
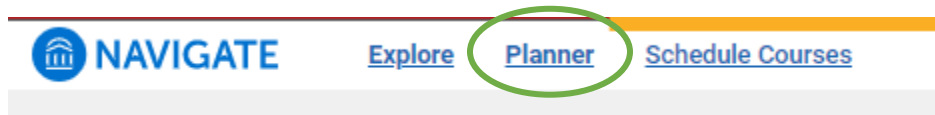


How to Register for Classes in Navigate Planner (Detailed Guide with Images)

Find, plan and register for recommended classes in Navigate Planner. If you know which classes to take and want to skip to registration, use the Schedule Courses tool instead.


Navigate registration works best on a laptop or desktop computer.

1. To access Navigate, visit **pikespeak.edu**, select **myPikesPeak Portal Login** from the menu, log in with your S# and password, and select the  icon.
2. Select **Planner**.



3. The Planner will open. Your current major is shown under both **My Goals** and within the **Degree Audit** link.

Under **Templates**, you may already have a program plan that you were using before. If you don't, select **+ Add Templates** and add a plan. Plans that match your current major and catalog year will show with a green star.

If your advisor sent you a plan, select **Advisor Plans** to view it and plan from their suggestions. Be sure to read comments if your advisor included any. Comments are shown under the  icon.

In the center panel, select **Show More** to view details about your program template.

My Planner
My Goals: [AA AA NA](#) | [AA NA NA](#) [Feedback history](#)

Planning Tools

- Templates**
 - [+ Add Templates](#)
 - Associate of Arts ★
- Course Catalog**
 - [Search for Courses](#)
- Advisor Plans**

Currently, there are no advisor plans to view.

 - Degree Audit

Selected Template(s) Details
Show Matched Column Bulk Add to Term

Associate of Arts
2023 to 2023
The Associate of Arts Degrees and Course of Study are designed for students who want a traditional liberal arts education and who intend to transfer to a four-year college or university. They provide a basis of study in

[Show More](#)

My Academic Plan
Show Completed Terms [+ Add a Term](#)

Fall 2022
Starts August 29, 2022
0 CREDITS
[View / Edit Schedule](#) [Remove Term](#)

Spring 2023
Starts January 18, 2023
0 CREDITS
[View / Edit Schedule](#) [Remove Term](#)

Spring 2024
Starts January 01, 2024
0 CREDITS
[Remove Term](#)

Fall 2024
Starts August 16, 2024

- In the right-hand panel, select **+ Add a Term** and add a term or terms. If you would like to see your past completed terms, select the Show Completed Terms button.


[+ Add a Term](#)

- Fall 2022
- Spring 2027
- Fall 2027
- Spring 2028
- Fall 2028
- Spring 2029
- Fall 2029
- Spring 2030
- Fall 2030
- Spring 2031


5. After adding terms, you are ready to begin planning classes from your template in the center panel.

The screenshot displays the 'My Planner' interface. On the left is the 'Planning Tools' sidebar with sections for Templates (including 'Associate of Arts'), Course Catalog, Advisor Plans, and Degree Audit. The central 'Selected Template(s) Details' panel is highlighted with a green border and shows details for the 'Associate of Arts 2023 to 2023' template, including a description and a list of course map recommendations. On the right is the 'My Academic Plan' panel, which shows a list of terms: Fall 2022, Spring 2023, Spring 2024, and Fall 2024, each with a 'View / Edit Schedule' and 'Remove Term' button.

To plan a class, select the  icon.

Next, select the  icon, then **Add To Term**, and choose the term. Repeat for any additional classes you would like to plan.

