PGC Student Course Registration Using Self-Service – Fall 2024 and Winter 2025

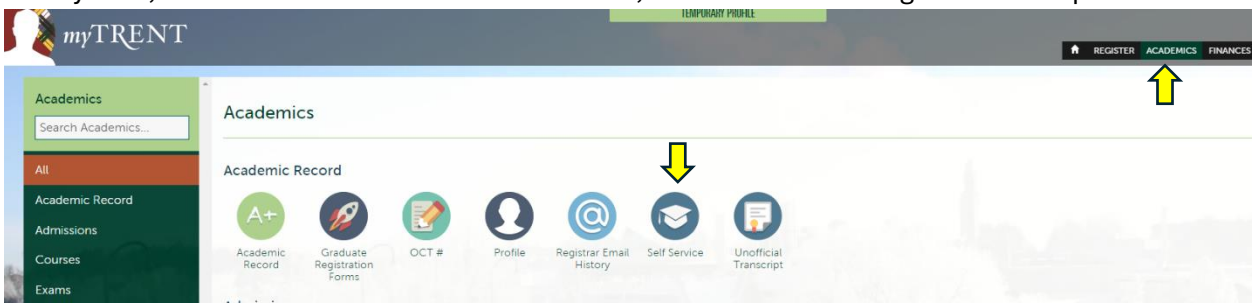
Students should register for courses prior to arriving at Trent. Fall and winter course registration opens in mid-June. Students should register for both fall and winter courses when course registration opens.

Course registration is completed using the Self-Service platform. Course registration consists of two steps, first you will plan your courses using the course catalog and then you will register for your courses. We recommend using a computer to register for courses as it can be very difficult to use the system on a smartphone.

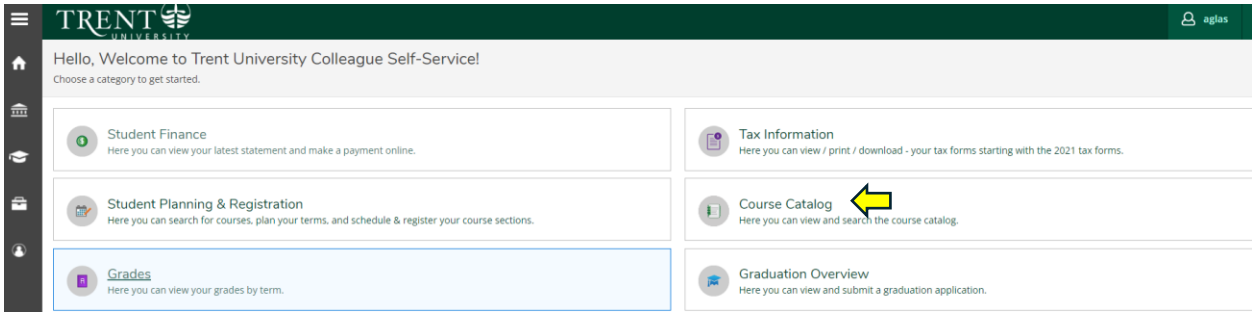
Before you begin registering for courses, you need to know which courses are required for your certificate. Please ensure you are reviewing the courses for your certificate program and at your designated campus.

The course registration steps are below.

