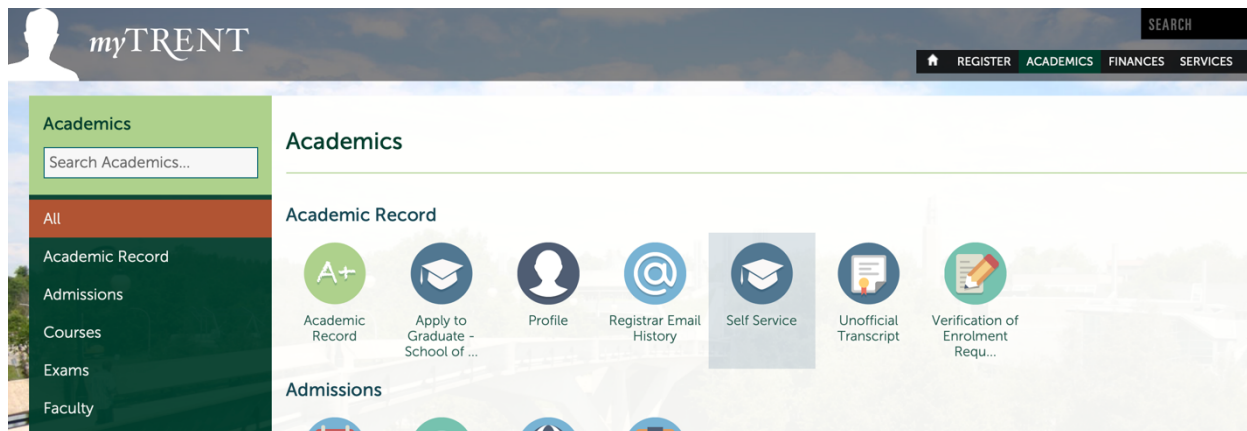


HOW TO REGISTER

Student Planning and Registration







The Student Planning and Registration Guide provides graduate students with instructions on how to browse the course catalogue, plan and register in courses, and view their academic progress.