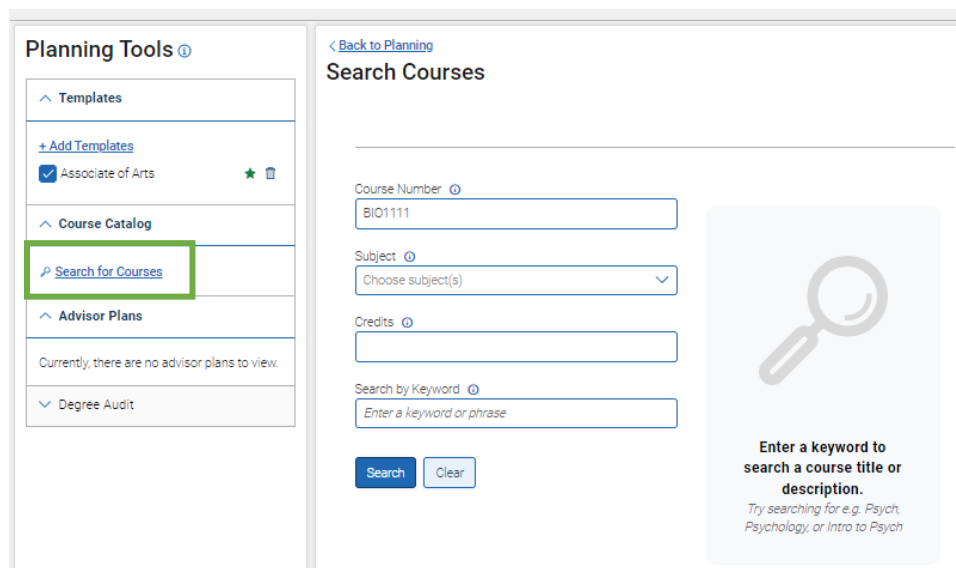
A close-up of the 'Add To Term' menu. The menu is open, showing three options: 'Add To Term', 'Course Details', and 'Remove Pin from English Composition I:CO1'. The 'Add To Term' option is highlighted in blue and has a blue chevron icon to its right. To the right of the menu, a dropdown list shows the available terms: 'Fall 2022' and 'Spring 2023'.

You may find that some requirements have different classes to choose from. Select  next to the class you prefer and plan the class.




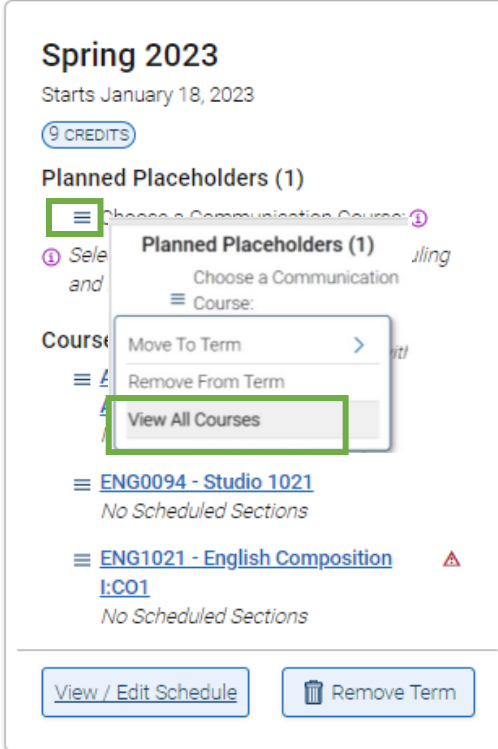
If you would like to plan classes besides the ones listed on your template, use the **Search for Courses** tool in the left-hand panel.

Tip: If you use the Course Number filter in the search tool, use all capital letters and no spaces, such as BIO1111, not bio 1111.



The classes you planned should be shown in the right-hand panel.

If you have a **Planned Placeholder** in a term, select the  icon, **View All Courses**, and plan one of the courses from the center panel. If you do not have a Planned Placeholder, skip to step 6.



Spring 2023
Starts January 18, 2023
9 CREDITS

Planned Placeholders (1)

Choose a Communication Course

Planned Placeholders (1)
Choose a Communication Course:
Course:

Move To Term >
Remove From Term
View All Courses

ENG0094 - Studio 1021
No Scheduled Sections

ENG1021 - English Composition I:CO1
No Scheduled Sections

View / Edit Schedule Remove Term



6. To register for classes, select **View/Edit Schedule**.

[View / Edit Schedule](#)

7. To choose a time and location for your class, select **Sections**.

Tip: If you are taking either MAT or ENG classes that begin with a zero, such as ENG0094 or MAT0120, start with the class that has the smallest number. For example, if you are taking MAT0120 and MAT1120, start by choosing a section of MAT0120.

The screenshot shows the NAVIGATE interface for Spring 2023. On the left, under 'My Planned Courses', there is a list of courses: AAA1009 Advanced Academic Achievement, COM1150 Public Speaking, ENG1021 English Composition I:CO1, and ENG0094 Studio 1021. The 'Sections >' button for ENG0094 Studio 1021 is highlighted with a green box. On the right, there is a yellow warning banner: 'Please resolve the following to enable registration' with a 'Refresh' button. Below that is a 'My Schedule' section with a 'Spring 2023 timeline' and a 'Weekly Calendar' for January 15 - January 21, 2023.