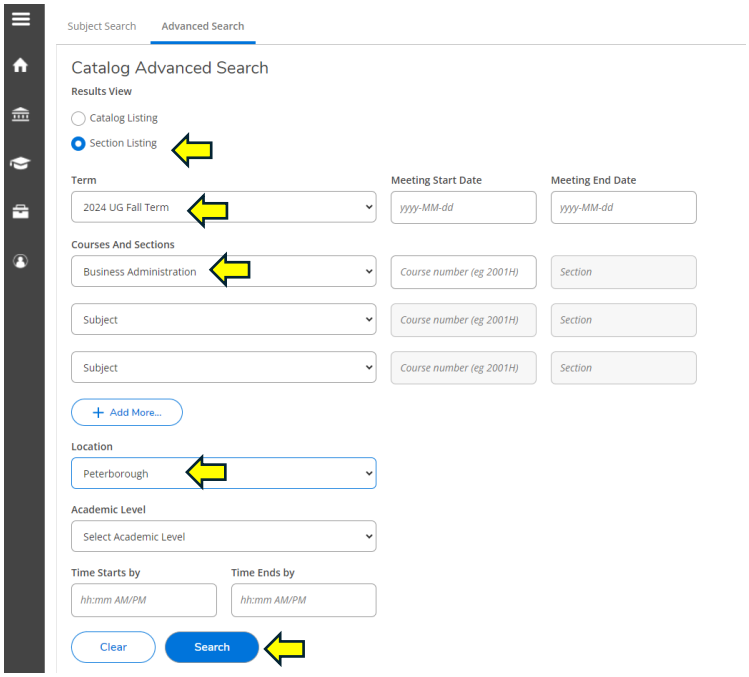
1. On myTrent, under "Academics" click 'Self Service', the icon for this is a graduation cap



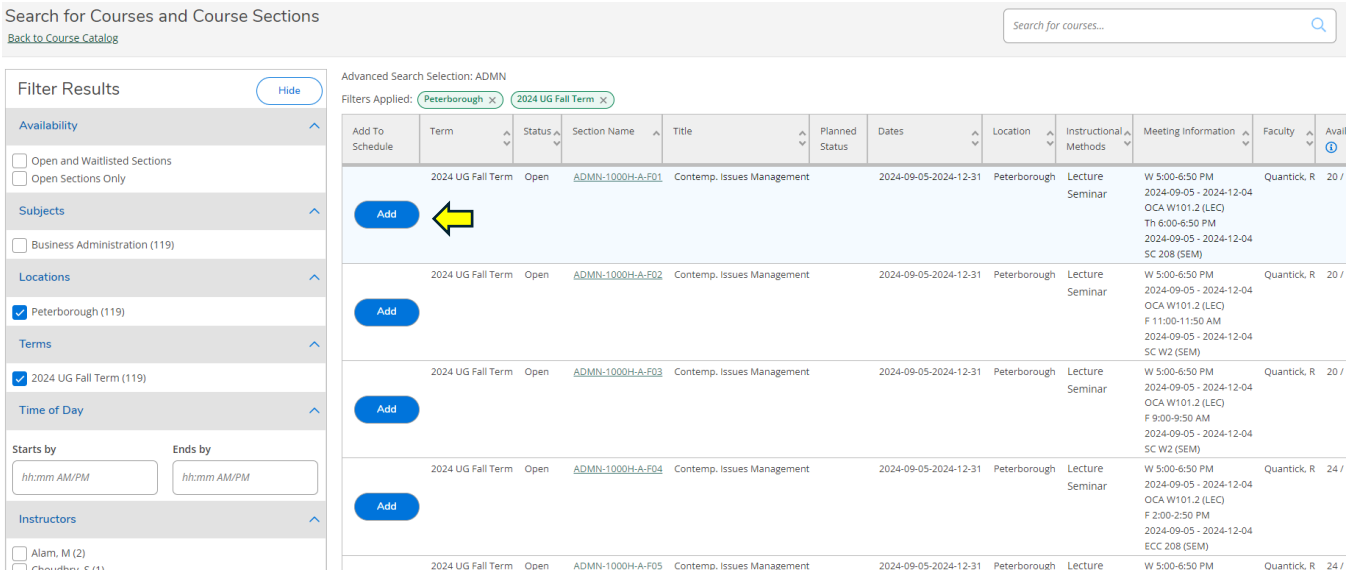
2. Once on Self Service, click on 'Course Catalog'



