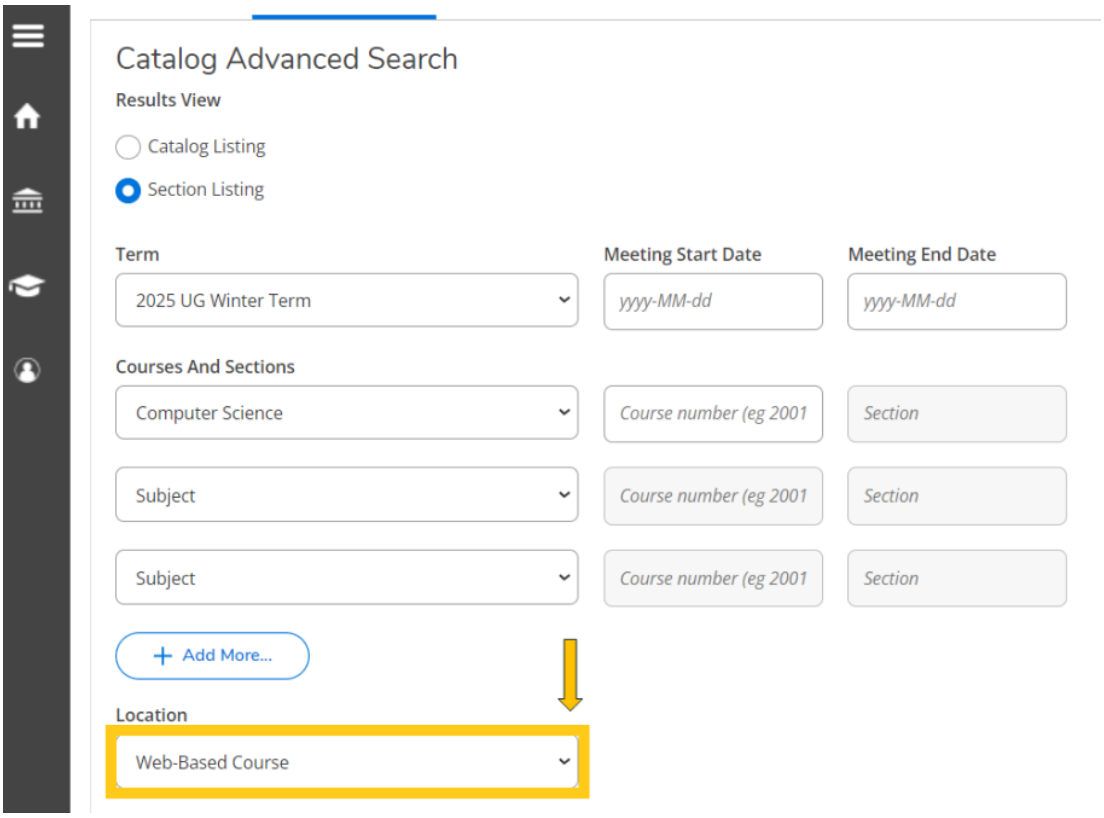
62. Under Term, select **2025 UG Winter Term** from the drop-down menu



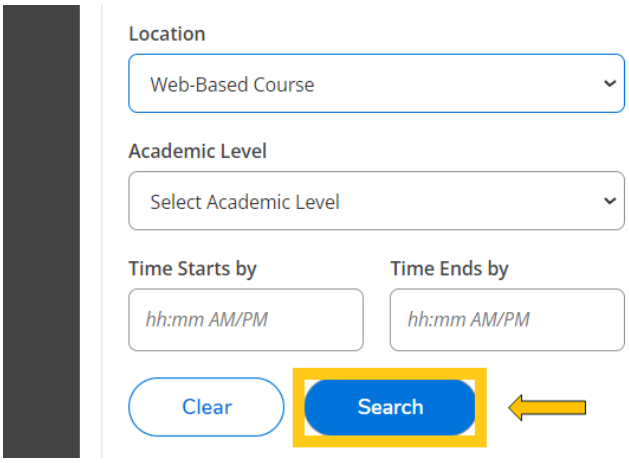
63. Under Courses And Sections, select **Computer Science** from the drop-down menu



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



65. Click **Search**

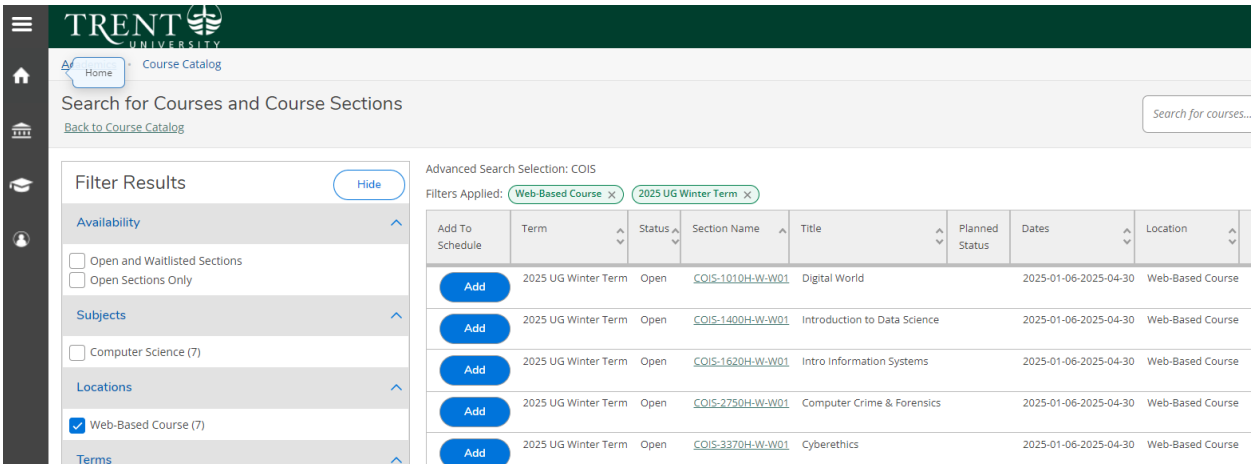


66. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter web-based Computer Science** course. The course will appear in numerical order. On this step you are planning your course.

