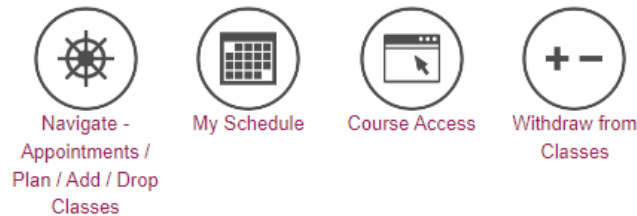


## How to Register for Classes Using myPikesPeak Portal

1. From [www.pikespeak.edu](http://www.pikespeak.edu), select myPikesPeak Portal Login in the top right corner.
2. Log in using your student number (including the S).  
 -First time log in: Temporary password = StudentMMDDYYYY where MMDDYYYY is your date of birth. *If you have not yet logged in, you will be prompted to set up a new password.*

### Dashboard

#### Student Tools



3. Once you are logged into the portal, select the **Withdraw from Classes** icon. (You can register through this icon even though it says "withdraw.")

4. A new browser window will open. Select the Term you want to register for and click "Submit."

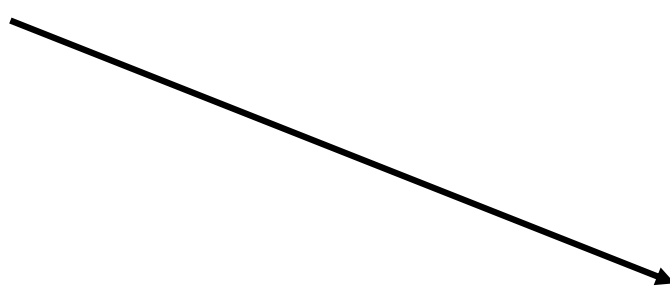


5. Read through the payment agreement and click "I Accept" to continue.

6. Select **Class Search**.

7. On the next screen (*Look Up Classes*), select a subject and then select **Course Search**.

*Tip: To select multiple subjects, hold down the Control Key (Ctrl).*




8. Select **View Sections** next to the course you would like to add.

**Advancing Academic Achievement**

1009

Advanced Academic Achievement

View Sections 

9. Review the Sections Found screen making sure to note the campus, days, times and dates that sections are available. In the Select column you will either see a checkbox (open), C (closed), or NR (class has started).

Sections Found																			
Advancing Academic Achievement																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Attribute
													Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	34996	AAA	1009	011	PCE	3.000	Advanced Academic Achievement	TR	05:30 pm-06:45 pm	24	7	17	0	0	0	David Boyd (P)	01/18-05/09	PA 254	General Ed Non-GT Pathways and Instructional Program Fee L
<input type="checkbox"/>	33523	AAA	1009	022	PCE	3.000	Advanced Academic Achievement	F	09:00 am-11:45 am	24	10	14	0	0	0	Nicole Jolyn (P)	01/20-05/09	PA 219	General Ed Non-GT Pathways and Instructional Program Fee L
<input type="checkbox"/>	34937	AAA	1009	023	PCE	3.000	Advanced Academic Achievement	S	09:00 am-11:45 am	24	10	14	0	0	0	Nekedra Bullock (P)	01/20-05/09	PA 364	General Ed Non-GT Pathways and Instructional Program Fee L
<input type="checkbox"/>	34938	AAA	1009	024	PCE	3.000	Advanced Academic Achievement	S	01:00 pm-03:45 pm	24	3	21	0	0	0	Sarah Groh Correa (P)	01/20-05/09	PA 364	General Ed Non-GT Pathways and Instructional Program Fee L
<input type="checkbox"/>	34939	AAA	1009	026	PRR	3.000	Advanced Academic Achievement	F	09:00 am-11:45 am	24	9	15	0	0	0	Matthew Christopher Conner (P)	01/20-05/09	PRR E116	General Ed Non-GT Pathways and Instructional Program Fee L

**Code Key for myPikesPeak Registration**

**Cmp:** Campus. Where the course is being offered. PCE – Centennial Campus, PRR – Rampart Range, PDO – Downtown Studio Campus, PFC – Fort Carson Education Center, PPA - Peterson Space Force Base, PHC - Center for Healthcare Ed and Simulation (CHES), PZZ—Unique Location, PON – PPSC Online (Always taught by PPSC instructors), PCN – CCC Online (Taught by instructors in the Community College System)

**CRN:** Course Registration Number. Each section has a specific CRN number to identify it. Click on the number to get more information about the class set-up and to e-mail the instructor.

**Crse:** Course Number.

**Date:** Beginning and end dates for the course. Watch for short-term classes!

**Days:** M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

**Instructor:** If an instructor has not yet been chosen for the course it will read “TBA.”

**Location:** Campus and Classroom or Online.

**Sec:** A section number is used to distinguish specific sections of the same course. Examples: 101 (all num-bers) - Traditional Lecture course, C11 - CCC Online course, 1H1 - Hybrid course: combines online and in-class instruction, M01 - Open Entry course: No traditional lecture, computer based and self-paced, 1N1 - PPCC Online course, 2L1- Linked Course: you must take an associated course at the same time.

**Subj:** This refers to the subject of the course.

**Rem:** Remaining seats in course.

**Title:** Refers to the title of the course.

10. Select the checkbox next to your desired course, scroll to the bottom of the screen and click Register.

Section Found																					
Art																					
Select	N	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location
													Cap	Act	Rem	Cap	Act	Rem			
<input checked="" type="checkbox"/>	139	ART	110	051	PDO	3.000	Art Appreciation: AH1	F	05:30 pm-08:15 pm	25	1	24	15	0	15	0	0	0	Nancy Jean Coco (P)	08/30-12/15	PDO S230

11. If you were successfully registered into the class, **Web Registered** will show on the next *Add or Drop Classes* screen. You may also drop courses in this screen.

**Current Schedule**

Status	Action	CRN	Subj
**Web Registered** on Apr 12, 2013	None	21127	HWE

Total Credit Hours: 3.000  
 Billing Hours: 3.000  
 Minimum Hours: 0.000  
 Maximum Hours: 18.000  
 Date: Apr 12, 2013 10:48 am

If registration was not successful, a registration error will be listed.

**Registration Add Errors**

Status	CRN
Prerequisite and Test Score error	21139

**Prerequisite or Co-requisite Error** – You may not have not met the pre-requisite for the course through either placement or completing a required course.

If you are registering for co-requisite classes (classes that are taken together in the same semester), select the five-digit CRN of the course to view co-requisite information. Add all CRNS to worksheet before selecting "Submit Changes."

*Tip: if you are registering for MAT or ENG co-requisite courses and still cannot register, add a section of AAA1009 to your worksheet before submitting changes.*

**Instructor Signature Required** – You must use a paper registration form and get a signature from the instructor *or* submit the electronic Registration Add/Drop Form, which you can obtain from an advisor or Enrollment Services.

12. To view your schedule, close the Add or Drop Classes screen, go back to the portal dashboard and select My Schedule to see your class list. You can also go to the top Student tab to see your drop and withdrawal dates.

13. To find your books, please visit [ppcc.bncollege.com](http://ppcc.bncollege.com) and select the Course Materials & Textbooks tab > Find Course Materials. You can also print a copy of your schedule and visit the PPSC Bookstore in person.

*Have a great semester!*