


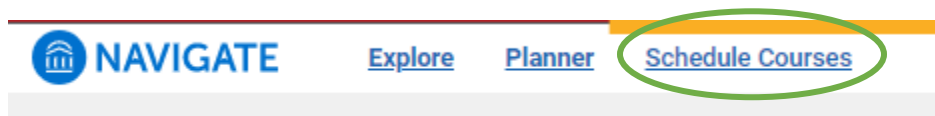
How to Register for Classes in Navigate Schedule Courses (Detailed Guide with Images)


Register for classes in Navigate Schedule Courses. If you aren't sure which courses to register for, use the Navigate Planner instead and schedule an advising appointment.

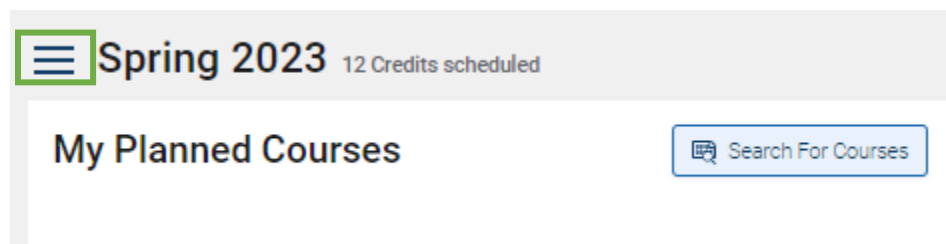
Navigate registration works best on a laptop or desktop computer.


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.

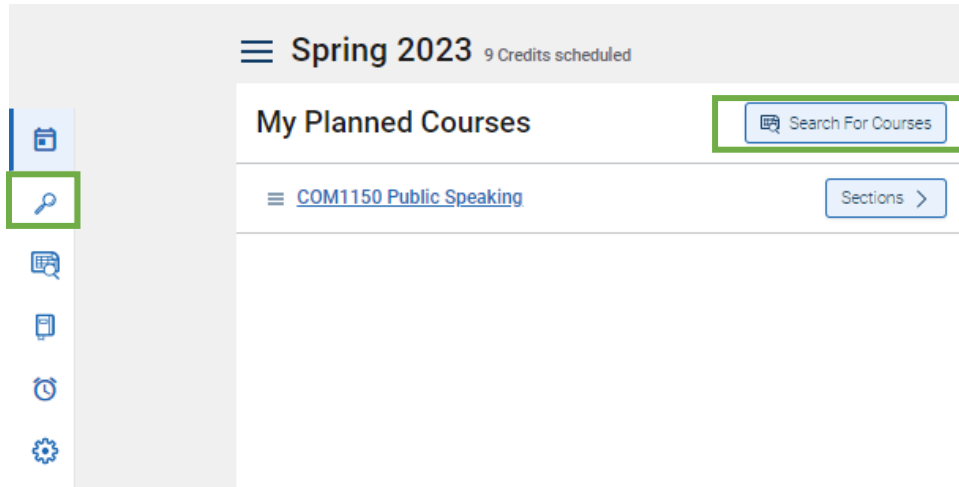
2. Select **Schedule Courses**.



3. Review the term in the top left corner. If you need to change the term, use the  icon next to the term to do so.



4. Add classes using the **Search For Courses** button. If you are looking for a specific CRN, use the  icon to search by CRN.



Use the filters to search for a course. If you know the exact course you are looking for, use the **Course Code** filter to enter details, such as BIO1111, or BIO, or 1111.

Tip: Start by using just one filter at a time. The more filters you use, the narrower your search results will be.

☰ **Spring 2023** 9 Credits scheduled

Search For Courses

Add a course that is offered in this term. Not all courses that are offered

Filter Preferences

Course Code ⓘ

Day of Week ⓘ

Department ⓘ

Keyword ⓘ

Level ⓘ

Only Courses With Available Sections ⓘ

Subject ⓘ

^ Credits

Credits From ⓘ

Credits To ⓘ

Filter Reset

Once you have found your desired course, select the so that it turns blue, then select **Add Courses To Term**. Continue searching for and adding all your courses. You may need to refresh the page in between classes to reset the search filters.

Search Results

<input type="checkbox"/>	COURSE CODE	TITLE	CREDITS	NUMBER OF SECTIONS
<input checked="" type="checkbox"/>	ENG0094	Studio 1021	3	19

1 of 1 rows 100 < 1 >

When you are finished adding courses, select **Back to Planned Courses** in the top right corner.

☰ Spring 2023 9 Credits scheduled [Back to Planned Courses](#)

Search For Courses

Add a course that is offered in this term. Not all courses that are offered will have availability

Filter Preferences **Search Results**

Course Code

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

Tip: If you are taking 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.