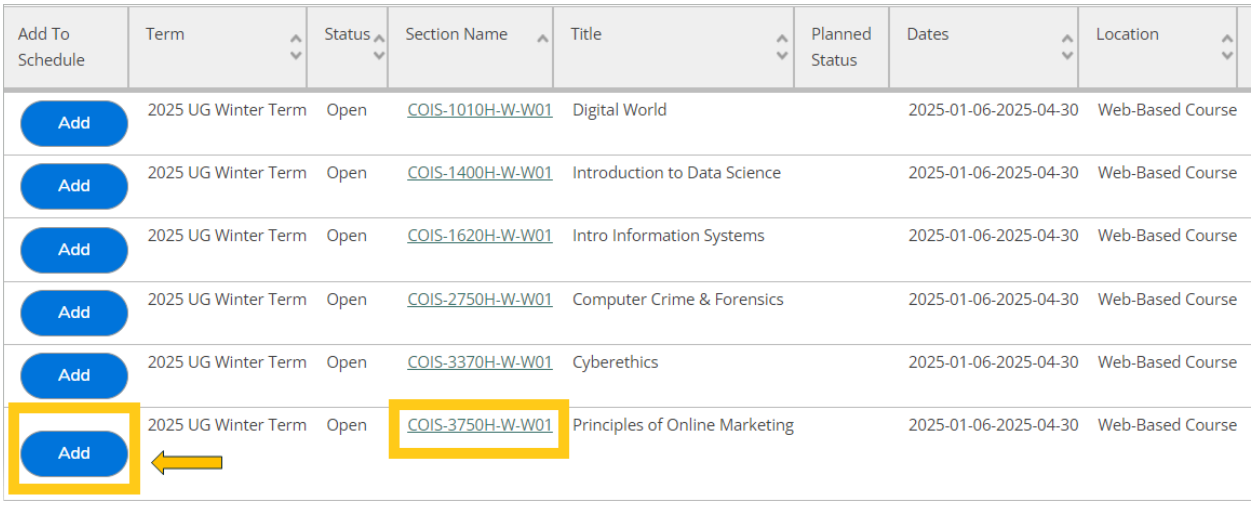
    Required **Term 2 winter COIS course:**

    - **COIS 3750H: Principles of Online Marketing**

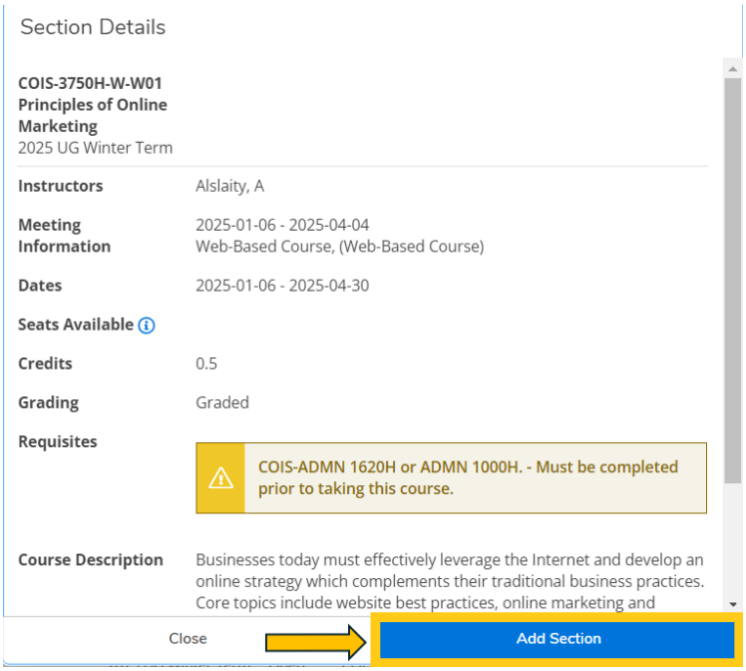
- **COIS-3750H-W-W01**



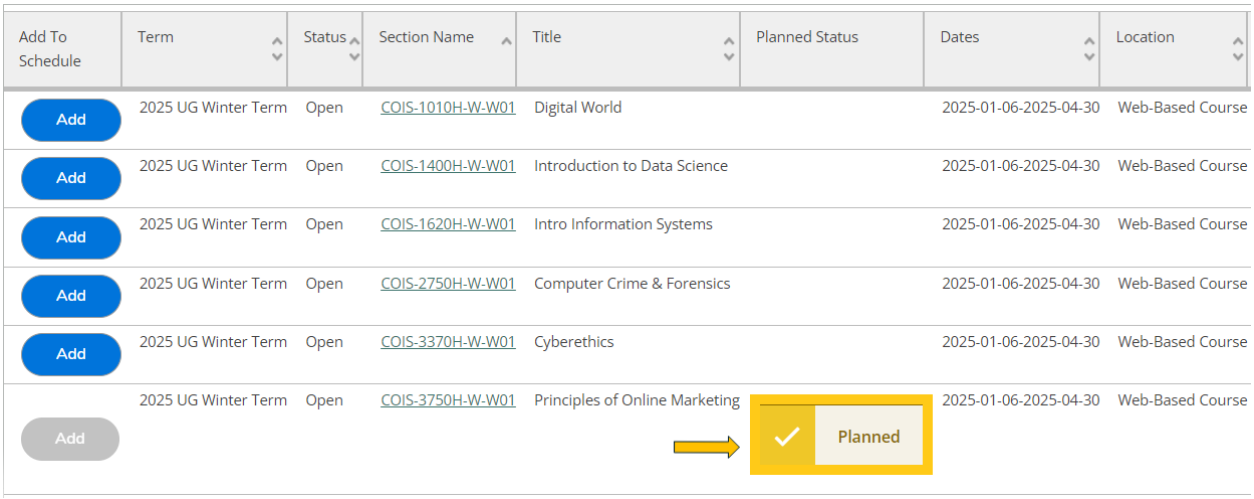
67. Locate **COIS-3750H-W-W01** > click **Add**