1. Log into Self Service from the mytrent Academic portal and view the home page

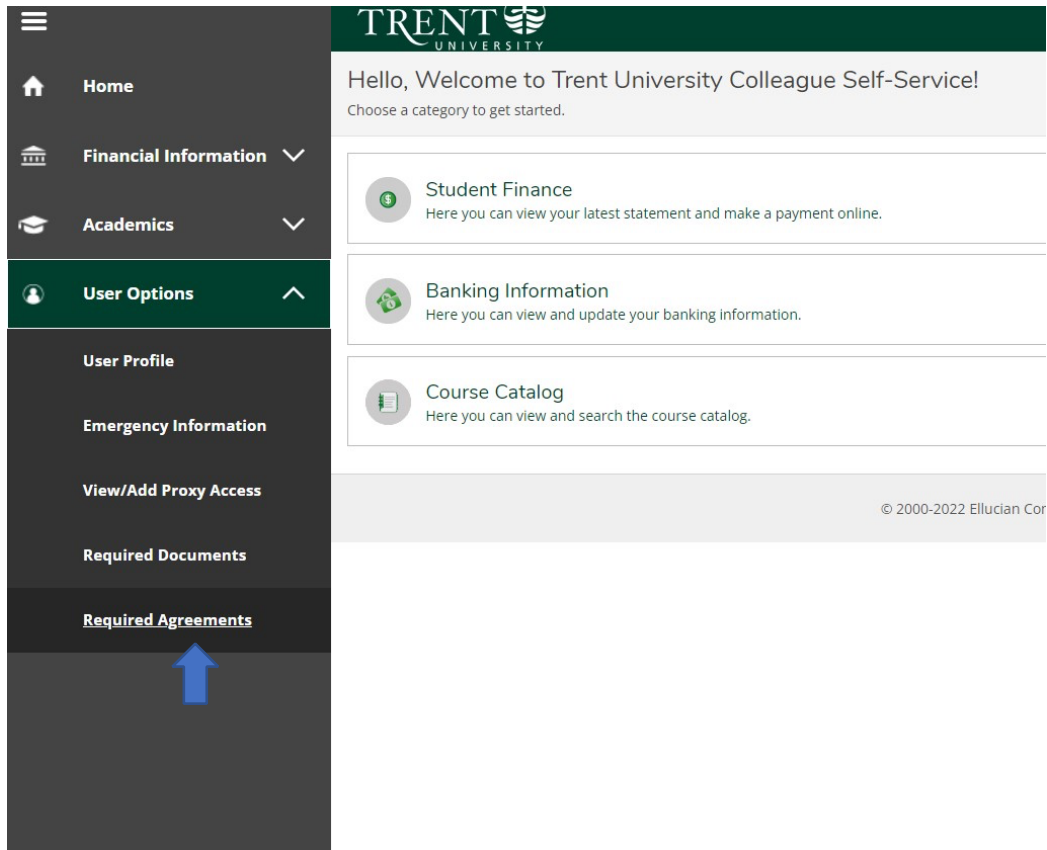


Hello, Welcome to Trent University Colleague Self-Service!

Choose a category to get started.

 <p>Tax Information Here you can view / print / download - your tax forms starting with the 2021 tax forms.</p>	 <p>Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.</p>
 <p>Course Catalog Here you can view and search the course catalog.</p>	 <p>Financial Management Here you can view the financial health of your cost centers and your projects.</p>
 <p>User Profile View and Update Your Profile</p>	 <p>Emergency Information Update Your Emergency Information</p>

- Before searching for courses, complete the required agreements in student planning. Click the 3 lines on the top left corner of Self Service and choose the required agreements section.



Complete the Financial obligation and academic integrity agreements. The status will switch to completed once you have finished them.

[User Options](#) - [Required Agreements](#)

Required Agreements







Title	Agreement Period	Due Date	Status	Action
Financial Obligation	2022-2023 Academic Year	8/1/2022	Incomplete	View
Academic Integrity	2022-2023 Academic Year	8/1/2022	Incomplete	View

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3. Next, confirm your graduate standing by registering in a graduate level place holder per semester (e.g., grad fall term, grad winter term, grad spring term)

To do so, select Course Catalogue and choose the either the grad fall term, grad winter, or grad spring term. You can also search for a place holder directly by clicking course catalogue and searching for 'GSFT'.

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 Tax Information Here you can view / print / download - your tax forms starting with the 2021 tax forms.	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
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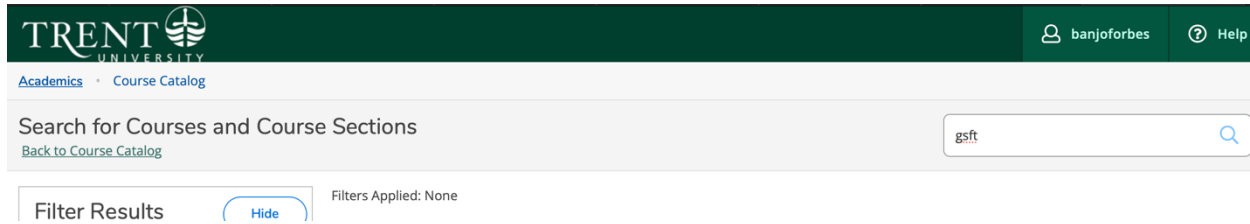
Subject Search **Advanced Search**


Catalog Advanced Search

Results View

Catalog Listing
 Section Listing

Term	Meeting Start Date	Meeting End Date
Select Term	M/d/yyyy	M/d/yyyy
Select Term 2021-2022 Academic Year 2021-2022 Fall/Winter 2022 Winter Term 2022 Summer Term 2022 Summer - Full 12 Week 2022 Summer - First 6 Week 2022 Summer - Last 6 Weeks 2022 Summer Field Nursing Summer Term 1 Nursing Summer Term 2 2022 Grad Fall Term 2023 Grad Winter 2023 Grad Spring	Course number	Section
	Course number	Section
	Course number	Section



Choose the appropriate placeholder: If you are a full time Master's student, you will expand the available sections under GSFT 500. For doctorate students, choose the available sections under GSFT 800. 