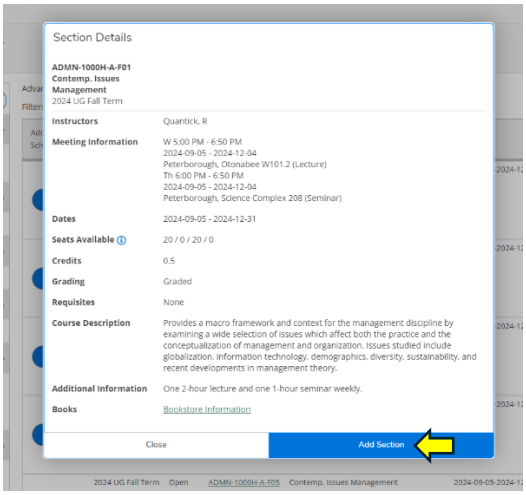
3. Using the 'Advanced Search' tab, use the following drop-down menu options.
    a. Term – 2024 UG Fall Term
    b. Courses and Sections – Business Administration
        i. If the course does not start with ADMN, it will appear under a different subject. COIS (Computer Science), CAST (Canadian Studies), ECON (Economics), COMM (Communications)
    c. Location – Peterborough (OR DURHAM)
        i. If you have a web course as indicated on the required course list, you will need to select the location as "Web-based course"
    d. Then click 'Search'



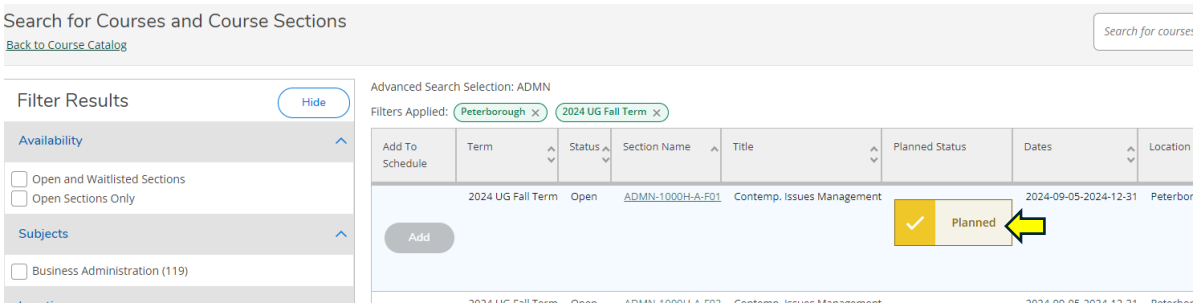
4. You will then be brought to the course listing page, you will need to scroll through this page to find your required courses. On this step you are planning your courses. The courses will appear in numerical order.



   a. When you find the course that you require, you need to click ‘Add’
   b. A pop-up menu will appear with additional course information, you need to then click ‘Add Section’



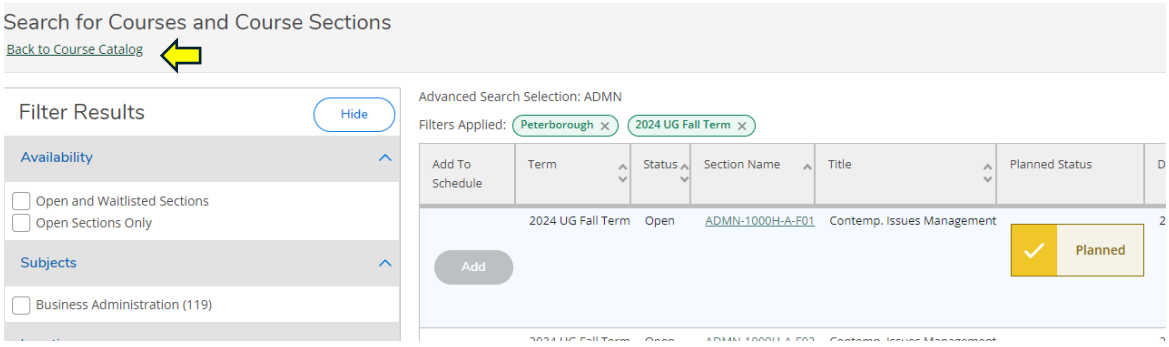
c. The course will then show as 'Planned', registration is not complete.



