

How to Register for Classes Using myPikesPeak Portal

1. From www.pikespeak.edu, select myPikesPeak portal login in the top right corner. **Q** SITIO EN ESPAÑOL 2. Log in using your student number (including the S). Sign in to your account First time log in: Temporary password = StudentMMDDYYYY where MMDDYYYY S Number is your date of birth. If you have not yet logged in, you will be prompted to set up a new password. Password SIGN IN Need help with your login? 3. Once you are logged into the portal, locate the Registration Tools card and Registration Tools (SSB) select "Add or Drop Classes". Registration Status Look Up Classes Add or Drop Classes 4. A new browser window will open. Select the Term you want to register for and click "Submit." Search by Term:

5. The Student Financial Responsibility Agreement will prompt. Please follow the provided instructions and links and accept.

> If you don't know the CRNs for the class(es) you are looking for, Click and select "Class Search".

Student Financial Responsibility Agreement (English | Español)

If you have not registered for a course in more than 12 months, please check your Registration Status before you continue

Fall 2025

Submit

Reset

- If your status is Inactive, you will not be able to register until you submit an <u>Application</u>. To apply for the College Opportunity Fund (COF) stipend, please <u>click here</u>.
- To authorize the COF stipend, please <u>click here</u>.

 To search for a class, click on the Class Search button
- You must click the "SUBMIT CHANGES" button to record all change
- To add a class, enter CRN in the Add Class box below and click "SUBMIT CHANGES".
- To drop a class
 - Read important <u>financial aid information</u>.
- Click on action menu next to the CRN.
 Select "DROP WEB" and click "SUBMIT CHANGES". If no options appear, it is not available.
- Click on <u>View Detailed Student Schedule</u> link to print a copy and confirm your registration.

Add Classes Worksheet

CRNs			
			[
Submit Changes	Class Search Reset		

6. Use the submenu to select subject and then select "Course Search".

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

Select a Subject from the options provided and click on the Course Search button to display courses for a particular subject







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7. A list of classes will appear. Select **View Sections** next to the class you would like to add.



8. Review the Sections Found screen making sure to not 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 (non-registerable).



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 email 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	•			
Location	Campus and Classroom or Online			
Sec	A section number is used to distinguish specific sections of the same course.			
	Examples: 101 (all numbers) – Traditional 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 – PPSC Online Courses, 2L1 – Linked Courses: you must take an associated			
	course at the same time.			
Subj	This refers to the subject of the course			
Rem	Remaining seats in the course.			
Title	Refers to the title of the course.			



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



10. 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.*



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



Prerequisite and Test Score error 21139.

Prerequisite or Co-requisite Error – You may have not met the prerequisite 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". Co-requisite registration must be approved by your high school before registration.

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.

11. To view your schedule, close the Add or Drop Classes screen, go back to the portal dashboard locate the My Schedule card. (Select correct Semester that you'll be attending under the drop-down menu.)

Or under the Registration Tools card, select "Detailed Student Schedule (with drop & withdrawal dates)".

12. To find your books, please visit https://ppsc.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.