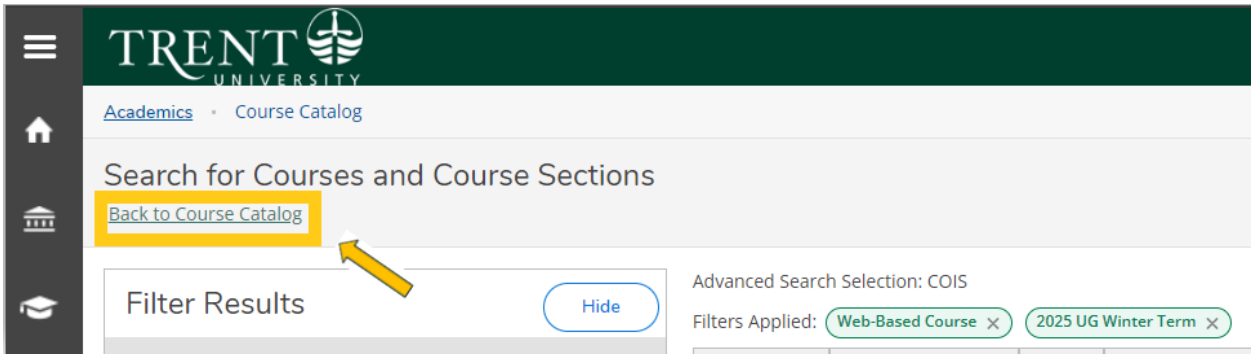
68. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



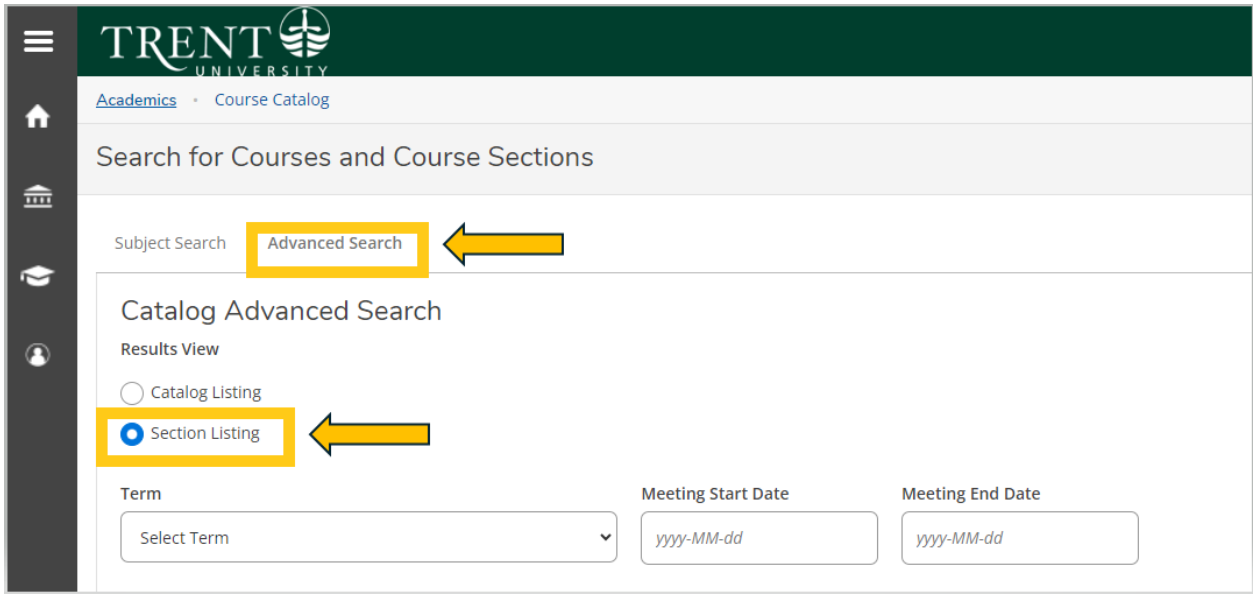
69. The course will then show as 'Planned', registration is not complete



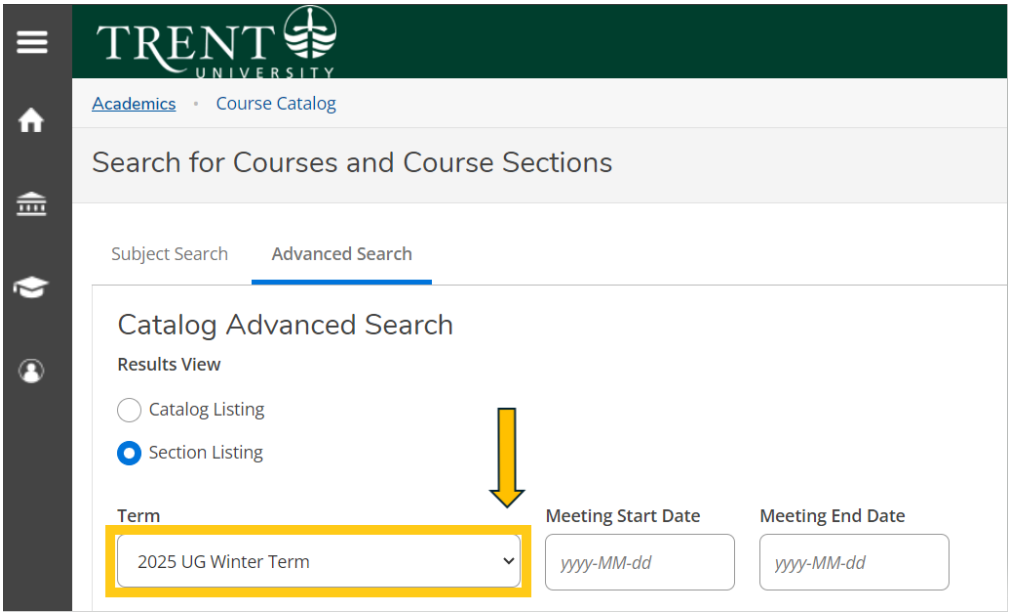
70. Once you have added the required COIS winter course > Click **Back to Course Catalog** in the top left-hand corner of the page