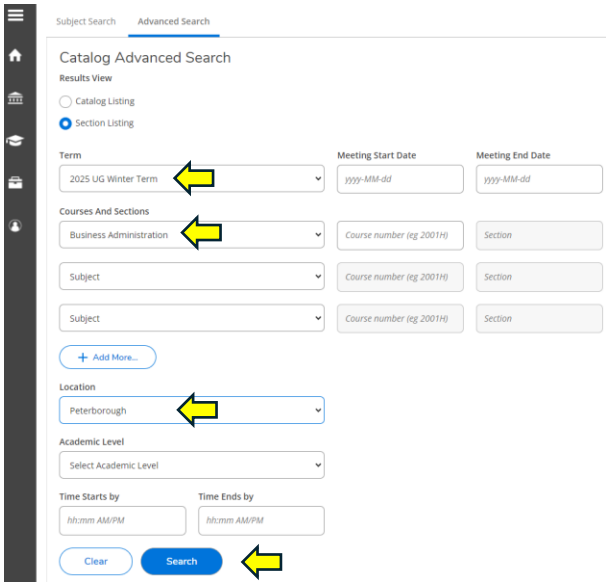
d. You now need to find the remaining courses that you require for the fall term and add them to your plan.

e. NOTE – Most courses will be a three-hour lecture (for example ADMN 2230H A F01) while courses like ADMN 1221H will be a two-hour lecture and one hour seminar (for example ADMN 1221H A F01 and ADMN 1221H A F02 – the lecture time is the same but the one hour seminar time will be different).

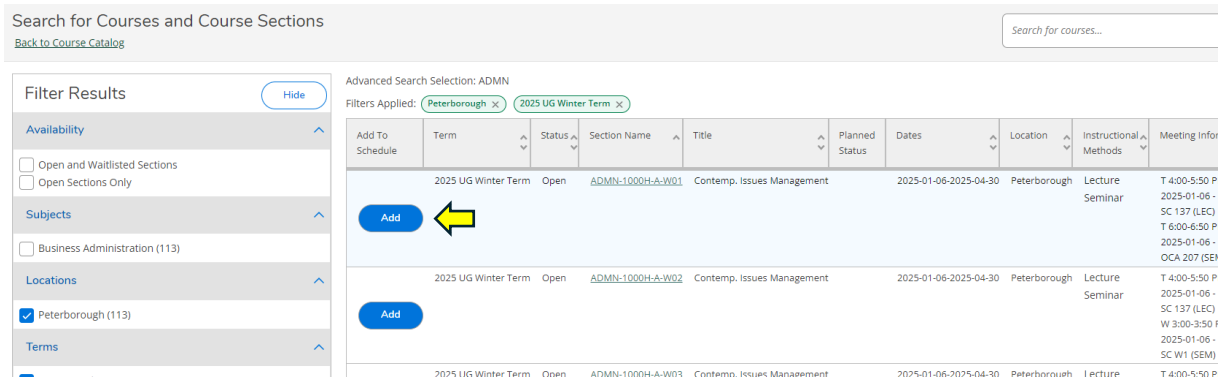
5. Once you have added all your fall required courses, you need click 'Back to Course Catalog' in the top left corner of the page.



6. You will now need to choose your courses for the winter term. You will follow the same process as Step 3 but you will be selecting a different term. You will be selecting '2025 UG Winter term'

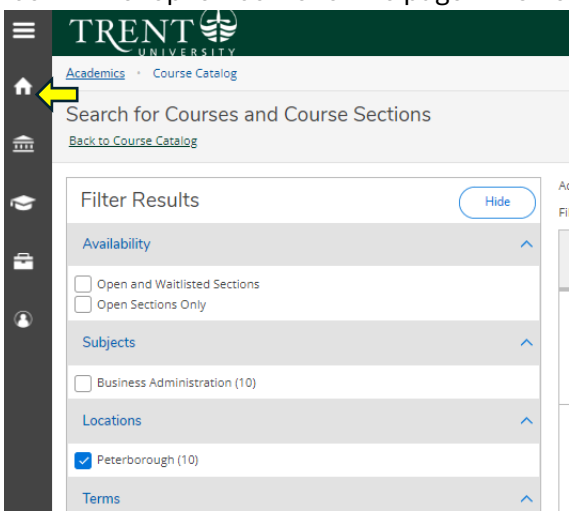


7. You will then be brought to the course listing page, you will need to scroll through this page to find your required courses. This is the same process as Step 4.

