**2023-24 Academic Timetable**

Welcome to our video about navigating the Trent University Academic Timetable. The Academic Timetable is where you can find a list of all course offerings for each academic year and summer term. This video will provide you with information on how to access and understand the Academic Timetable which will be useful when choosing and registering for your courses. Please note that steps for registering in courses can be found in an additional video.

To access the timetable, you will begin on the Trent University homepage. First, select the Menu at the top right corner, then choose ‘Academics’ and click on Academic Timetable. Then select ‘Undergraduate Timetable’ in the centre of the page and then click on ‘Explore the Undergraduate Timetable’.

The Academic Timetable is also available in your myTrent portal and can be found under the ‘Register’ tab and then under the ‘Courses’ subsection.

The priority registration dates are listed at the top of the page and this is where you can determine the date and time that you can begin registering for your courses based on how many credits you have completed. During priority registration students can register in courses in their major, or majors, for which they have the pre-requisites, and in any courses that do not have limited enrolment.

Next you are asked to select both the term, and the location. While you are eligible to take courses at either the Peterborough or Durham campus, it is important to make sure that you are choosing courses offered at your desired campus. I will choose the Peterborough campus. After selecting the appropriate timetable parameters, you can navigate through the courses by discipline. Choose the disciplines you are interested in, as well as the course or year level.

**The Course and Course Section Columns** indicate the discipline of the course, the course code and section.

The four letter code indicates the general discipline of the course (PSYC - Psychology). The four-digit number following this indicates the specific course code (1020).

You will see that there are letters directly following the four digit course code. Each letter indicates something different:

H – indicates that it is a half-credit course running for either the Fall or Winter term

Y – indicates that it is a full-credit course running through both the Fall and Winter terms

The letter after this corresponds with each section of the course where *A* indicates that it is section A of the course, and *B* indicates that it is section B of the course. *W* indicates that it is a web course and will take place online. R indicates that a portion of the course has a remote component. Typically, there are multiple sections offered for larger courses. Please note that the days, times, delivery method and instructors can differ between different sections of the same course.

Let’s take a look at an example. GESO 1001H-R. The R means that there is a remote component to the course. The Instructions column shows us that this course has an asynchronous online lecture and a 50 minute in person seminar. Section R-F01 has a seminar that runs in person in Otonabee College room 104, on Thursdays from 1PM to 2PM. \*Room locations can change up to the time classes start so it’s important to check the Timetable regularly to check on room locations.

Following this, you will then see letters indicating the term in which the course takes place. Courses taking place in the fall will be designated by ‘F’ and courses taking place in the Winter will be indicated by ‘W’. Courses that take place throughout the entire Academic Year are indicated by a ‘Y’ here. The **Term Column** also lists this information, with ‘FA’ meaning Fall, ‘WI’ meaning Winter, and ‘FW’ meaning both Fall and Winter.

The **Status Column** is next. If the status is listed as open then there is room in the course and you can register in it when registration opens. If the status is listed as ‘closed’ there is no room in that section of the course, OR you are viewing the timetable before registration for the 2023-24 academic year has opened. We are recording this video before registration has started so all sections are showing as open. Please refer to the “important dates” section of the Academic Calendar to see when course registration closes.

The next section is the **Synonym Column** where the 6-digit synonym is listed for each section of a course. We used to use synonyms to register in courses in the past but now you can just search for your courses in Self Service. So, you don’t need to worry about this column.

The **Description Column** of the Timetable indicates the name of each course.

Under the **Cross-List Column** you will be able to see whether courses are cross-listed across multiple departments. Cross-listed courses may not be double-counted between joint-major requirements. For example, HIST 2020H is cross-listed with English Literature; it may be counted for credit as a History course or as an English Literature course. Please note that cross listed courses will only show as 1 department on your transcript. If in Self Service you search for History 2020H then the course will show as a History credit on your Record. If you search for it as ENGL 2020H then it will show as an English credit on your Record.

The **Campus, Building, and Room Columns** indicate the location and room number the course will take place in. It is important that you ensure the campus listed is the one you plan to attend. There are also a variety of web courses offered, indicated by ‘Web Based Course’ in the Campus Column. The Building and Room columns will be filled in closer to when classes begin.

The **Instructions Column** is an important one to reference as special notes about the course can be found here. For example Business Administration 4890Y-R is a remote, synchronous, internship course. The instructions column notes this and also indicates that there are application deadlines. For courses like these, we encourage you to look at your department’s website for further information.

The **Type Column** indicates which type of class each course will have. ‘LEC’ indicates that it is a lecture, ‘LAB’ indicates that it is a lab, and ‘SEM’ indicates that it is a seminar. When a course has a lecture and multiple seminar, lab, or workshop options, you register in the course by choosing the specific section that you want. Our video on ‘how to find and register in courses’ gives you detailed instructions on how to do this with Self Service. In reviewing the Timetable I’ve decided that I want to register in section 04, so when I go to search for courses in Self Service I will make sure that I find Section 04.

The **Day Column** indicates the day on which the course takes place. The **Start Column** indicates the time that the course begins and the **End Column** indicates the time that the course ends.

Finally, the **Faculty Column** will include the course instructor’s name when it is posted.

It is important to note that some courses have restricted sections that are reserved for specific programs. For example, this Forensic Science course, FRSC 1100H-A, is restricted to science students. Only students registered in a B.Sc. degree can register for this section of FRSC 1100H. It is therefore important to review any notes listed in the Instructions column to ensure you are selecting a course section that is open to you.

This concludes our video about navigating the Trent University Academic Timetable. For more information on the course registration process, make sure you visit the Academic Advising website where you can find the four steps to register in your courses and additional video tutorials walking you through this process.