8. Select the  icon next to a campus to view classes at that campus. Next, select  and **Add Section**.

The screenshot shows the 'ENG0094 Studio 1021' section selection interface. Under 'Section Times', there are three tabs: 'Available (18)', 'Conflicting (0)', and 'Full (1)'. Below the tabs, there is a list of campuses: 'PPSC CCCOnline (1)' and 'PPSC Centennial Campus (7)'. The 'PPSC Centennial Campus (7)' is expanded, showing two sections. The first section is 'ENG0094 - CRN 34683' with '14 Seats'. It has a 'View Details' button and an 'Add Section' button, both highlighted with green boxes. The second section is 'ENG0094 - CRN 34675' with '14 Seats'. It has a 'View Details' button and an 'Add Section' button, both highlighted with green boxes.

The class you chose will move to the space **below the calendar**.

If there is a yellow **Reminder** bar in the section you chose, select the **View Corequisites** button inside to read more.

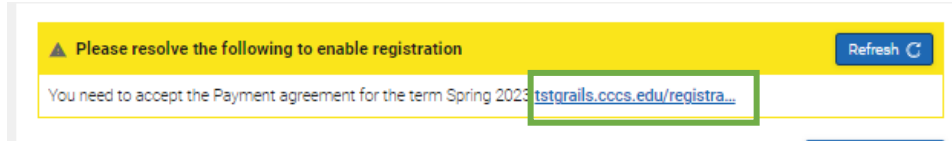
The screenshot shows a calendar grid for the evening session (5 pm to 10 pm). Below the calendar is a section titled "Scheduled Courses (Not Registered)". The first course listed is "ENG0094 Studio 1021 CRN 34683". It is a developmental course, on-campus in person, and has a prerequisite. The course runs from Jan 18th to May 9th, 2023, for 16 weeks, with 14 seats available. The schedule is Tue/Thu 12:30 pm - 1:45 pm. The location is PPSC Centennial Campus | Aspen Building Room# 254, 5675 South Academy Blvd. The last day to drop without penalty is Feb 2nd, 2023. A yellow reminder bar at the bottom of the course card states: "Reminder: This course must be taken with 1 corequisite course." and "This course has corequisite(s) that must be scheduled to register." A "View Corequisites" button is highlighted with a green box.

In the resulting pop-up window on the right, select **Add to my schedule** to add the paired corequisite class. Then close the pop-up window.

The pop-up window displays "3 credits" and "ENG0094 Studio 1021". It states: "To register for this section, the following must be taken together:" followed by the link "ENG1021 English Composition I:CO1 CRN33017". A blue "Add to my schedule" button is highlighted with a green box. Below this is a "Description:" section: "Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 1021 coursework."

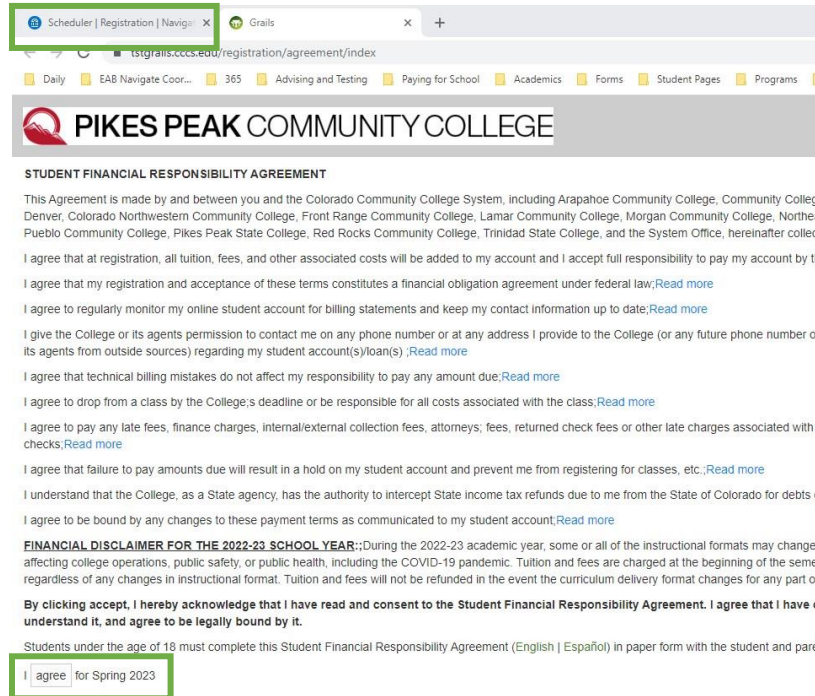
Continue choosing sections for all your classes.