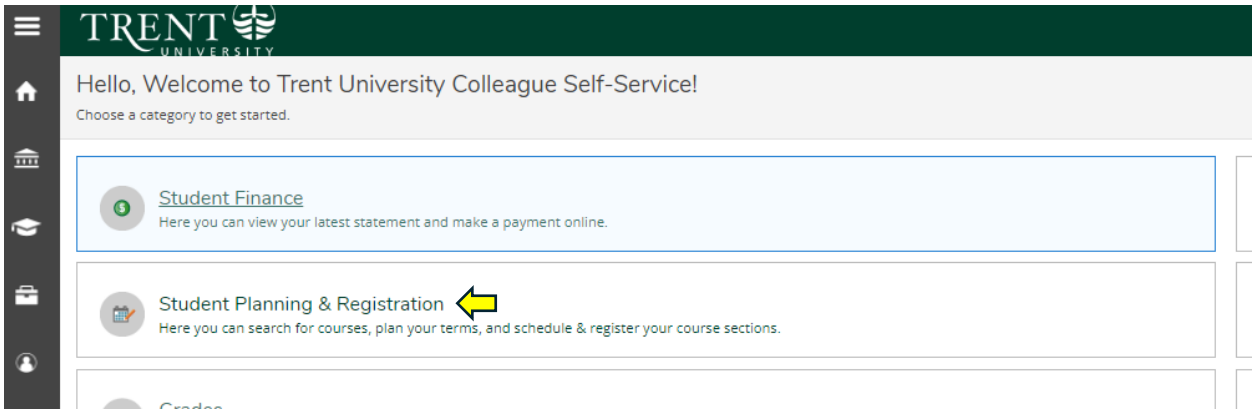


   a. When you find the course that you require, you need to click 'Add'
   b. A pop-up menu will appear with additional course information, you need to then click 'Add Section'

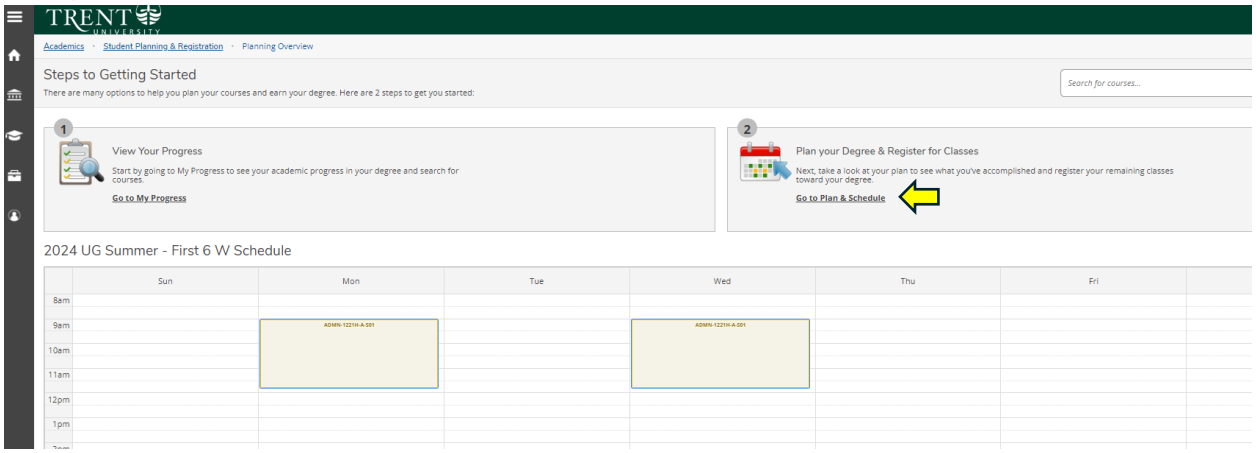
8. Once you have added your required winter courses to your plan, you need to click on the 'house' icon in the top left corner of the page. This next step will ensure you register for the courses.



