

## **Durham Campus**

# **Business Communication Post-Graduate Certificate**

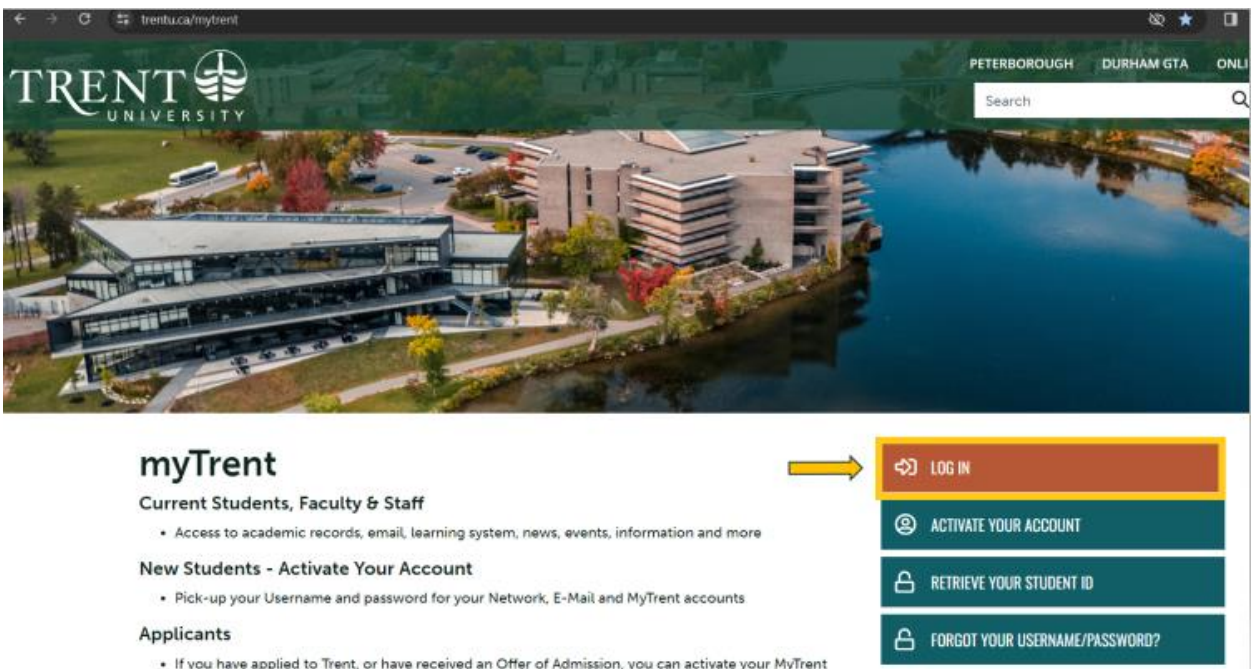
**Registration Guide  
Fall Term 1 & Winter Term 2  
September 2024 Entry**

## Registration Steps

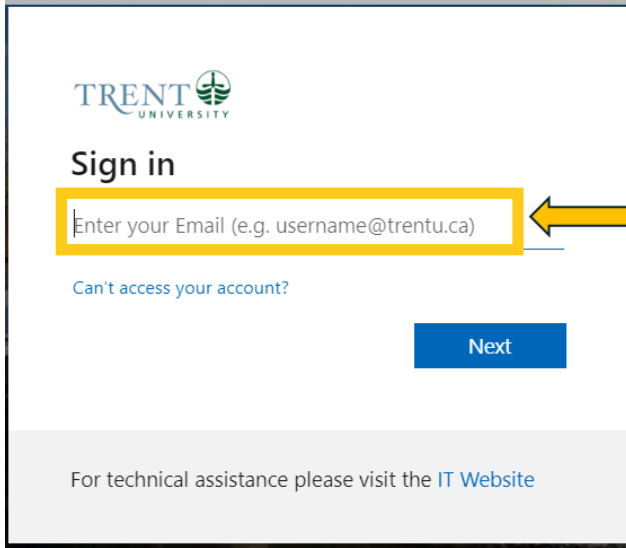
1. In the search bar, type <https://www.trentu.ca/mytrent/>



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



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



TRENT UNIVERSITY

### Sign in

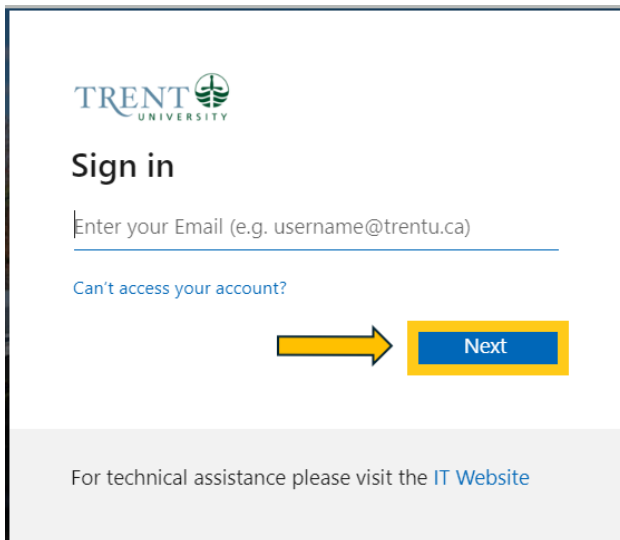
Enter your Email (e.g. username@trentu.ca)

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

Next

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

4. Click **Next**



TRENT UNIVERSITY

### Sign in

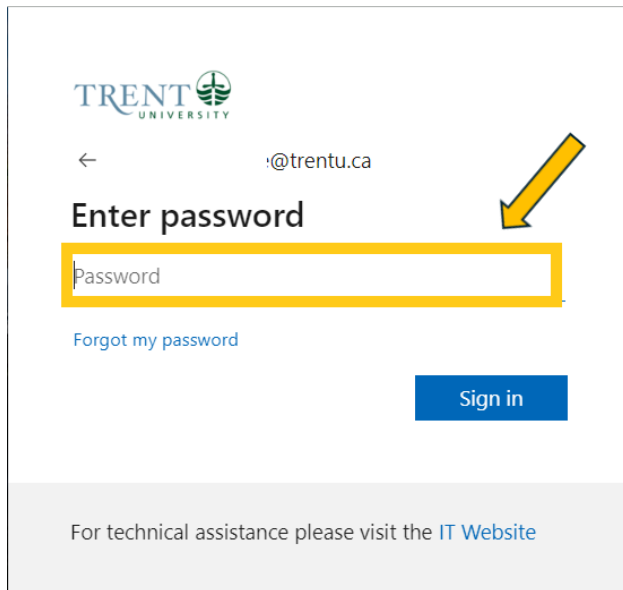
Enter your Email (e.g. username@trentu.ca)