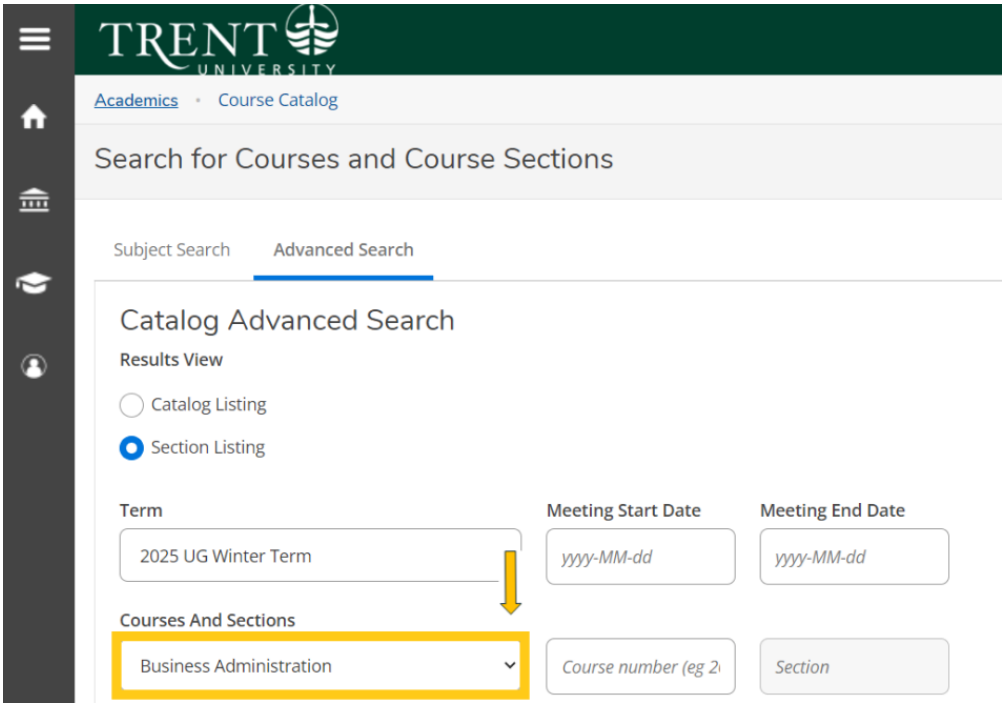
71. You will now need to locate the required ADMN winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**



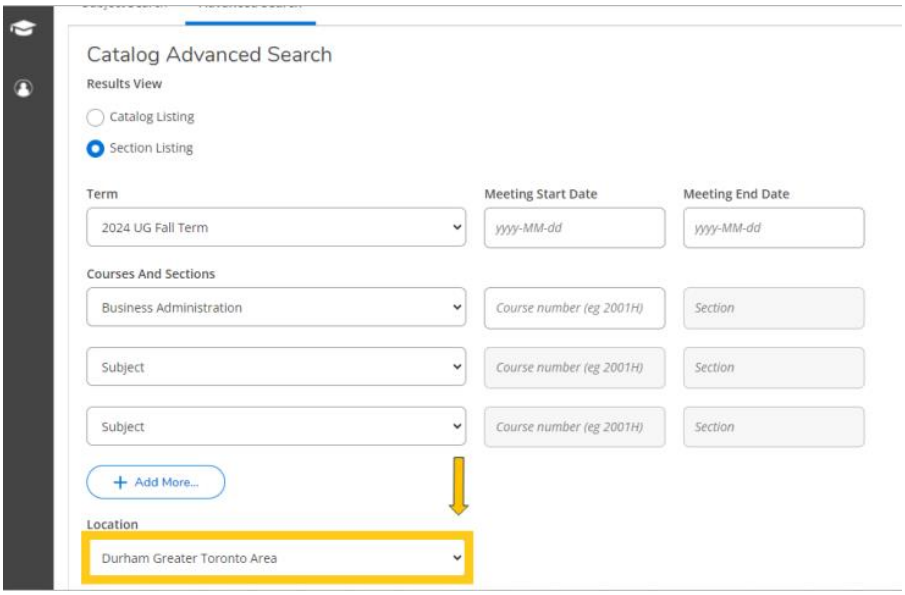
72. Under Term, select **2025 UG Winter Term** from the drop-down menu



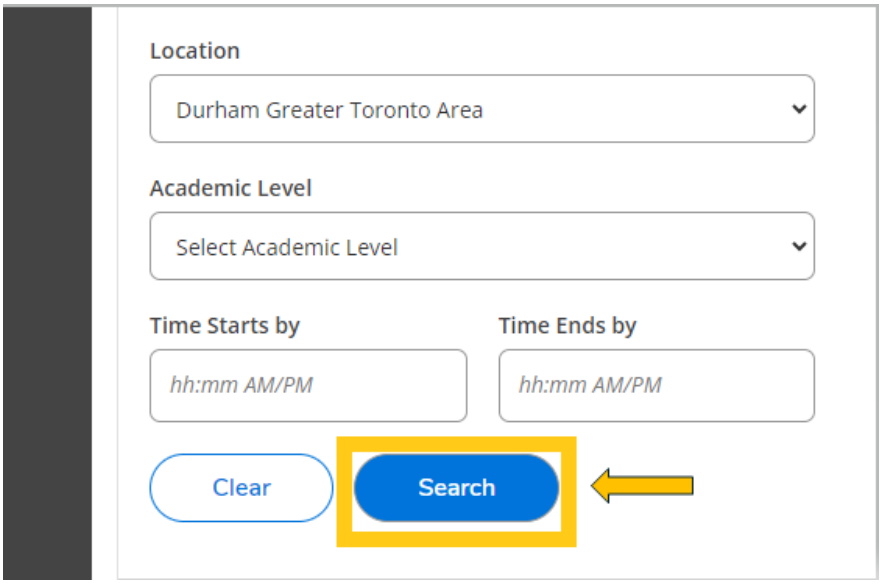
73. Under Courses And Sections, select **Business Administration** from the drop-down menu



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



75. Click **Search**

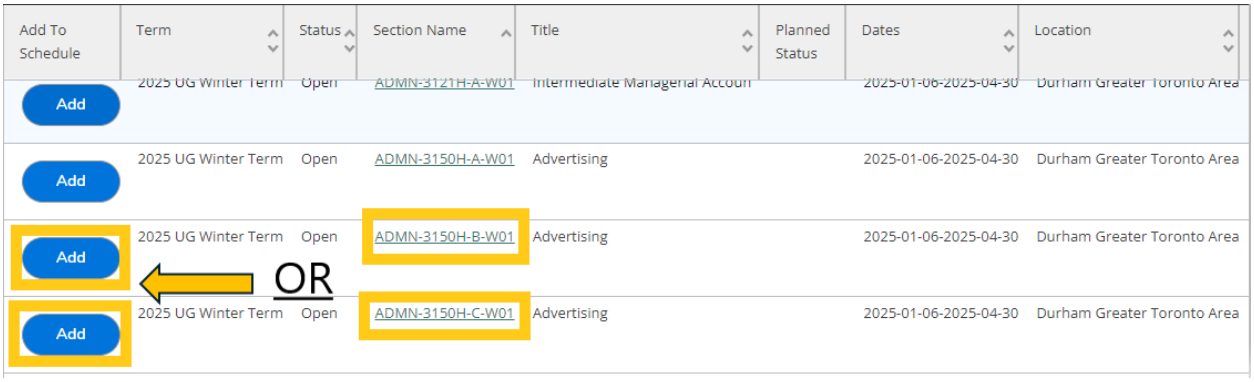


76. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Business Administration** course. The courses will appear in numerical order. On this step you are planning your courses.