9. If there is a yellow bar above your calendar, you must accept the Payment Agreement before you can register.



Follow the link inside the yellow bar. The Payment Agreement will open in a separate window. Review and agree.

After you have agreed to the Payment Agreement, select the blue **Scheduler** tab in your web browser to return to Navigate.



10. Select the **Register** button to complete your registration.

My Schedule Show timeline and calendar Print Schedule


Spring 2023 timeline Key ?

| MONTH | January | February | March | April | May |
|---------|-----------------|----------|------------|--------------|------|
| WEEK | 15 22 29 | 5 12 19 | 26 5 12 19 | 26 2 9 16 23 | 30 7 |
| AAA1009 | Jan 18 - May 09 | | | | |
| ENG1021 | Jan 18 - May 09 | | | | |
| ENG0094 | Jan 18 - May 09 | | | | |

Weekly Calendar ? ?

< January 15 - January 21, 2023 >

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------|-----|-----|-----|-----|-----|-----|-----|
| 6 am | | | | | | | |
| 7 am | | | | | | | |
| - | | | | | | | |

Carefully **read the Transaction Summary** pop-up. If there were errors, you will see red text and a  symbol.

Transaction Summary ×

ENG0094 Studio 1021

● This class has been added to your schedule. Nov 22, 2022 2:22 PM

AAA1009 Advanced Academic Achievement

● This class has been added to your schedule. Nov 22, 2022 2:22 PM

ENG1021 English Composition I:CO1

● This class has been added to your schedule. Nov 22, 2022 2:22 PM

Frequently Asked Questions (FAQ) about Planner

How do I change my major?

[Submit the Change of Major form](#) on the PPSC website.

Adding new or different templates in Navigate Planner does not cause your major to change. You can only change your major by submitting the Change of Major form.

If I add classes to a term in Planner, will they show up in Schedule Courses?

Yes, and classes added to a term in Schedule Courses will also show in Planner.

How do I find and add classes that are not on my template?

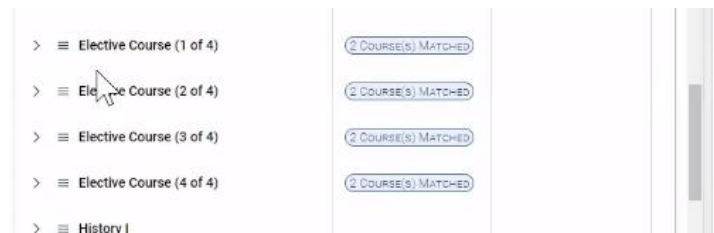
Use the Search for Courses tool under Course Catalog.

What does “pinned” mean?

You don't need to use the pinned feature to register! We encourage you to register and plan without worrying too much about pinning classes.

The pinning feature is meant to help you keep track of classes that you have chosen to fulfill requirements.

For example, you might pin a class to fulfill one of four elective requirements. Pinning the class ensures that you don't accidentally plan the same course for the other elective requirements.



Why don't I have a Register button?

You must accept the Payment Agreement each semester before the Register button will show. Look for a yellow bar above the calendar, which contains the link to the agreement.

The agreement will open in a separate tab in your web browser. After you accept the agreement, close the browser tab with the payment agreement, return to the Navigate tab in your web browser and refresh your page. Selecting the back arrow in your browser after you accept the agreement will not take you back to Navigate.

Why am I getting a prerequisite error?

You may need to complete or plan other courses before taking the one you are trying to register for. Contact your advisor or find your program in the [PPSC catalog](#) to learn more about prerequisite requirements.

If you are receiving a prerequisite registration error for college prep courses (also called corequisite or support courses), ensure that you have also planned a section of AAA1009 in order to register.

What do the letters and numbers after My Goals mean?

We are working on improving the My Goals display. In the meantime, you can check your current major under the Degree Audit link.

What does the Show Matched Column feature do?

A course will be marked as matched on a template if you have planned, registered for or taken that class.

How do I schedule an appointment with my advisor?

Use the Appointments tab from the Navigate home page to schedule an Advising & Registration appointment.

Can I register through Navigate from my cell phone?

Navigate registration works best on a desktop or laptop, but you may be able to register through Navigate in a web browser.

Why can't I add a class when I select the three lines (hamburger menu)?

Ensure that you have added a term using the **+ Add a Term** button.