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

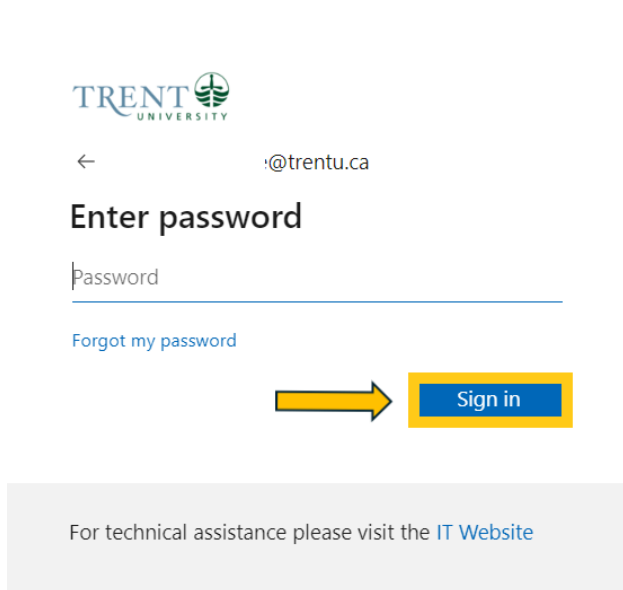
Next

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

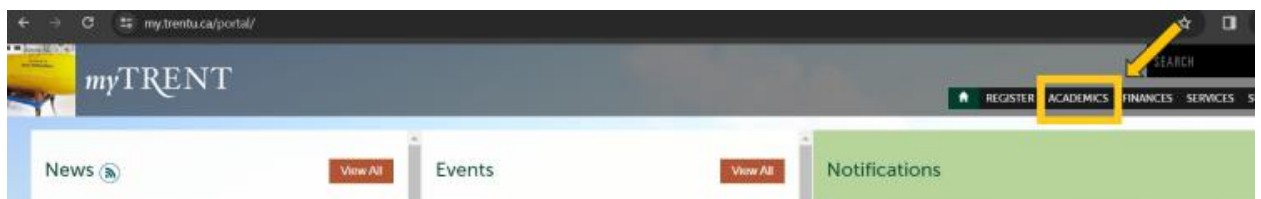
5. Enter your **password**



6. Click **Sign in**

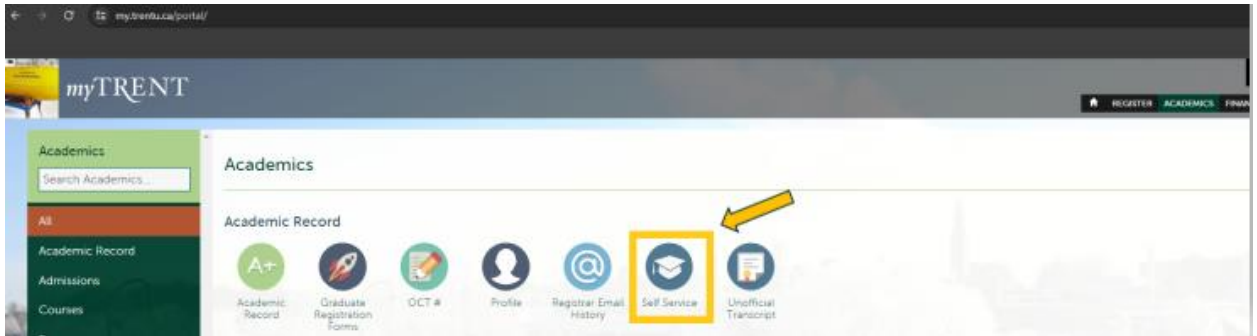


7. At the top right corner of myTrent portal, click **Academics** tabs

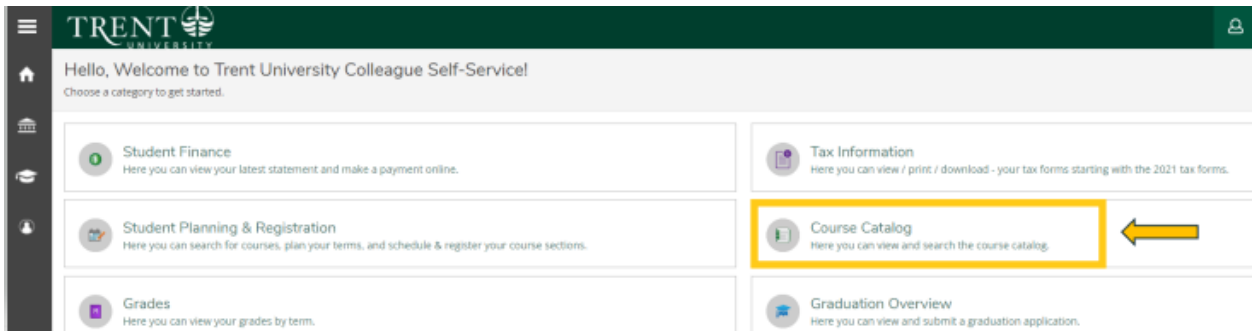


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

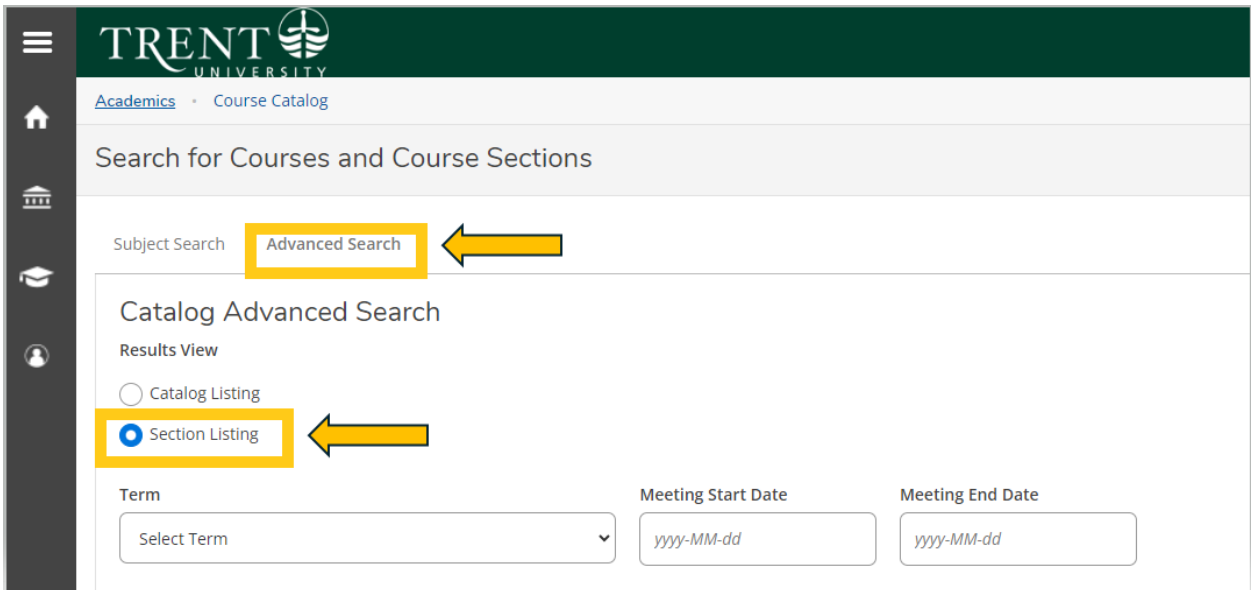
**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



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



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



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

The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. The 'Results View' section has 'Section Listing' selected. The 'Term' dropdown menu is highlighted with a yellow border and a yellow arrow pointing to it. The 'Courses And Sections' section has 'Subject' selected in the dropdown menu. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'.

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

The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. The 'Results View' section has 'Section Listing' selected. The 'Term' dropdown menu is set to '2024 UG Fall Term'. The 'Courses And Sections' dropdown menu is highlighted with a yellow border and a yellow arrow pointing to it, with 'Communications' selected. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, showing the placeholder 'yyyy-MM-dd'.

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

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

Communications

Subject

Subject

+ Add More...

Location: Durham Greater Toronto Area

14. Click **Search**

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

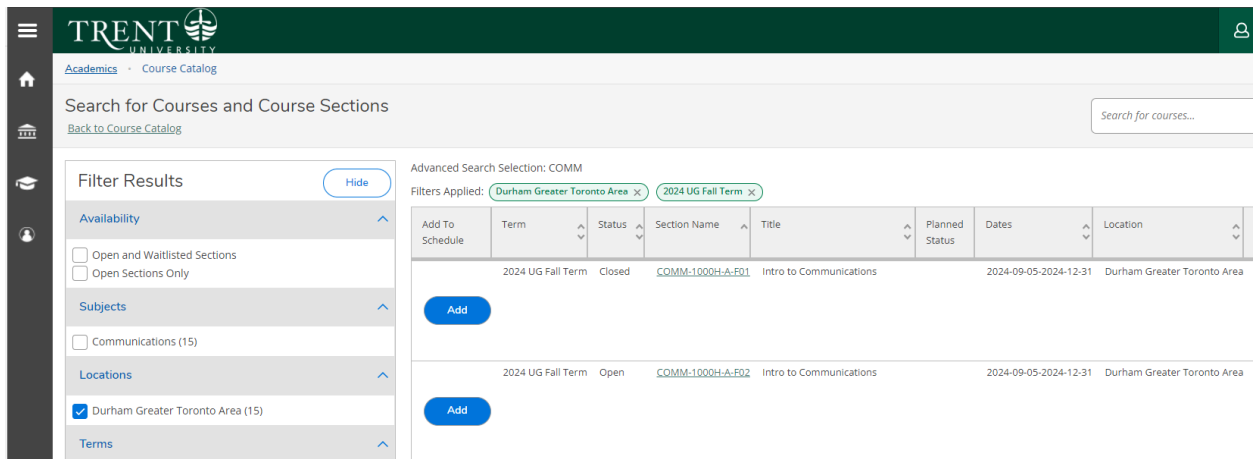
Time Ends by: hh:mm AM/PM

Clear Search

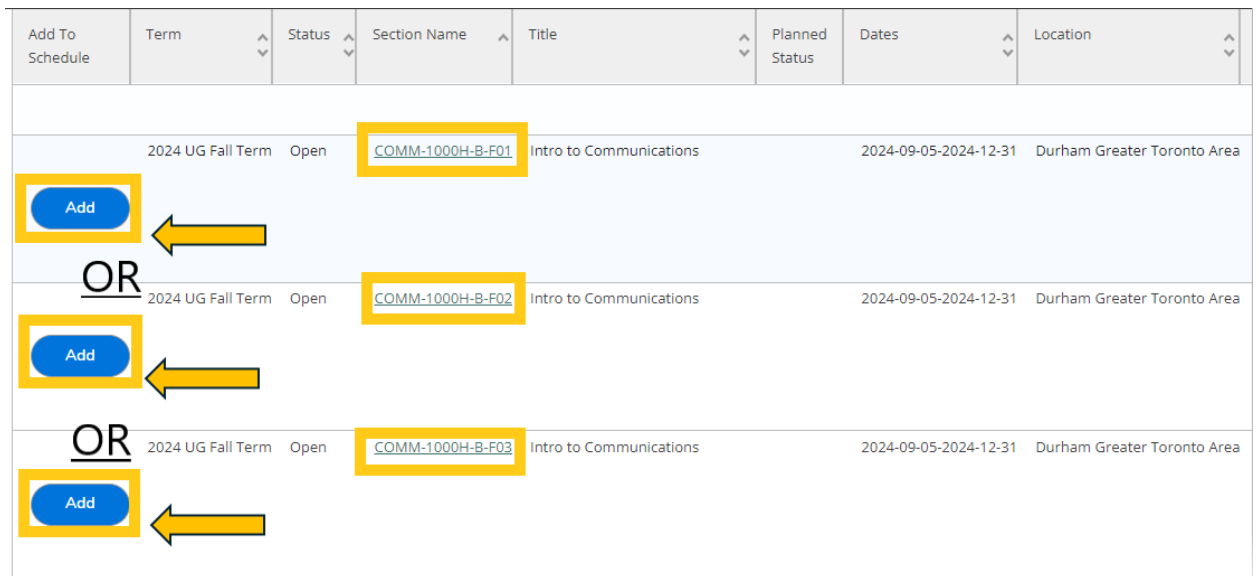
15. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall term in-person Communication** course. The courses will appear in numerical order. On this step you are planning your courses.