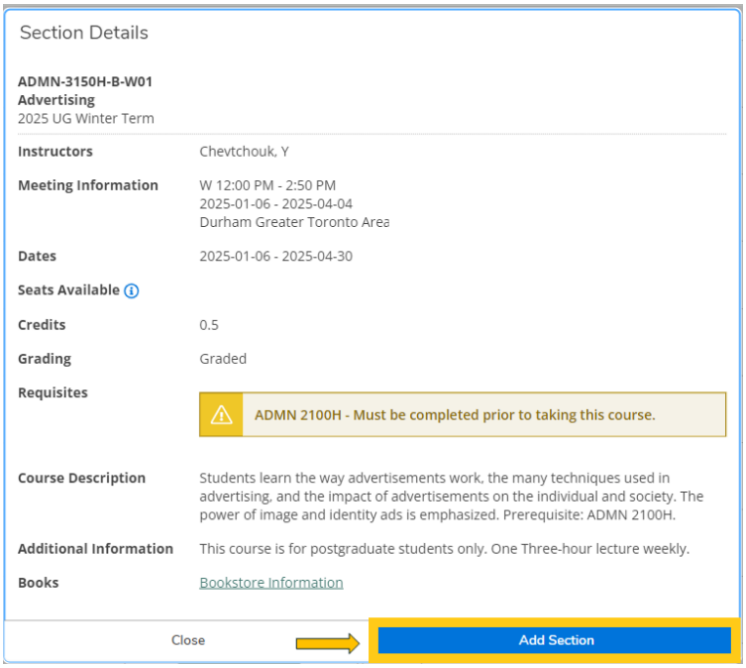
    Required **Term 2 winter ADMN course:**

- **ADMN 3150H: Advertising**
    - **ADMN-3150H-B-W01 or ADMN-3150H-C-W01**

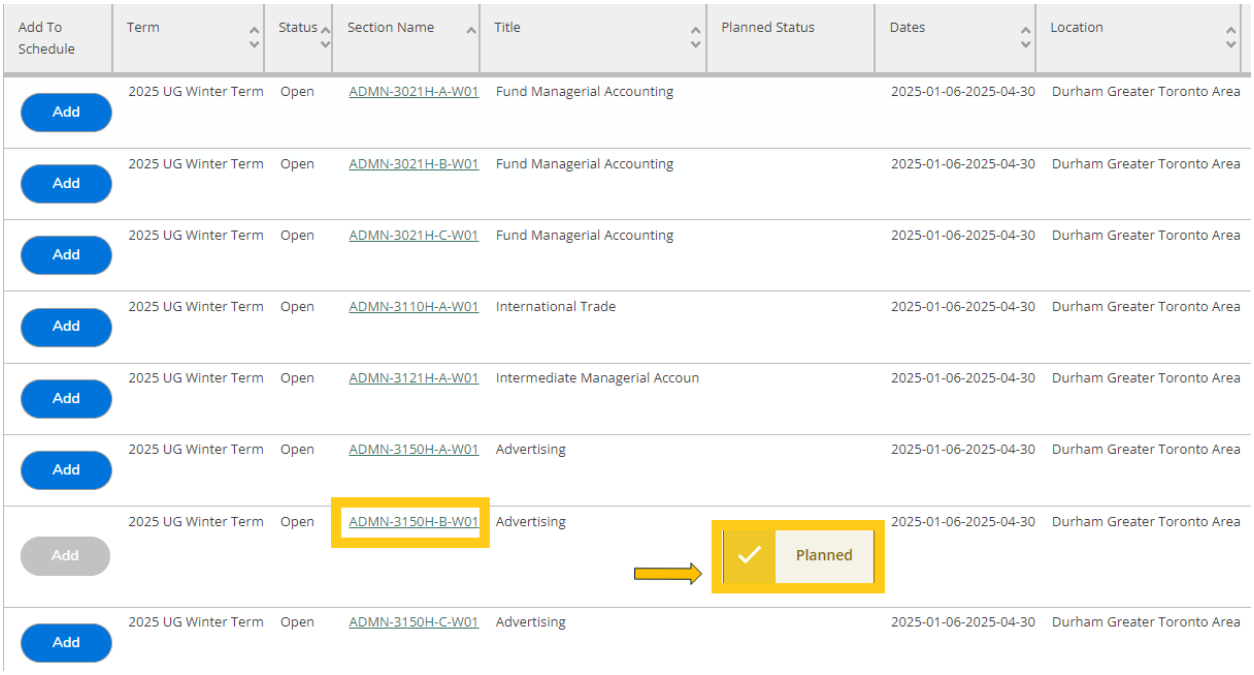
77. Locate **ADMN-3150H-B-W01 or ADMN-3150H-C-W01** > click **Add**



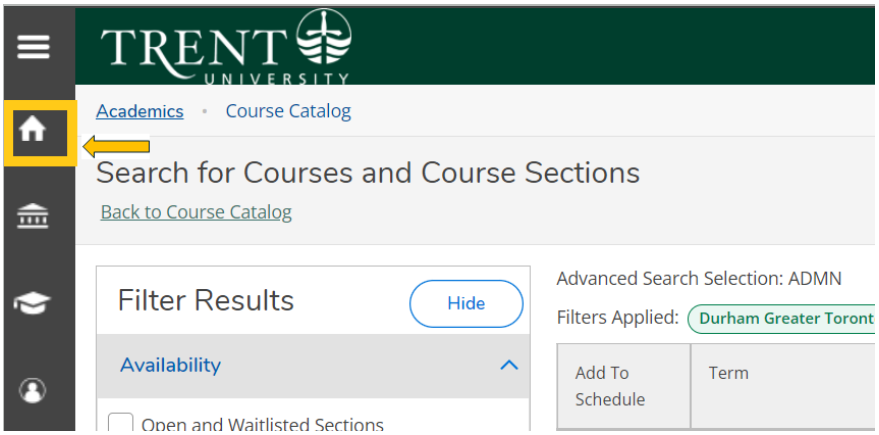
78. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