You will see sections for each graduate term (i.e. grad fall, grad winter, grad spring). Choose add section to schedule for the term you would like to add a placeholder for. For those completing their Master's in education full time, add GSFT-500-B. For students in all other full time Master's level programs, add GSFT-500-A. Students completing full time Doctoral Level Studies, add GSFT-800.

GSFT-500 Masters Level Studies (0 Credits) [Add Course to Plan](#)

Masters Level Studies Full Time

Requisites:
None

Locations:
Peterborough

[View Available Sections for GSFT-500](#) 

2022 Grad Fall Term

GSFT-500-A-F01 [Add Section to Schedule](#)

Masters Level Studies

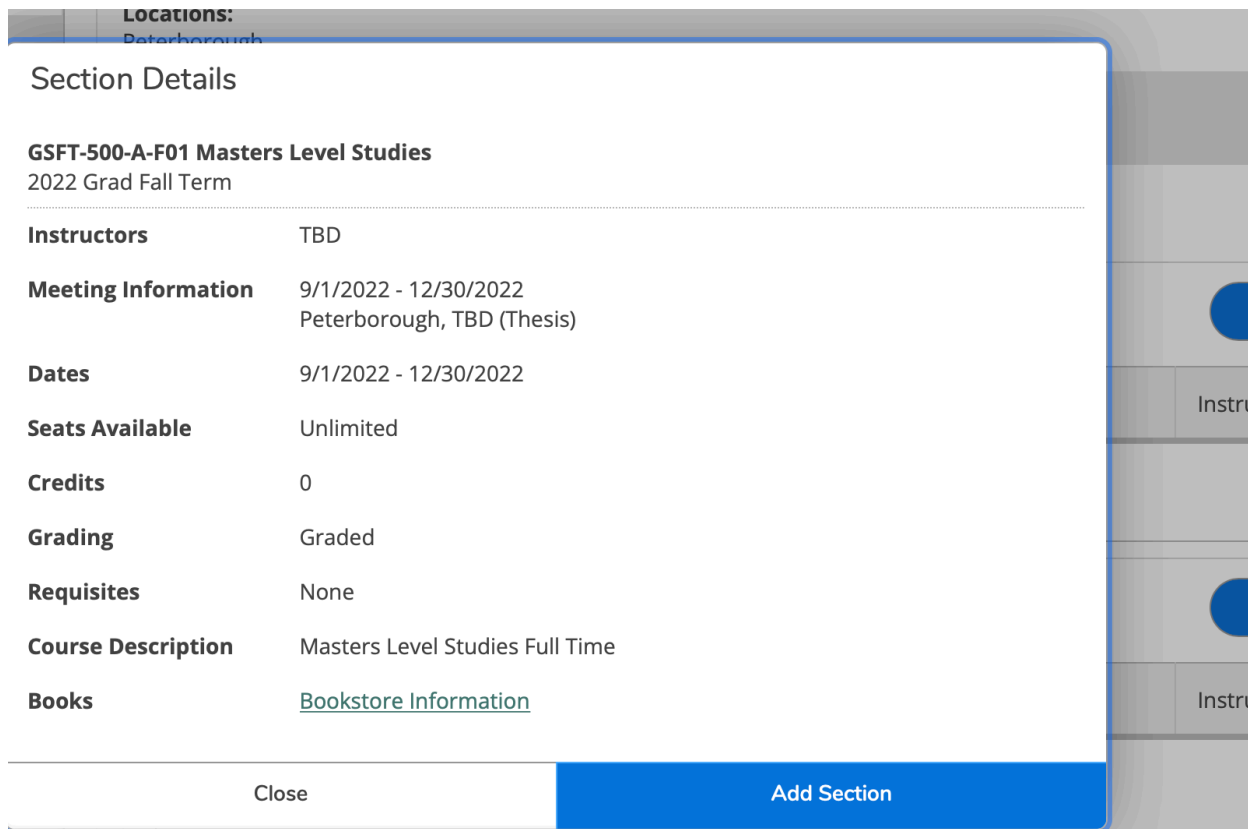
Seats	Times	Locations	Instructors
Unlimited	TBD 9/1/2022 - 12/30/2022	Peterborough Thesis	