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)



**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**COMM-1000H-B-F01**  
Intro to Communications  
2024 UG Fall Term

---

**Instructors** Monti, A

**Meeting Information** F 3:30 PM - 5:30 PM  
2024-09-05 - 2024-12-04  
Durham Greater Toronto Area  
F 5:30 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** None

**Course Description** An introduction to the study of various aspects of human communication. Consideration of the forms, formats, settings, and infrastructure of communication practices and the communications industry. Quantitative and qualitative approaches to understanding our engagements with various forms of communication. Equivalent to CCTH 1000H.

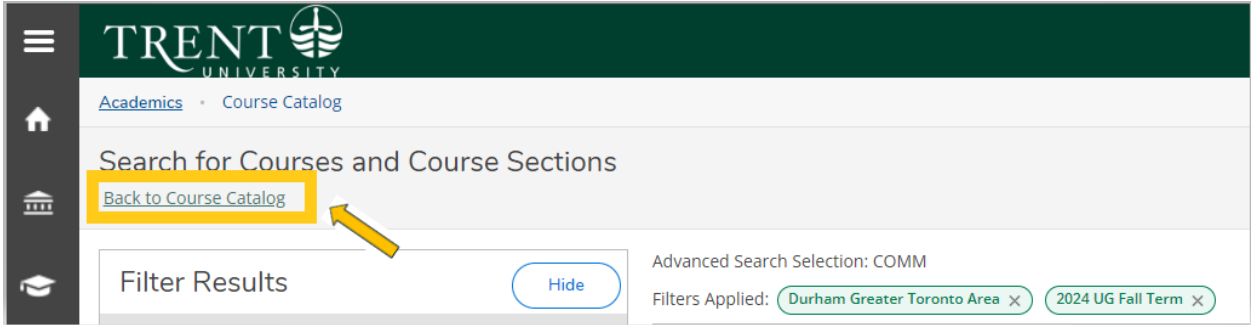
**Additional Information** This section is for postgraduate students only.

Close  **Add Section**

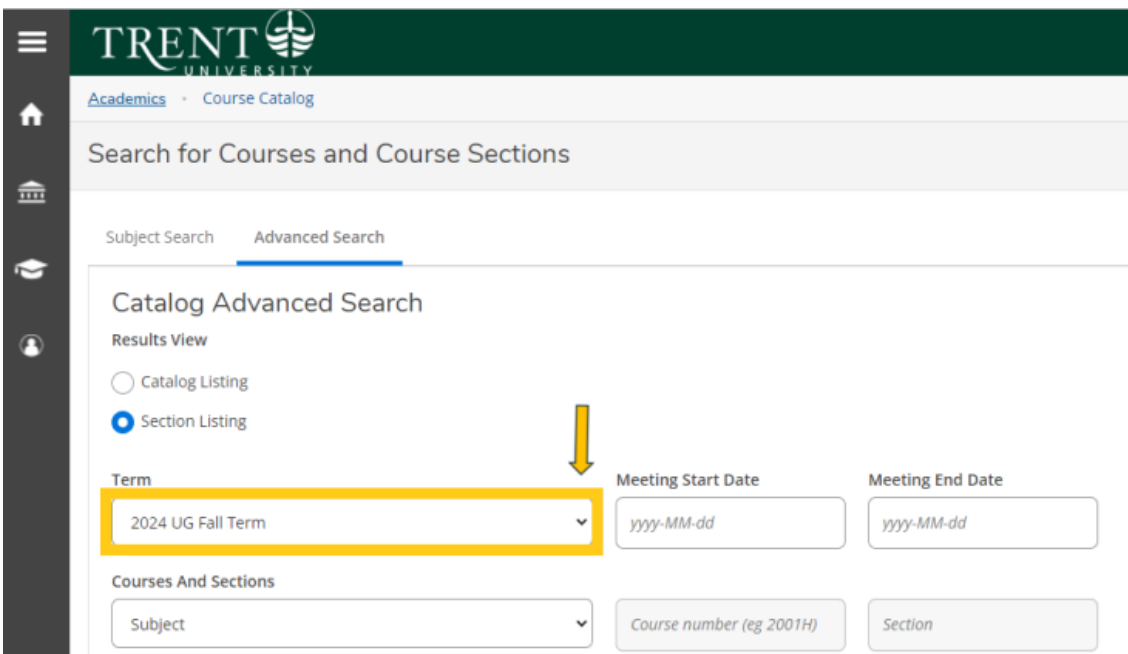
18. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	<b>COMM-1000H-B-F01</b>	Intro to Communications	 <b>Planned</b>	2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	COMM-1000H-B-F02	Intro to Communications		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	COMM-1000H-B-F03	Intro to Communications		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

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: **Communications**

Course number (eg 2):

Section:

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

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: Communications

Subject: Course number (eg 2001H) Section

Subject: Course number (eg 2001H) Section

Subject: Course number (eg 2001H) Section

+ Add More...

Location: **Web-Based Course**

23. Click **Search**

Location  
 Web-Based Course

Academic Level  
 Select Academic Level

Time Starts by  
 hh:mm AM/PM

Time Ends by  
 hh:mm AM/PM

Clear 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**

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Back to Course Catalog

Filter Results Hide

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Advanced Search Selection: COMM

Filters Applied: Web-Based Course 2024 UG Fall Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span>Add</span>	2024 UG Fall Term	Waitlisted	<a href="#">COMM-2003H-W-F01</a>	Becoming Digital		2024-09-05-2024-12-31	Web-Based Course
<span>Add</span>	2024 UG Fall Term	Open	<a href="#">COMM-2003H-W-F02</a>	Becoming Digital		2024-09-05-2024-12-31	Web-Based Course

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span>Add</span>	2024 UG Fall Term	Waitlisted	<a href="#">COMM-2003H-W-F01</a>	Becoming Digital		2024-09-05-2024-12-31	Web-Based Course
<span>Add</span>	2024 UG Fall Term	Open	<a href="#">COMM-2003H-W-F02</a>	Becoming Digital		2024-09-05-2024-12-31	Web-Based Course

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

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

Section Details

COMM-2003H-W-F02  
Becoming Digital  
2024 UG Fall Term

Instructors TBD

Meeting Information 2024-09-05 - 2024-12-04  
Web-Based Course, (Web-Based Course)

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

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites None

Course Description Provides students with the tools they need to navigate the changes to thought and communication that digital technology has wrought. This course not only offers insight into how technology has changed how we read and write, but also how we change with it. Students also engage in making the digital media/objects they study.

Additional Information Undergraduate students to register in F01 section. Postgraduate students to register in F02 section.

Books [Bookstore Information](#)

Close **Add Section**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2024 UG Fall Term	Waitlisted	<a href="#">COMM-2003H-W-F01</a>	Becoming Digital		2024-09-05-2024-12-31	Web-Based Course
Add	2024 UG Fall Term	Open	<a href="#">COMM-2003H-W-F02</a>	Becoming Digital	<b>Planned</b>	2024-09-05-2024-12-31	Web-Based Course