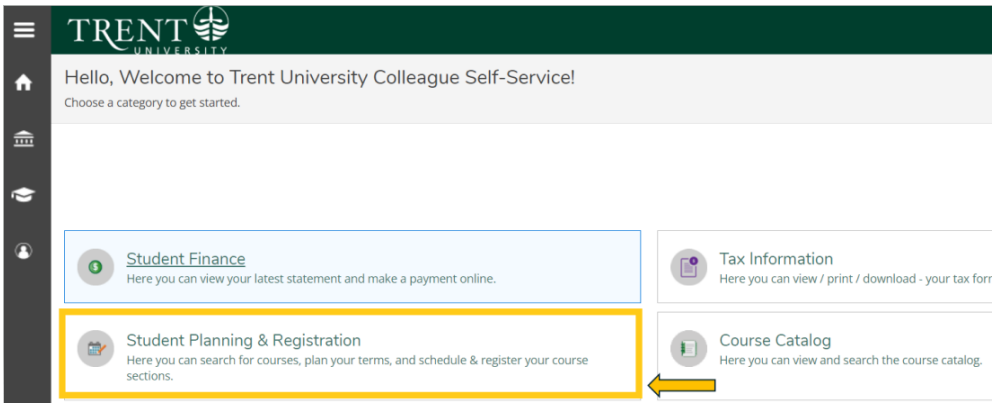
79. The course will then show as ‘Planned’, registration is not complete



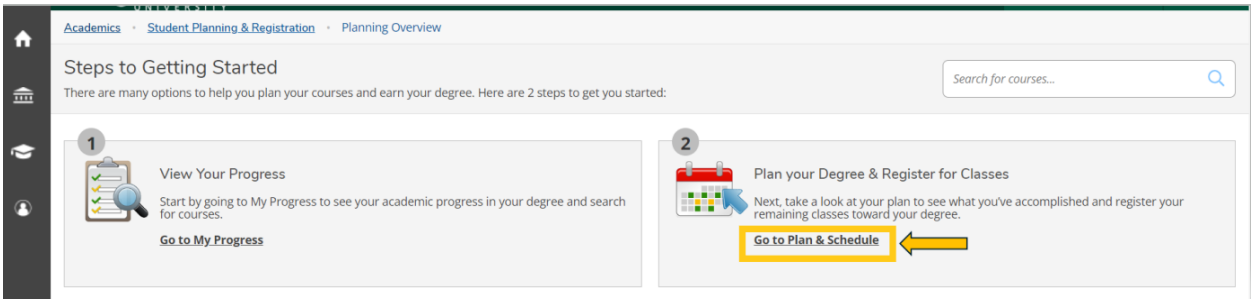
80. Once you have added the required Term 2 winter courses to your plan > go to left navigation pane > click on the **Home button**. This step will ensure you register for your courses.



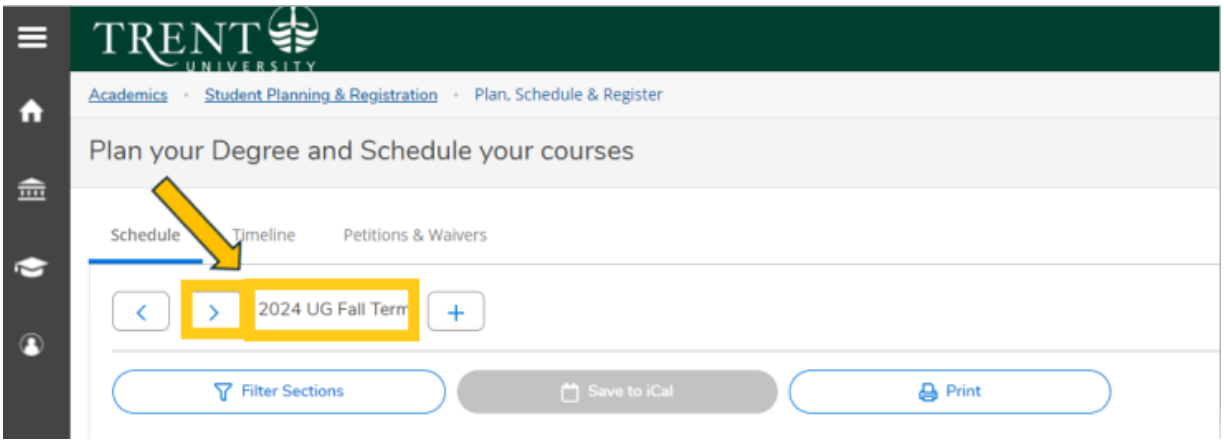
81. Click on '**Student Planning & Registration'**. This is where you will register for your courses.