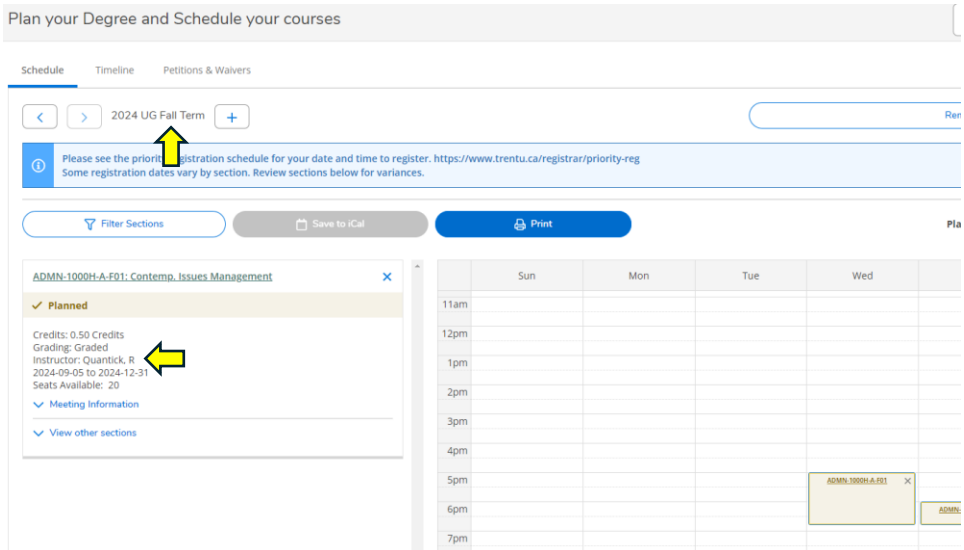
9. Here you need to click on ‘Student Planning & Registration’, this is where you will register for your courses



10. Here you need to click on ‘Go to Plan & Schedule’ this is found under the calendar icon



a. You will then see in yellow/brown the courses that you have planned. Courses in this color are planned and not registered.



b. Here we can see these are the planned courses for the 2024 UG Fall Term.

Note: If you are taking a web-course, it will not appear on the calendar. This is because web-courses do not have a set-time. The course will appear at the bottom of the calendar with the course code and name.

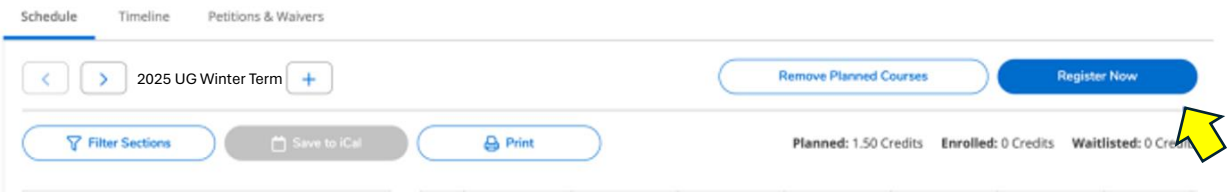
c. Some courses will have pre-requisites, your requisites should be waived. Please try to register for the courses.

11. You must click the blue 'Register Now' button in the top right corner to register in your planned courses.

a. Your courses will turn green once you have successfully registered for the courses
   i. If you are a student on the Peterborough campus and you receive an error regarding pre-requisites, please email ptbocerts@trentu.ca
   ii. If you receive an error that your offer regarding 'readmission procedures', please email admissions@trentu.ca

12. You must now register for your winter courses. You must click on the arrow to get to the next term '2025 UG Winter Term'
    a. You will now see the term is titled '2025 UG Winter Term'

    b. You will need to click on the blue 'Register Now' button in the top right corner to register for your winter courses.



    c. Your courses will turn green once you have successfully registered for the courses

13. Congratulations, you have now registered for your fall and winter term courses!

Additional information and video tutorials can be found here: https://www.trentu.ca/advising/course-selection-and-registration/course-registration

If you are a Peterborough student and you require assistance with your course registration, please email ptbocerts@trentu.ca