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

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

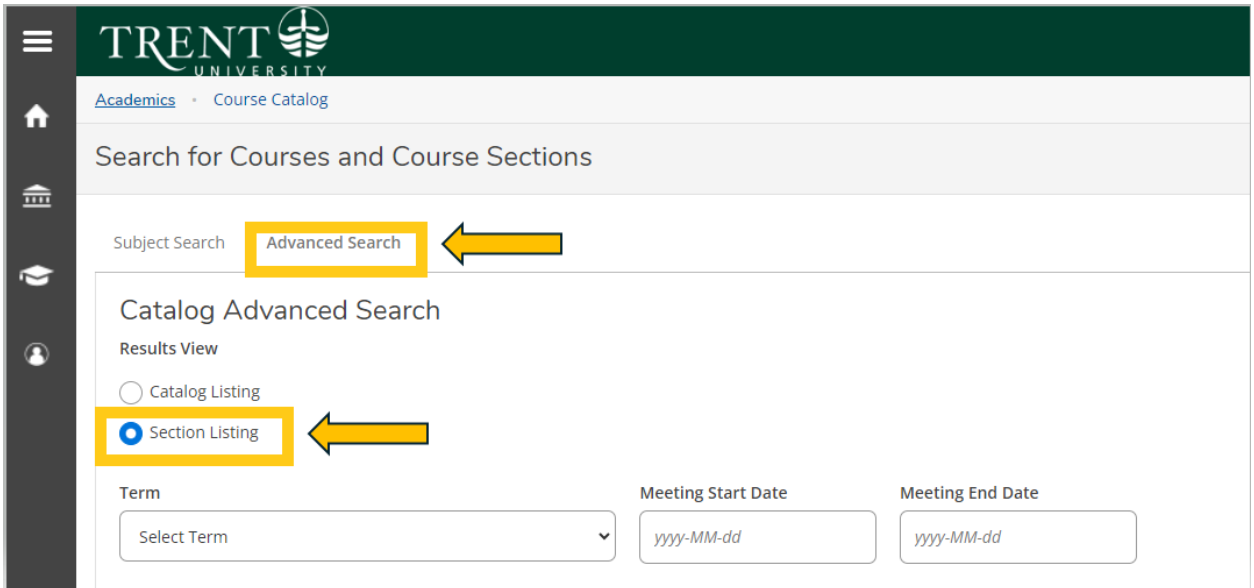
**Back to Course Catalog**

Filter Results **Hide**

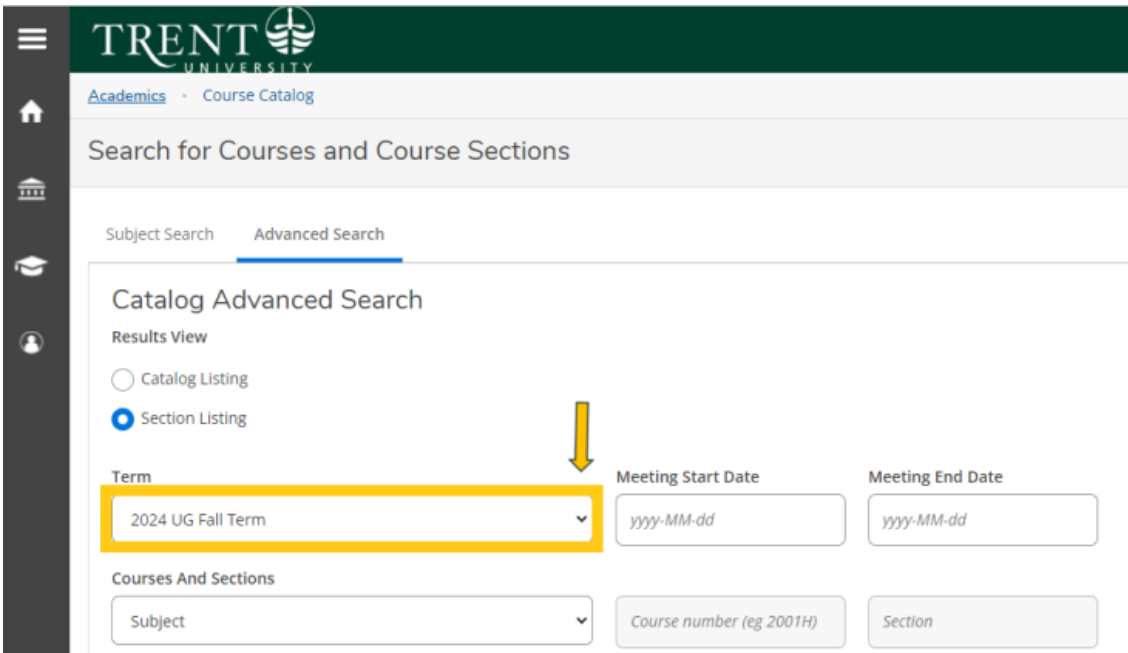
Advanced Search Selection: COMM

Filters Applied: Durham Greater Toronto Area × 2024 UG Fall Term ×

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

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: Business Administration

Course number (eg 2001H)

Section

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

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2001H)

Section

Subject: Subject

Course number (eg 2001H)

Section

Subject: Subject

Course number (eg 2001H)

Section

+ Add More...

Location: Durham Greater Toronto Area

33. Click **Search**

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

The screenshot shows a search interface with the following elements:

- Location:** A dropdown menu currently showing "Durham Greater Toronto Area".
- Academic Level:** A dropdown menu currently showing "Select Academic Level".
- Time Starts by:** A text input field with a placeholder "hh:mm AM/PM".
- Time Ends by:** A text input field with a 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.

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-F01 or ADMN-2410H-C-F01**

The screenshot shows the Trent University Course Catalog search results page. The search criteria are "ADMN" with filters for "Durham Greater Toronto Area" and "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	Closed	ADMN-1000H-A-F01	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	ADMN-1000H-A-F02	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	ADMN-1000H-A-F03	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

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



**Business Communication 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	<a href="#">ADMN-2100H-A-F01</a>	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2100H-B-F01</a>	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2100H-C-F01</a>	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area

36. 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** Vaishnav, B

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

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

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

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

**Course Description** Aims to give students a basic understanding of marketing and its core concepts-how a marketing approach can be implemented and managed in a range of markets, situations, and organizations. Prerequisite:Prerequisite: 1.0 ADMN credit or 0.5 ADMN credit and CUST-MDST 1535H.

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




[Close](#)     [Add Section](#)

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

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	<a href="#">ADMN-2010H-C-F01</a>	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2080H-A-F01</a>	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	<a href="#">ADMN-2080H-B-F01</a>	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Section Details**

**ADMN-2080H-A-F01**  
**Managerial & Market Research**  
 2024 UG Fall Term

---

**Instructors** Vaishnav, B

**Meeting Information** T 8:30 AM - 11:20 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** Focuses on primary research and its use in problem solving and decision-making. Covers qualitative and quantitative research design, planning, implementation, and analysis. Research methods studied include surveys, focus groups, analytical interviews, ethnography, and action research. Prerequisite: 1.0 ADMN credit.

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

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

Close  

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

**Business Communication 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	<a href="#">ADMN-2010H-C-F01</a>	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2080H-A-F01</a>	Managerial & Market Research	<a href="#">Planned</a>	2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2080H-B-F01</a>	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-A-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-B-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-C-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2340H-A-F01</a>	Work and Social Inequalities		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2410H-A-F01</a>	Communication in Organizations		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2410H-B-F01</a>	Communication in Organizations		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-2410H-C-F01</a>	Communication in Organizations		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-2410H-B-F01**  
**Communication in Organizations**  
 2024 UG Fall Term

**Instructors** TBD

**Meeting Information** T 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

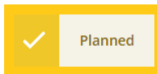
**Requisites**

- ⚠️ 2.0 university credits - Must be completed prior to taking this course.
- ⚠️ ADMN 1000H; - Must be completed prior to taking this course.

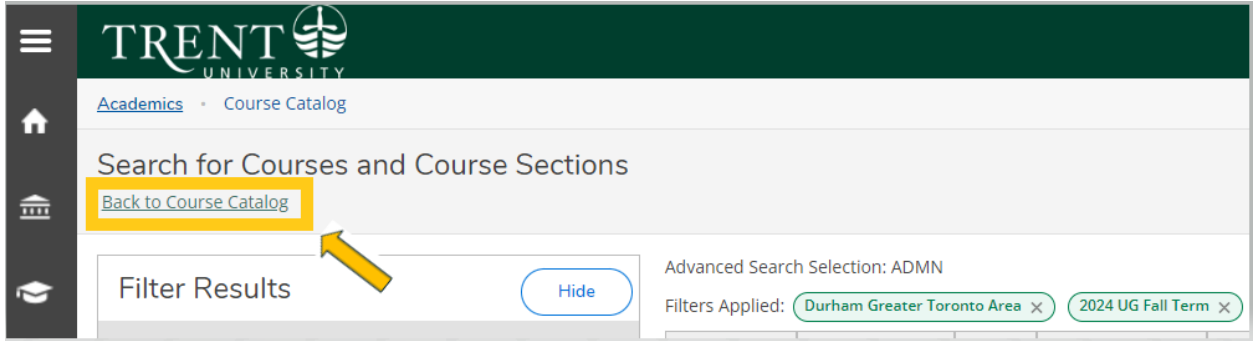
**Course Description** 2.0 university credits including ADMN 1000H. Excludes ADMN 3410H, WRIT 2003H.

**Additional Information** This course is for postgraduate students.  
 Close  **Add Section**

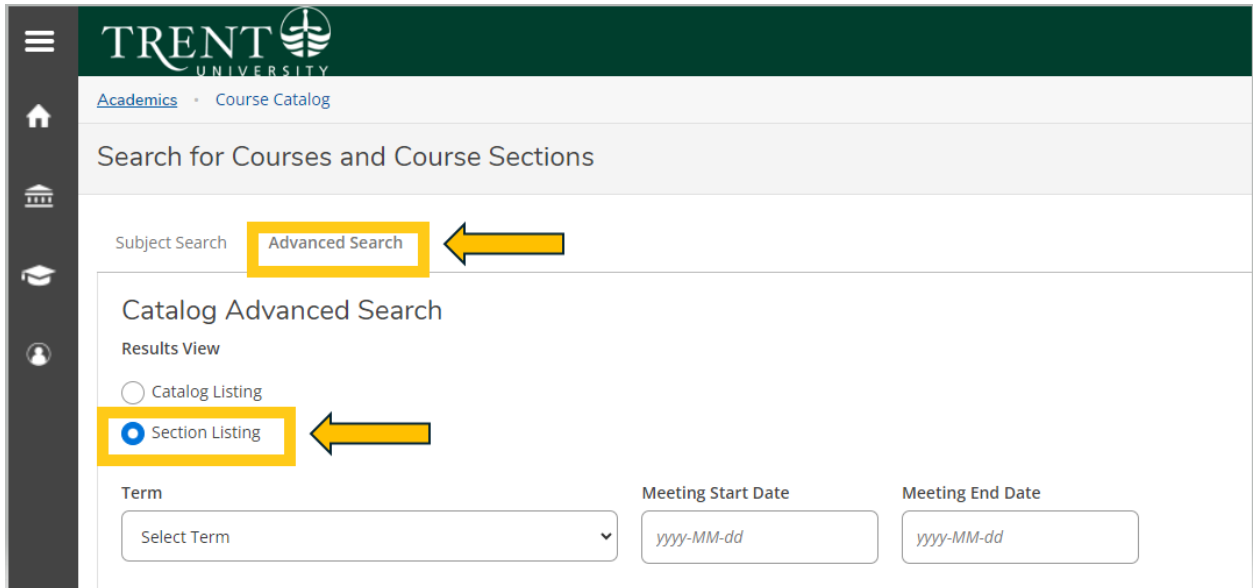
43. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>							
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-B-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ADMN-2230H-C-F01</a>	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ADMN-2340H-A-F01</a>	Work and Social Inequalities		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ADMN-2410H-A-F01</a>	Communication in Organizations		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ADMN-2410H-B-F01</a>	Communication in Organizations		2024-09-05-2024-12-31	Durham Greater Toronto Area
<b>Add</b>	2024 UG Fall Term	Open	<a href="#">ADMN-2410H-C-F01</a>	Communication in Organizations		2024-09-05-2024-12-31	Durham Greater Toronto Area