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

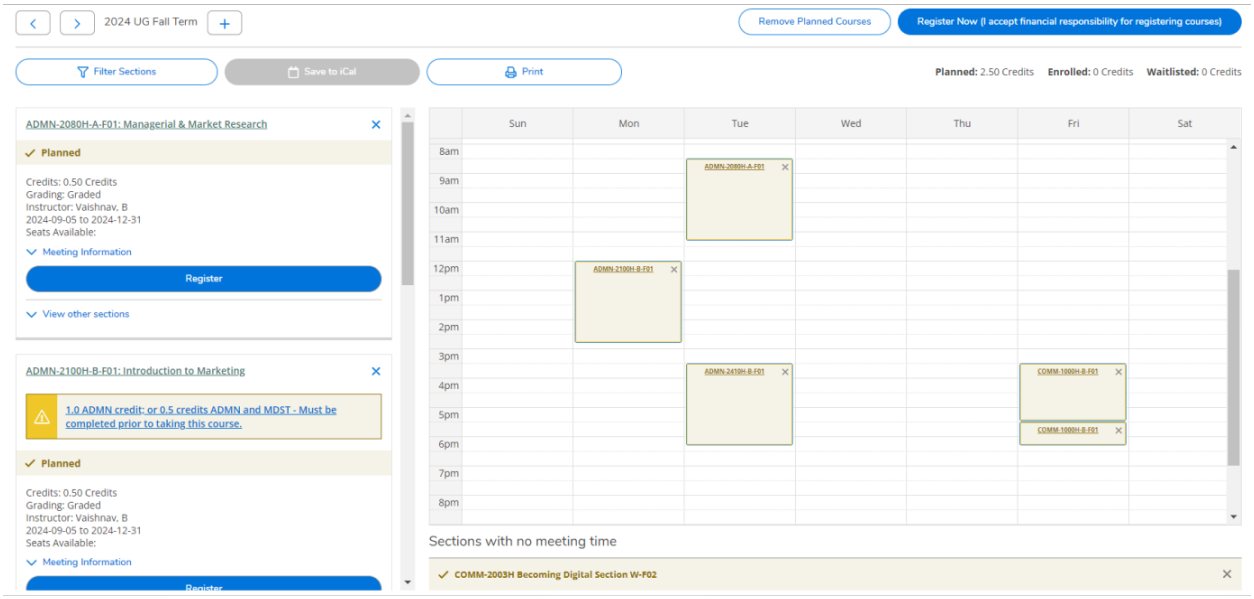


83. Click the **right arrow** to locate the term: **2024 UG Fall Term**



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

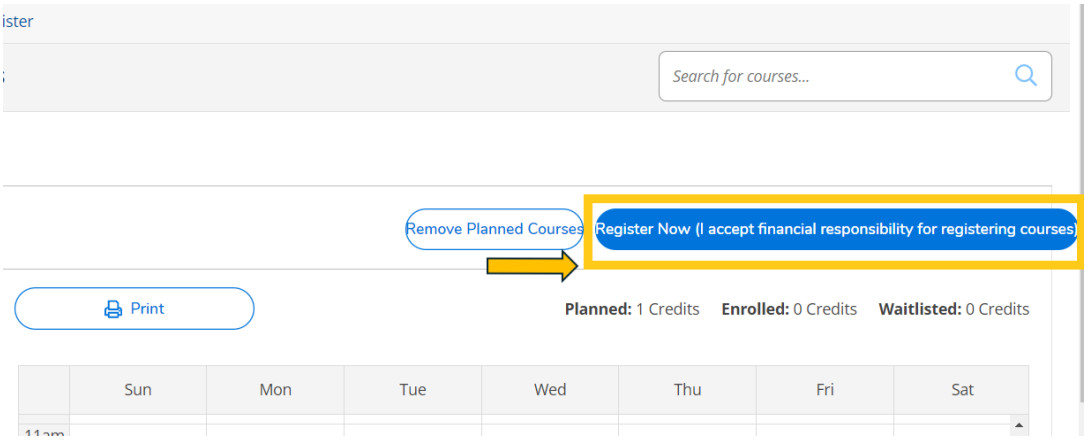
    Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.



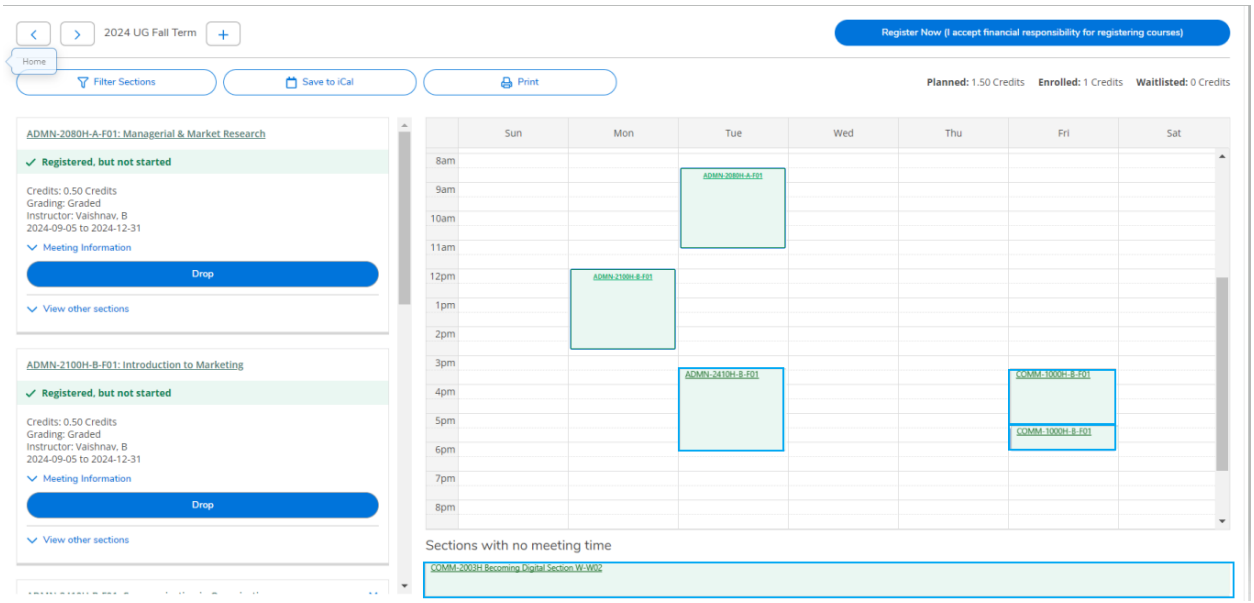
85. Click the blue '**Register Now (I accept financial responsibility for registering courses')** **button** in the top right corner to register in the fall courses (term 1).

