

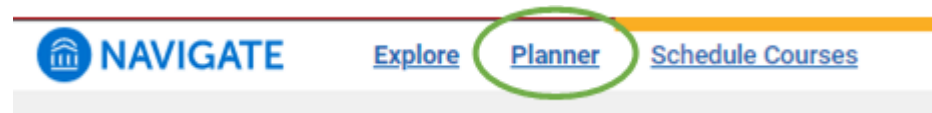


How to Register for Classes in Navigate Planner (Quick Guide with Images)

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**.



Follow steps 1 through 9 below to plan classes and register.

Note: Your current major is shown under My Goals and under Degree Audit. If you would like to change your major, [submit the Change of Major form](#).

1
If you don't have a template, select + Add Templates to add one. Templates that match your current major will have a green star.

If your advisor sent a plan, it will be in Advisor Plans.

3
Select the > symbol to view classes and info

4
Select the three lines, then Add To Term, and the term

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](#)

COURSE MAP RECOMMENDATIONS	PINNED
<p>▼ Important Career Goal Information</p> <p>If you are pursuing Education, Medical Sciences or Pre-Engineering, let your advisor know as soon as possible to be provided the most accurate course recommendations.</p>	
<p>▼ START HERE: Math and English Prep and Support</p> <p>▼ Advancing Academic Achievement (read "Start Here" above)</p> <p>▼ AAA1009 - Advanced Academic Achievement</p> <p>▼ Add To Term </p> <ul style="list-style-type: none">Course DetailsFall 2022Spring 2023 <p>▼ Remove Pin from English Composition I:CO1 </p>	
<p>▼ Choose a Communication Course:</p>	
<p>▼ Math course is dependent on transfer institution</p>	
<p>▼ Choose an Arts & Humanities (AH) course (See Catalog for more choices)</p>	

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

2
Add term(s)

5
Select View/Edit Schedule to choose sections

6

Select Sections

Fall 2022

My Planned Courses

Search For Courses

Sections >

AAA1009 Advanced Academic Achievement

Fall 2022

< Back to My Planned Courses

AAA1009 Advanced Academic Achievement

Section Times

Edit Filters

Available (37) Conflicting (0) Full (0)

These times work with your preferences. Drag the desired time to the calendar.

PPSC CCCOnline (2)

AAA1009 - CRN 23860 196 Seats
Aug 29th - Dec 10th 2022, 14 Weeks
Online
Check with instructor for times
TBD
PPSC CCCOnline | CCCOnline

AAA1009 - CRN 23861 196 Seats
View Details
Add Section
PPSC CCCOnline | CCCOnline

PPSC Centennial Campus (15)

PPSC DownTown Studio C... (1)

PPSC Fort Carson (2)

PPSC Online Campus (9)

PPSC Summit Base Campus (7)

My Schedule

Show timeline and calendar

Print Schedule

Fall 2022 timeline

MONTH	August	September	October	November	December
WEEK	28	4	11	18	25
	2	9	16	23	30
	6	13	20	27	4
	11	18			

Weekly Calendar

< August 28 - September 03, 2022 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							

Block Busy Time

Find classes that work for your calendar faster or view more time and location preferences. Choose a class on the left to find class times.

Got it

Evening

Register

7

Select the > next to a campus to view classes at that campus

8

Select the three lines and Add Section. The class will show up under the calendar.

9

Register. Read the Transaction Summary pop-up message.

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?

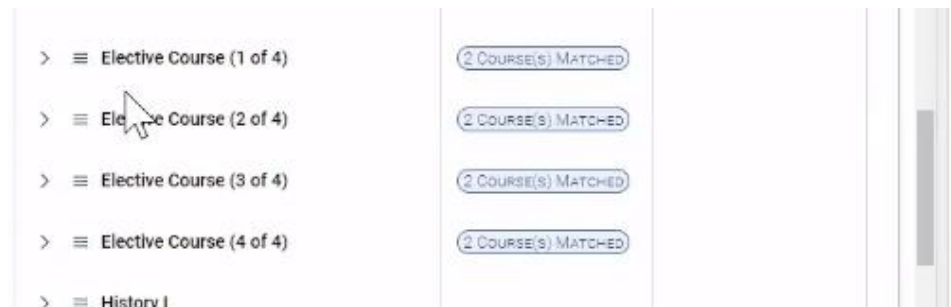
Use the Search for Courses tool under Course Catalog.

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.