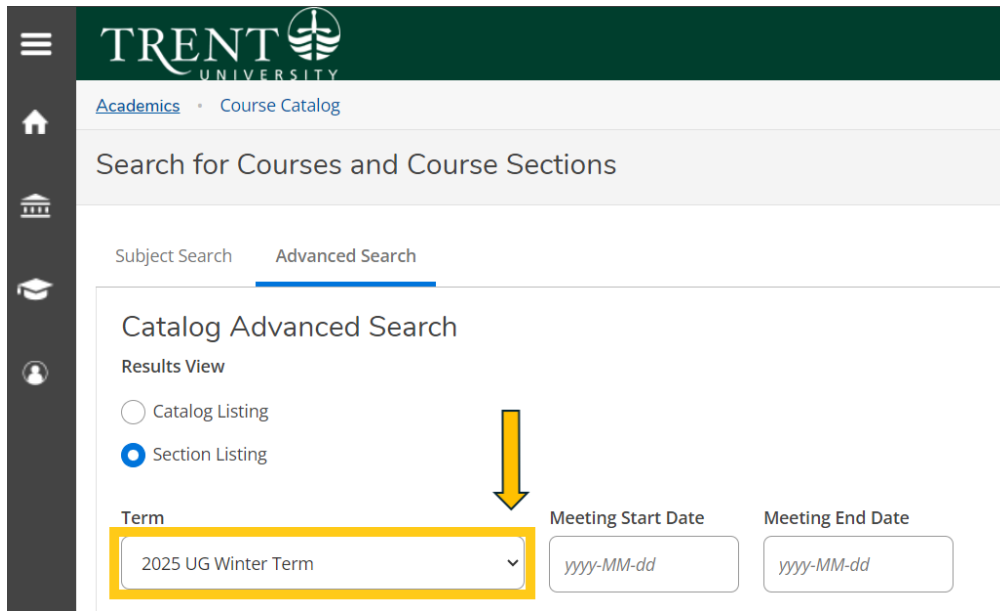
44. Once you have added the required ADMN fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page



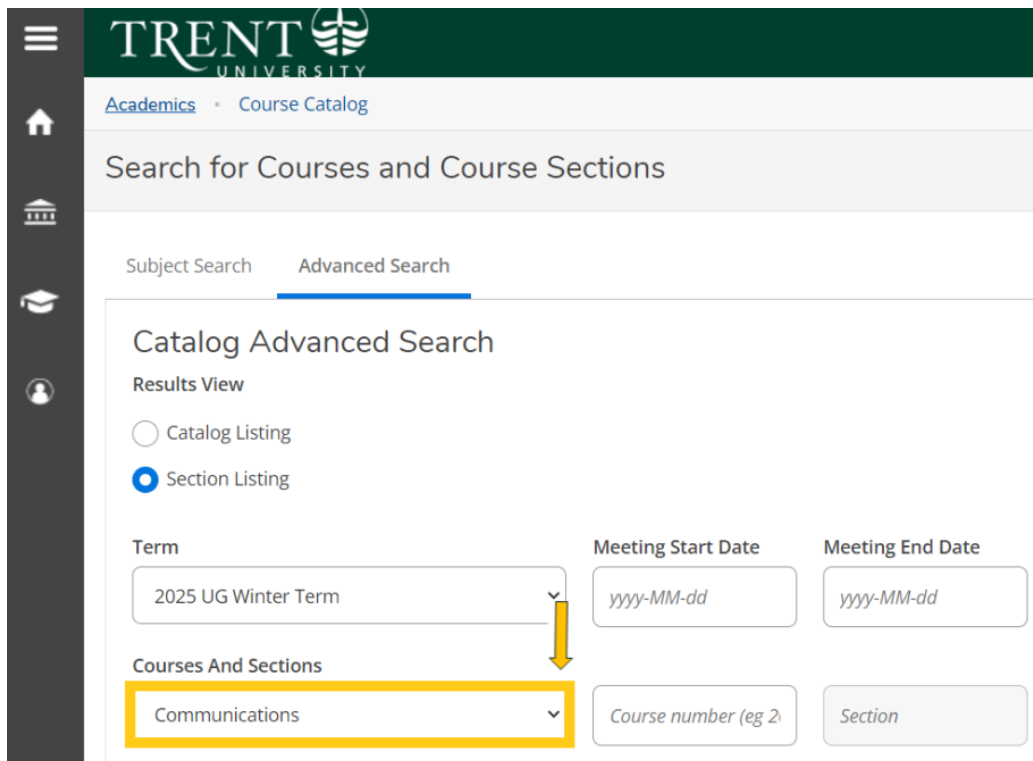
45. Next, you will need to **add** your **Term 2 winter courses**.  
You will now need to locate the required COMM winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**



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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

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

Communications

Course number (eg 2001)

Section

Subject

Course number (eg 2001)

Section

Subject

Course number (eg 2001)

Section

+ Add More...

Location: Durham Greater Toronto Area

49. 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

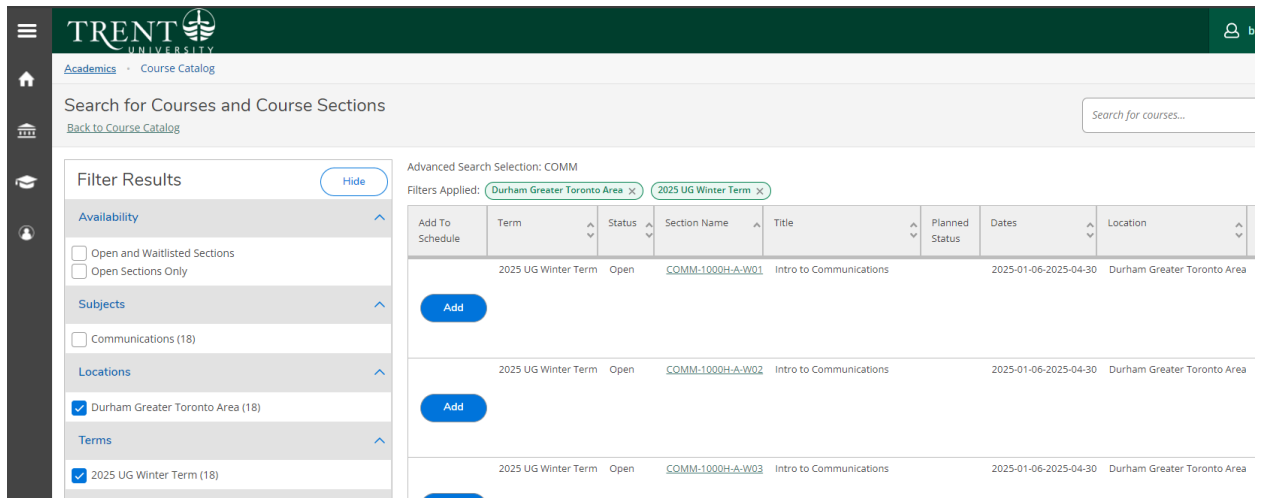
50. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Communications** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter COMM** courses:

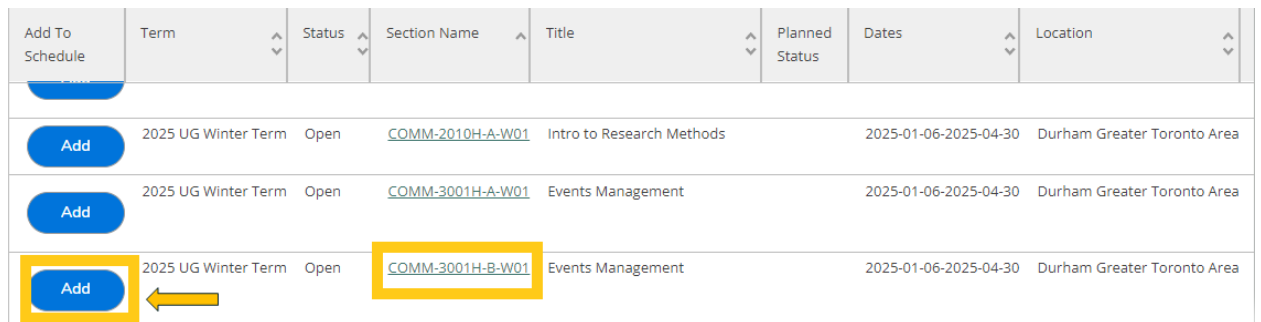
- **COMM 3001H: Events Management**

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

- **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)



**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**COMM-3001H-B-W01**  
**Events Management**  
 2025 UG Winter Term

**Instructors** TBD

**Meeting Information** M 3:30 PM - 6:20 PM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area,

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

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

⚠ **COMM 1000H - Must be completed prior to taking this course.**

**Course Description** An introduction to the field of events management. Students learn about planning and managing events from conception to actualization. Includes topics related to planning, marketing, media relations, budgeting, human resource management, logistics, risk management, sustainability, and post-event analysis. Prerequisite: COMM 1000H (or CCTH 1000H).