    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

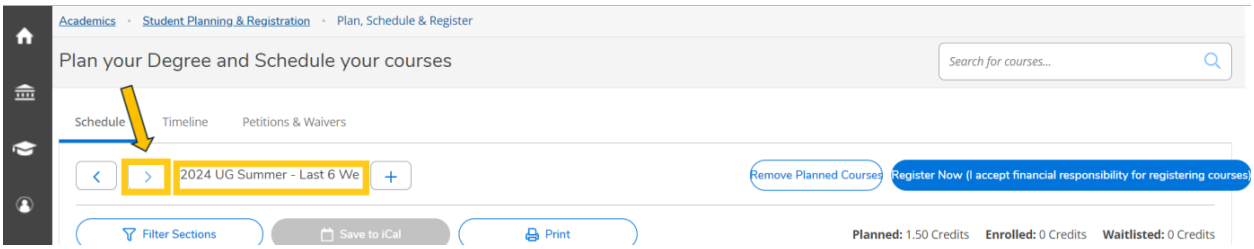


86. Your **courses** will turn **green** once you have **successfully registered** in the **fall** courses (term 1).



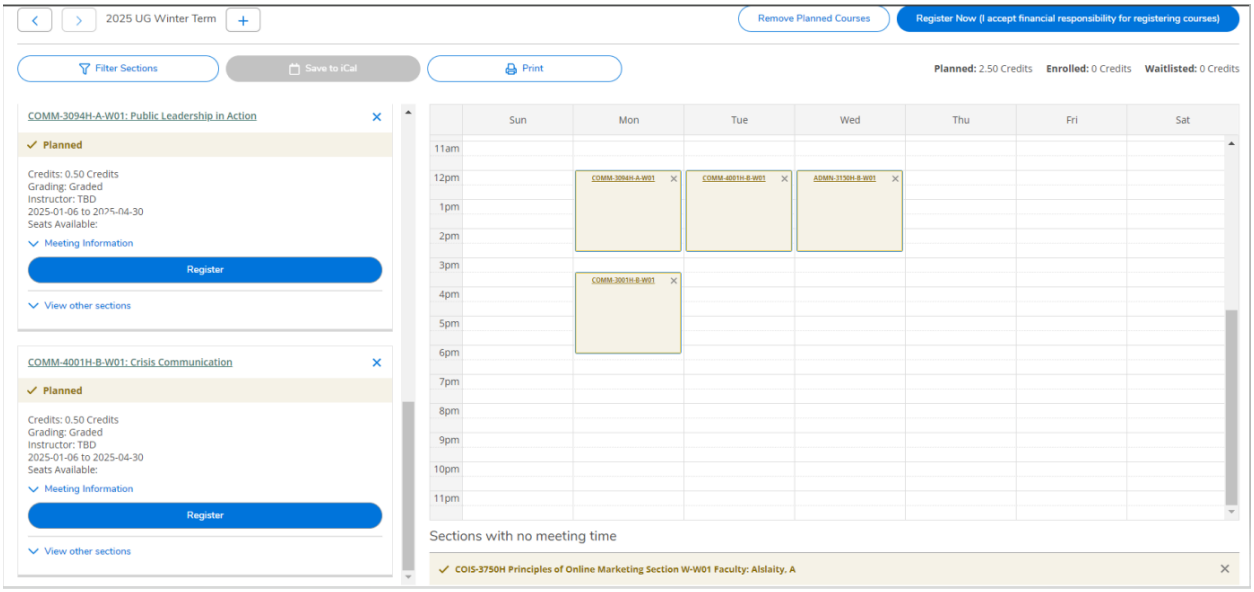
87. Next you will register for your winter courses (term 2).

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



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

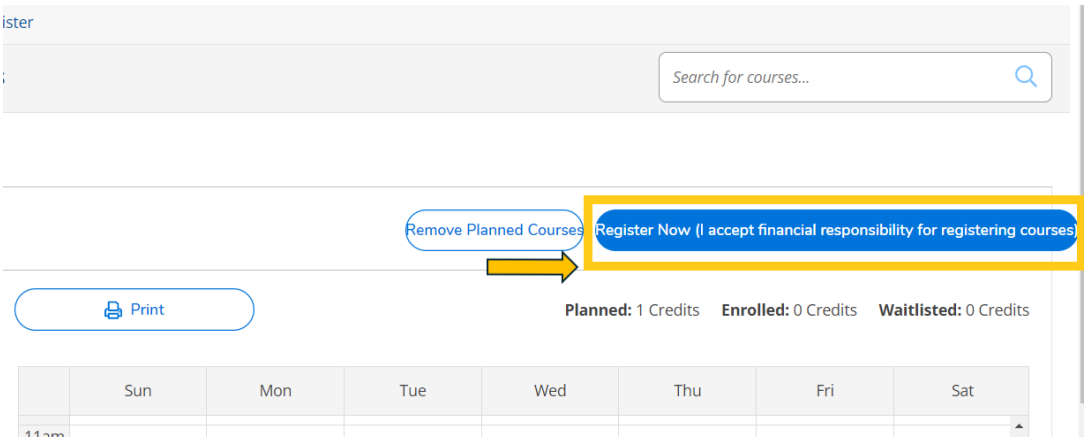
    Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.



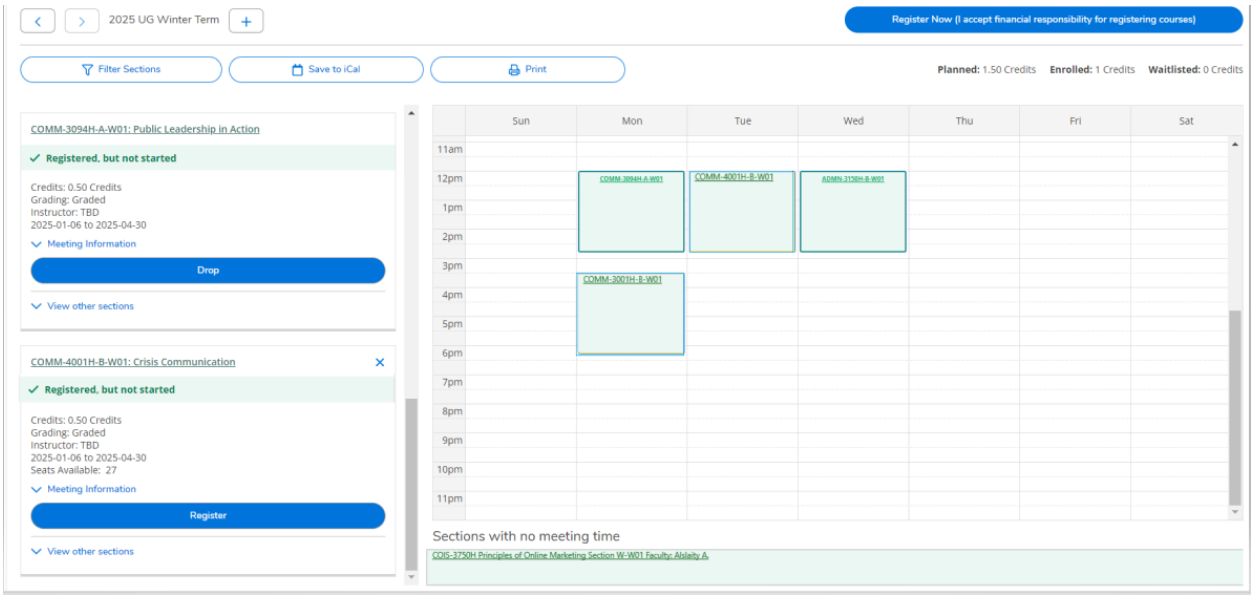
89. Click the blue '**Register Now (I accept financial responsibility for registering courses)** button in the top right corner to register in the winter courses (term 2).

    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



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



91. Congratulations, you are now registered for your fall & winter term courses for the Durham Business Communication 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.