NAVIGATE Explore Planner Schedule Courses

Spring 2023

My Planned Courses

- AAA1009 Advanced Academic Achievement
- COM1150 Public Speaking
- ENG1021 English Composition I:CO1
- ENG0094 Studio 1021

Please resolve the following to enable registration

You need to accept the Payment agreement for the term Spring 2023 [tstgrails.cccs.edu/registra...](#)

My Schedule



Spring 2023 timeline

MONTH	January	February	March	April	May
WEEK	15 22 29	5 12 19	26 5 12 19	26 2 9 16	23 30 7

Weekly Calendar

January 15 - January 21, 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am						

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

ENG0094 Studio 1021

Section Times

Edit Filters

Available (18)

Conflicting (0)

Full (1)

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

PPSC CCCOnline (1)

PPSC Centennial Campus (7)

ENG0094 - CRN 34683 14 Seats

2/23, 16 Weeks

ON CAMPUS IN PERSON (REQUISITE)

10:45 pm

TBD

PPSC Centennial Campus | Aspen Building Room# 254

ENG0094 - CRN 34675 14 Seats

Jan 18th - May 9th 2023, 16 Weeks

DEVELOPMENTAL COURSE ON CAMPUS IN PERSON (REQUISITE)

Mon Wed 9:30 am - 10:45 am

TBD

PPSC Centennial Campus | Aspen Building Room# 252

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.

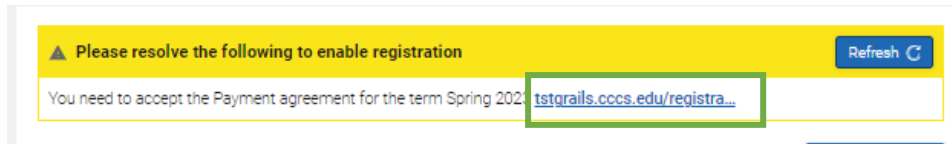
The screenshot shows a calendar grid with time slots from 5 pm to 10 pm. The word "Evening" is centered in the grid. Below the calendar is a section titled "Scheduled Courses (Not Registered)". The first course listed is "ENG0094 Studio 1021 CRN 34683". It includes details such as "Jan 18th - May 9th 2023, 16 Weeks", "14 Seats", and "REQUISITE". A yellow reminder bar at the bottom of the course card contains the text: "Reminder: This course must be taken with 1 corequisite course." and "This course has corequisite(s) that must be scheduled to register." A button labeled "View Corequisites" is highlighted with a green box.

The View Corequisites button will open a 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 button labeled "Add to my schedule" is highlighted with a green box. Below this, a "Description:" section reads: "Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 1021 coursework."

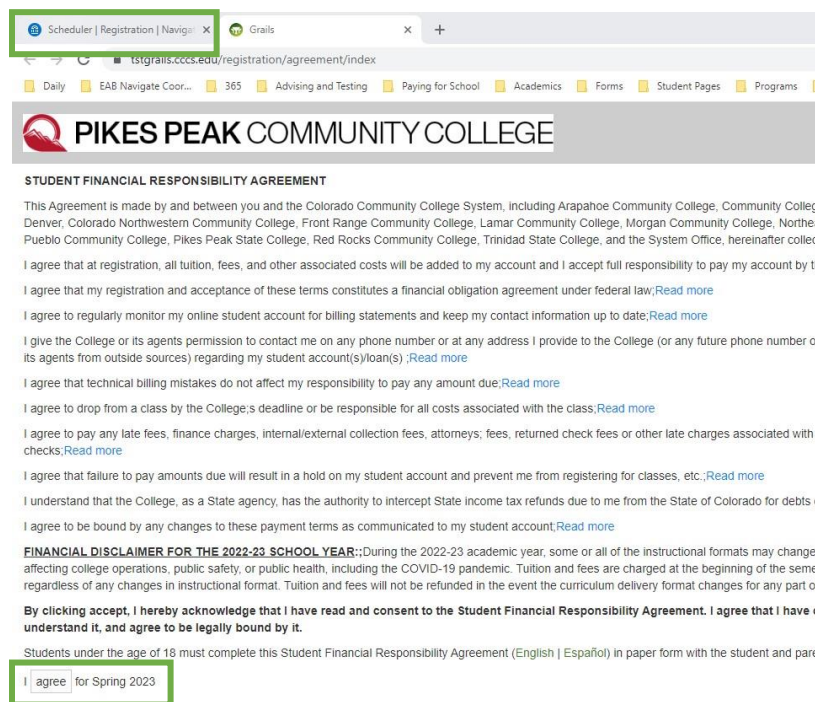
Continue choosing sections for all your classes.

7. 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.



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

The screenshot shows a user interface for managing a schedule. At the top right, there are two buttons: 'Pay Tuition' and 'Register (3)'. The 'Register (3)' button is highlighted with a green box. Below the buttons, the page is titled 'My Schedule'. There are two toggle switches: 'Show timeline and calendar' (set to 'On') and 'Print Schedule'. The main content is divided into two sections: 'Spring 2023 timeline' and 'Weekly Calendar'. The 'Spring 2023 timeline' section shows a table with months (January, February, March, April, May) and weeks (15, 22, 29, 5, 12, 19, 26, 5, 12, 19, 26, 2, 9, 16, 23, 30, 7). Below the table, three class entries are listed: AAA1009 (Jan 18 - May 09), ENG1021 (Jan 18 - May 09), and ENG0094 (Jan 18 - May 09). The 'Weekly Calendar' section shows a calendar for the week of January 15 - January 21, 2023, with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for 6 am and 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 the Schedule Courses Tool

How do I change the semester?

Use the hamburger menu (three horizontal lines) in the top left corner of the screen.

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.

How do I search for a specific CRN?

Use the  icon to search for a CRN.

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.