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

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


Close ➔ Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-2010H-A-W01</a>	Intro to Research Methods		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #0070c0; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3001H-A-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #000; padding: 5px 10px; border-radius: 5px; opacity: 0.5;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3001H-B-W01</a>	Events Management	<span style="color: #0070c0; font-weight: bold;">✓</span> <span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">Planned</span>	2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COMM-2010H-A-W01</a>	Intro to Research Methods		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COMM-3001H-A-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COMM-3001H-B-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COMM-3002H-A-W01</a>	Media Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COMM-3003H-A-W01</a>	Digital Storytelling		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COMM-3094H-A-W01</a>	Public Leadership in Action		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Section Details**

**COMM-3094H-A-W01**  
**Public Leadership in Action**  
 2025 UG Winter Term

---

**Instructors** TBD


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

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

**Seats Available** ⓘ

**Credits** 0.5


**Grading** Graded

**Requisites**  **6 university credits - Must be completed prior to taking this course.**

**Course Description** Empowers students with the unique knowledge and concrete skills to channel their inner leader and advocate, organize people and communities in campaigns for change, and mobilize power to ensure sustained impacts. Prerequisite: 6.0 university credits.



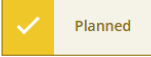



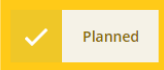
**Books** [Bookstore Information](#)

---



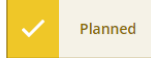



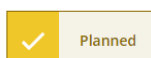


Close  **Add Section**

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<a href="#">COMM-3001H-A-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3001H-B-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3002H-A-W01</a>	Media Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3003H-A-W01</a>	Digital Storytelling		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3094H-A-W01</a>	Public Leadership in Action		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<a href="#">COMM-3001H-A-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3001H-B-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3002H-A-W01</a>	Media Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3003H-A-W01</a>	Digital Storytelling		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-3094H-A-W01</a>	Public Leadership in Action		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-4001H-A-W01</a>	Crisis Communication		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">COMM-4001H-B-W01</a>	Crisis Communication		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

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

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

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

⚠ **COMM 1000H (or CCTH 1000H) - Must be completed prior to taking this course.**

**Course Description** Consideration of each stage of crisis communication-prevention/planning, response, and recovery-with particular emphasis on response. Examines major streams of thought in the field, including case studies from Canada. Addresses social media and crisis, considering the impact of social media in amplifying traditional crises and creating new crises with new rules of engagement. Prerequisite: COMM 1000H (or CCTH 1000H).

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

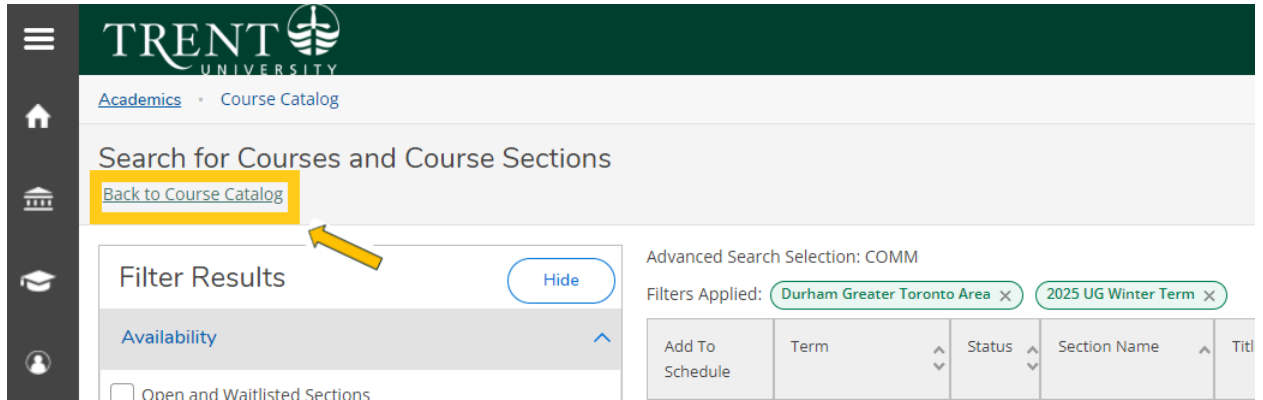
Close ➔ Add Section

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

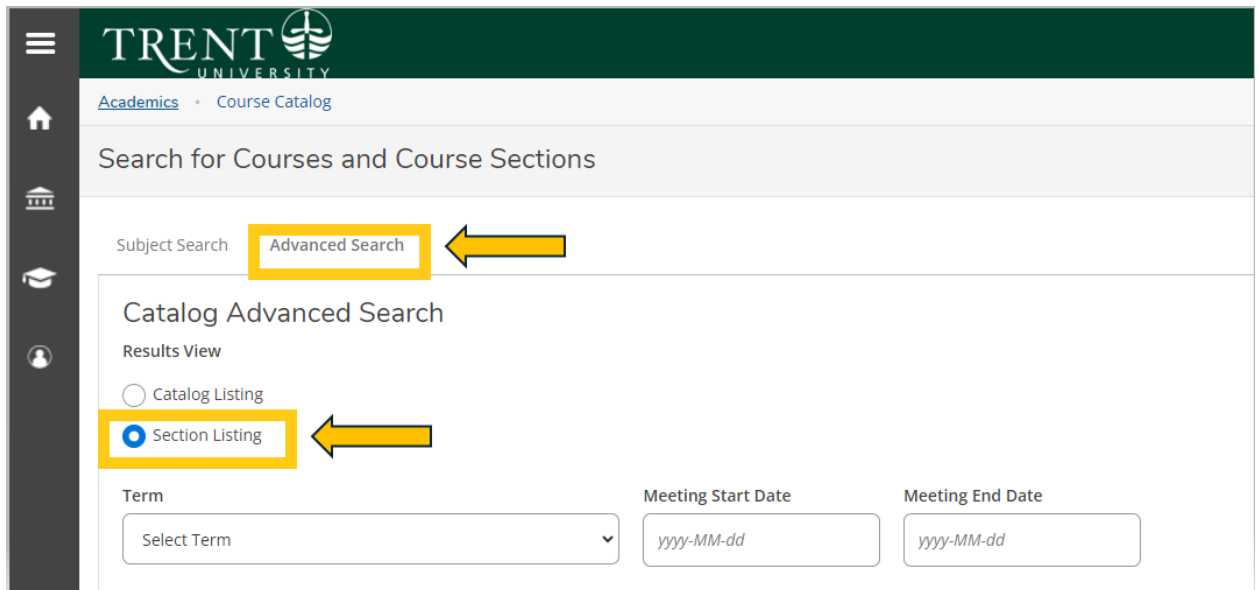
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3001H-A-W01</a>	Events Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3001H-B-W01</a>	Events Management	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3002H-A-W01</a>	Media Relations		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3003H-A-W01</a>	Digital Storytelling		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-3094H-A-W01</a>	Public Leadership in Action	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-4001H-A-W01</a>	Crisis Communication		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">COMM-4001H-B-W01</a>	Crisis Communication	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



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

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

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

TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2025 UG Winter Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Computer Science

Course number (eg 2001)

Section

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

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

Computer Science

Subject

Subject

+ Add More...

Location: Web-Based Course

65. Click **Search**

Location: Web-Based Course

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

Clear Search

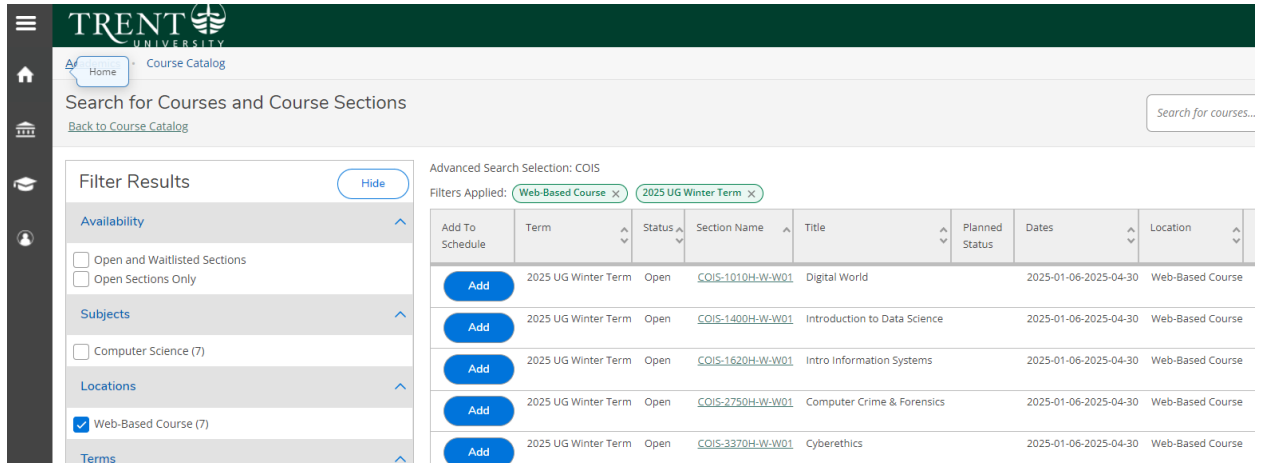
66. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter web-based Computer Science** course. The course will appear in numerical order. On this step you are planning your course.