GSFT-500-B-F01 [Add Section to Schedule](#)

Educ. Grad M.Ed. Full Time

Seats	Times	Locations	Instructors
Unlimited	TBD 9/1/2022 - 12/30/2022	Peterborough Thesis	

When you click 'add section to schedule', a new window with the option to 'add section' will appear. Click the add section button to add the course to your plan. You are not registered yet.



Locations:
Peterborough

Section Details

GSFT-500-A-F01 Masters Level Studies
2022 Grad Fall Term

Instructors	TBD
Meeting Information	9/1/2022 - 12/30/2022 Peterborough, TBD (Thesis)
Dates	9/1/2022 - 12/30/2022
Seats Available	Unlimited
Credits	0
Grading	Graded
Requisites	None
Course Description	Masters Level Studies Full Time
Books	Bookstore Information

Close Add Section

You can now add courses to your timetable. Go back to the Course Catalogue from the home page to choose the courses you wish to take for the next semester. Choose the Add section option to all courses you wish to take. This will add the courses to your course plan but not register them.

4. To register the courses you added, head back to the main menu and choose Student Planning.

Hello, Welcome to Trent University Colleague Self-Service!

Choose a category to get started.



Tax Information

Here you can view / print / download - your tax forms starting with the 2021 tax forms.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Course Catalog

Here you can view and search the course catalog.



Financial Management

Here you can view the financial health of your cost centers and your projects.



User Profile

View and Update Your Profile



Emergency Information

Update Your Emergency Information

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Choose the Plan your Degree & Register for Classes option. This will take you to Plan & Schedule.

Plan & Schedule

Search for courses...



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

2022 Grad Fall Term Schedule

You can see a visual schedule of your planned courses. To register by course, click the Register Now option below the individual courses. To register in all sections, click Register Now at the top of the screen.

Plan your Degree and Schedule your courses

Search for courses...



Schedule Timeline Petitions & Waivers

< > 2022 Grad Fall Term +

Remove Planned Courses

Register Now

Filter Sections

Save to iCal

Print

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

CAST-6201H: Environment & Place ✕

View other sections

CUST-5000Y-A-F01: Seminar on Cultural Studies ✕

Planned

Credits: 1 Credits
Grading: Graded
Instructor: Epp, M
9/8/2022 to 4/30/2023
Seats Available: Unlimited

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm			CUST-5000Y-A-F01				
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							

Once you register, it should say so under the course as seen below. You can also view your registered courses in the timeline option at the top of the screen to view a screenshot of all your upcoming and previous planned and registered courses

Schedule Timeline Petitions & Waivers

< > 2022 Grad Fall Term +

Filter Sections

Save to iCal

CAST-6201H: Environment & Place ✕

View other sections

CUST-5000Y-A-F01: Seminar on Cultural Studies

Registered, but not started

Credits: 1 Credits
Grading: Graded
Instructor: Epp, M
9/8/2022 to 4/30/2023

Meeting Information

Plan your Degree and Schedule your courses

Schedule **Timeline** Petitions & Waivers

Add a Term

2022 Grad Fall Term	2023 Grad Winter ×	2023 Grad Spring ×
<ul style="list-style-type: none">CAST-6201H: Environment & Place Credits: 0.50 Credits ×CUST-5000Y-A-F01: Seminar on Cultural Studies Credits: 1 Credits <input checked="" type="checkbox"/>GSFT-500-A-F01: Masters Level Studies Credits: 0 Credits <input checked="" type="checkbox"/>		
1 Enrolled Credits, 0.50 Planned Credits		

For additional help or technical difficulties, please contact the School of Graduate Studies at graduate@trentu.ca.