Required **Term 2 winter COIS** course:

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

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



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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COIS-1010H-W-W01</a>	Digital World		2025-01-06-2025-04-30	Web-Based Course
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COIS-1400H-W-W01</a>	Introduction to Data Science		2025-01-06-2025-04-30	Web-Based Course
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COIS-1620H-W-W01</a>	Intro Information Systems		2025-01-06-2025-04-30	Web-Based Course
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COIS-2750H-W-W01</a>	Computer Crime & Forensics		2025-01-06-2025-04-30	Web-Based Course
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COIS-3370H-W-W01</a>	Cyberethics		2025-01-06-2025-04-30	Web-Based Course
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">COIS-3750H-W-W01</a>	Principles of Online Marketing		2025-01-06-2025-04-30	Web-Based Course

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



**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**COIS-3750H-W-W01**  
**Principles of Online Marketing**  
 2025 UG Winter Term

**Instructors** Alsiaity, A

**Meeting Information** 2025-01-06 - 2025-04-04  
 Web-Based Course, (Web-Based Course)

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

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

**COIS-ADMN 1620H or ADMN 1000H. - Must be completed prior to taking this course.**

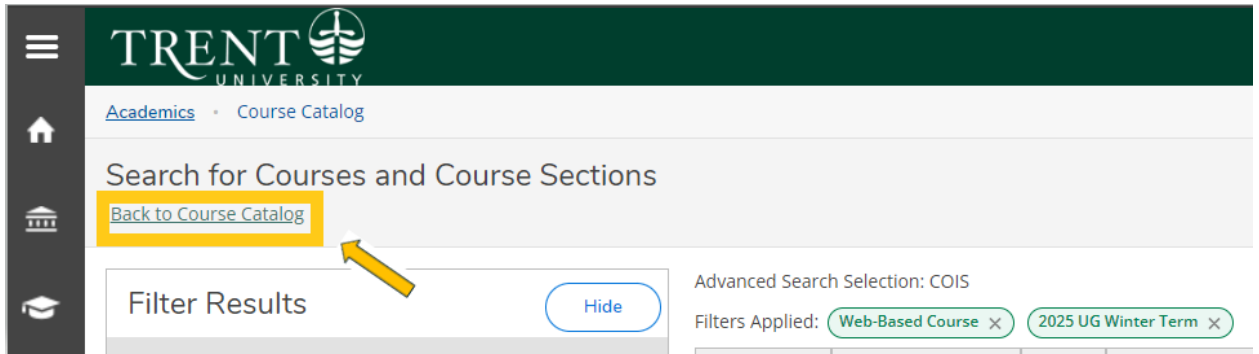
**Course Description** Businesses today must effectively leverage the Internet and develop an online strategy which complements their traditional business practices. Core topics include website best practices, online marketing and

Close **Add Section**

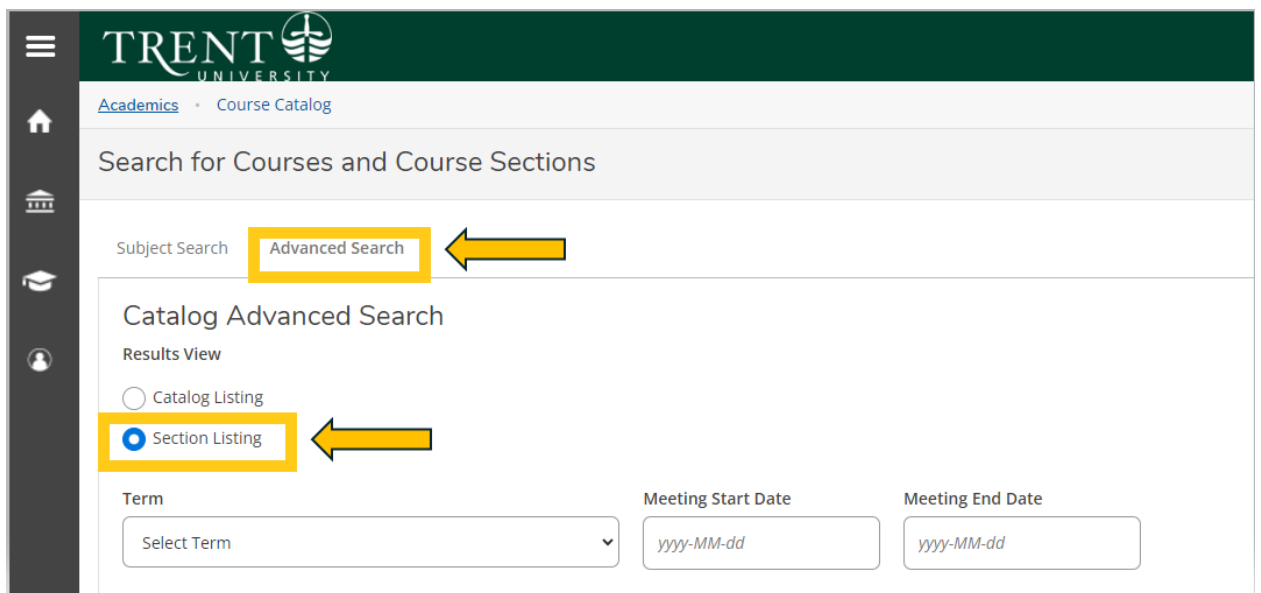
69. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">COIS-1010H-W-W01</a>	Digital World		2025-01-06-2025-04-30	Web-Based Course
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">COIS-1400H-W-W01</a>	Introduction to Data Science		2025-01-06-2025-04-30	Web-Based Course
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">COIS-1620H-W-W01</a>	Intro Information Systems		2025-01-06-2025-04-30	Web-Based Course
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">COIS-2750H-W-W01</a>	Computer Crime & Forensics		2025-01-06-2025-04-30	Web-Based Course
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">COIS-3370H-W-W01</a>	Cyberethics		2025-01-06-2025-04-30	Web-Based Course
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">COIS-3750H-W-W01</a>	Principles of Online Marketing	<b>Planned</b>	2025-01-06-2025-04-30	Web-Based Course

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

The screenshot shows the Trent University Course Catalog search interface. The header includes the Trent University logo and navigation links for 'Academics' and 'Course Catalog'. Below the header 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 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 box, and a yellow arrow points to it from the right.

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

The screenshot shows the same Trent University Course Catalog search interface as above. The 'Term' field now contains '2025 UG Winter Term'. Below the 'Meeting Start Date' and 'Meeting End Date' fields is a new section titled 'Courses And Sections'. This section has a dropdown menu that is highlighted with a yellow box and a yellow arrow pointing to it from the right. The dropdown menu currently shows 'Business Administration'. To the right of the dropdown are two input fields: 'Course number (eg 2)' and 'Section'.

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration

Course number (eg 2001H)

Section

Subject

Course number (eg 2001H)

Section

Subject

Course number (eg 2001H)

Section

+ Add More...

Location: Durham Greater Toronto Area

75. 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

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**

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3121H-A-W01	Intermediate Managerial Account		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3150H-A-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3150H-B-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3150H-C-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area

← **OR** →

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

**Section Details**

**ADMN-3150H-B-W01**  
 Advertising  
 2025 UG Winter Term

---

**Instructors** Chevtchouk, Y

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

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

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** ⚠ ADMN 2100H - Must be completed prior to taking this course.

**Course Description** Students learn the way advertisements work, the many techniques used in advertising, and the impact of advertisements on the individual and society. The power of image and identity ads is emphasized. Prerequisite: ADMN 2100H.

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

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

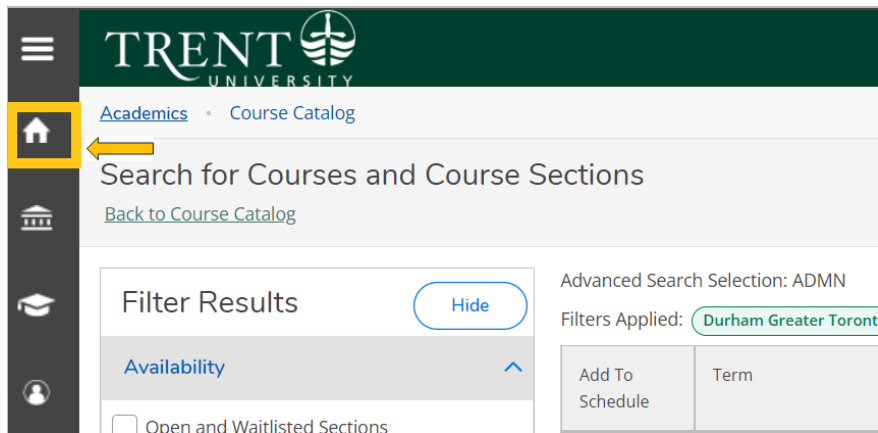
Close → [Add Section](#)

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

**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

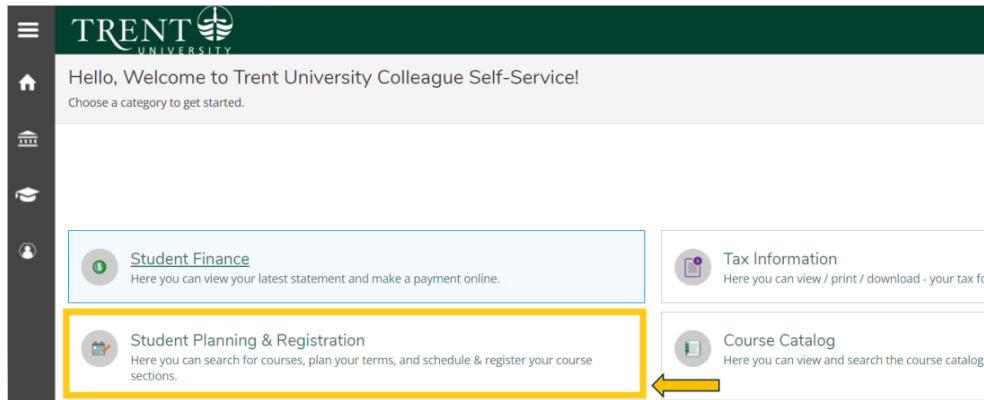
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-A-W01</a>	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-B-W01</a>	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-C-W01</a>	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3110H-A-W01</a>	International Trade		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3121H-A-W01</a>	Intermediate Managerial Accoun		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3150H-A-W01</a>	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3150H-B-W01</a>	Advertising	<a href="#">Planned</a>	2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	<a href="#">ADMN-3150H-C-W01</a>	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area

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.

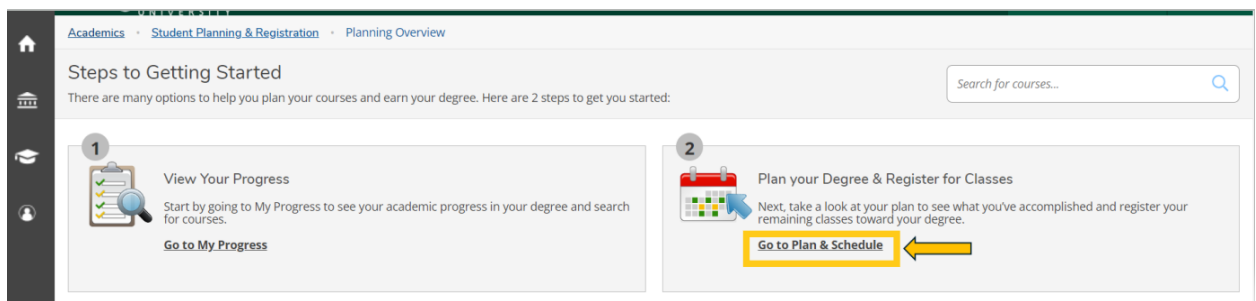


81. Click on '**Student Planning & Registration**'. This is where you will register for your courses.

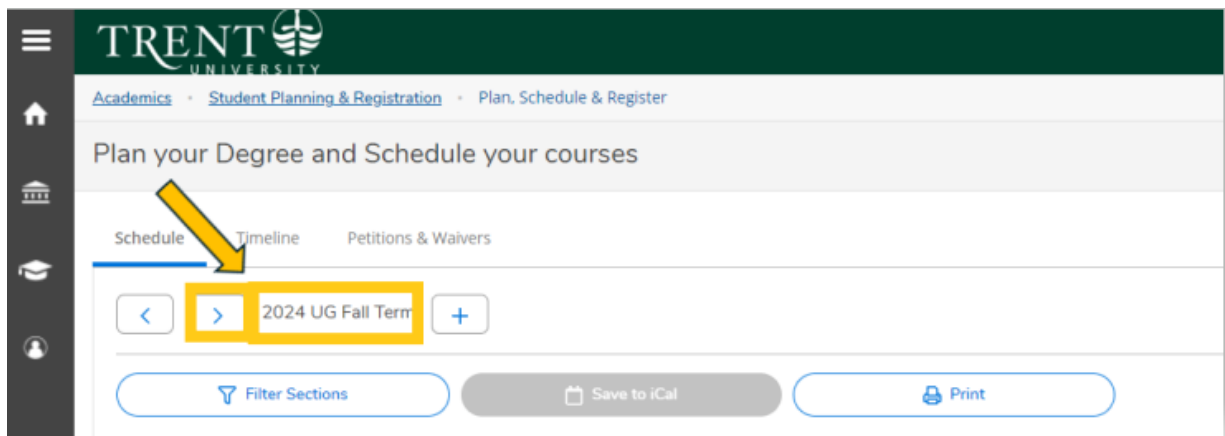
**Business Communication PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



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.

## Business Communication PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

The screenshot displays the registration interface for the 2024 UG Fall Term. At the top, there are navigation buttons for '2024 UG Fall Term' and '+', along with buttons for 'Remove Planned Courses' 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 content area is divided into two columns. The left column shows course details for 'ADMN-2080H-A-F01: Managerial & Market Research' and 'ADMN-2100H-B-F01: Introduction to Marketing'. The right column shows a calendar view with course sections plotted on a grid. The 'Register Now' button is highlighted in blue.

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](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 registration interface. It shows a search bar with the placeholder text 'Search for courses...'. Below the search bar, there are two buttons: 'Remove Planned Courses' and 'Register Now (I accept financial responsibility for registering courses)'. The 'Register Now' button is highlighted with a yellow border. Below the buttons, there is a 'Print' button and a status bar showing 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. At the bottom, there is a calendar view with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and a time slot (11 am).

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



## Business Communication PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

2024 UG Fall Term

Register Now (I accept financial responsibility for registering courses)

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

ADMN-2080H-A-F01: Managerial & Market Research

✓ Registered, but not started

Credits: 0.50 Credits  
Grading: Graded  
Instructor: Vaishnav, B  
2024-09-05 to 2024-12-31

Meeting Information

Drop

View other sections

ADMN-2100H-B-F01: Introduction to Marketing

✓ Registered, but not started

Credits: 0.50 Credits  
Grading: Graded  
Instructor: Vaishnav, B  
2024-09-05 to 2024-12-31

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am			ADMN-2080H-A-F01				
10am							
11am							
12pm		ADMN-2100H-B-F01					
1pm							
2pm							
3pm			ADMN-2410H-B-F01				
4pm						COMM-3000H-B-F01	
5pm						COMM-3000H-B-F01	
6pm							
7pm							
8pm							

Sections with no meeting time

COMM-2003H: Becoming Digital Section W-W02

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

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

Academics · Student Planning & Registration · Plan, Schedule & Register

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Petitions & Waivers

2024 UG Summer - Last 6 We

Remove Planned Course Register Now (I accept financial responsibility for registering courses)

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

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.

# Business Communication PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

The screenshot shows a registration interface for the 2025 UG Winter Term. At the top right, there are buttons for 'Remove Planned Courses' and 'Register Now (I accept financial responsibility for registering courses)'. Below these are buttons for 'Filter Sections', 'Save to iCal', and 'Print'. The interface displays two course sections: 'COMM-3094H-A-W01: Public Leadership in Action' and 'COMM-4001H-B-W01: Crisis Communication'. Each section has a 'Planned' status, credit information, grading, instructor, dates, and a 'Register' button. A calendar view on the right shows the course schedule from 11am to 11pm across the days of the week. A note at the bottom indicates 'Sections with no meeting time' and lists 'COIS-3750H Principles of Online Marketing Section W-W01 Faculty: Alstaity, A'.

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](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 registration buttons. The 'Register Now (I accept financial responsibility for registering courses)' button is highlighted with a yellow box. A yellow arrow points from the 'Remove Planned Courses' button to the 'Register Now' button. Below the buttons, a 'Print' button is visible. The status bar shows 'Planned: 1 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A calendar grid is partially visible at the bottom.

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

# Business Communication PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

2025 UG Winter Term + Register Now (I accept financial responsibility for registering courses)

Filter Sections Save to iCal Print Planned: 1.50 Credits Enrolled: 1 Credits Waitlisted: 0 Credits

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

✓ Registered, but not started

Credits: 0.50 Credits  
Grading: Graded  
Instructor: TBD  
2025-01-06 to 2025-04-30

Meeting Information

Drop

[View other sections](#)

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

✓ Registered, but not started

Credits: 0.50 Credits  
Grading: Graded  
Instructor: TBD  
2025-01-06 to 2025-04-30  
Seats Available: 27

Meeting Information

Register

[View other sections](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm		COMM-3094H-A-W01	COMM-4001H-B-W01	ADMN-3120H-B-W01			
1pm							
2pm							
3pm							
4pm		COMM-3001H-E-W01					
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

Sections with no meeting time

COIS-3750H Principles of Online Marketing Section W-W01 Faculty: Ablaity, A.

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.