

# Enroll in a PPCC GEM Course Using a CRN

1. From [www.ppcc.edu](http://www.ppcc.edu) – in the top right corner, select “Login”, then “myPPCC”.

## PIKES PEAK COMMUNITY COLLEGE

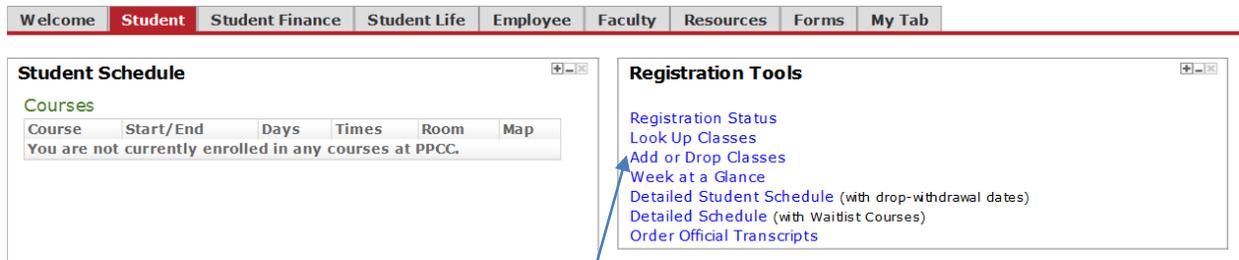


2. Log in using your student number (S#) including the capital “S”.
  - First time log in: Temporary password = six digit birth date: MMDDYY
  - *You will be prompted to set up a recovery answer and a new password*Returning Login: Use Password created.  
*Forgot Password?* Follow prompts to create a new password.

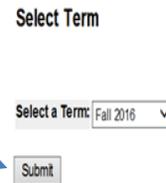


S Number:  [Don't know S number?](#)  
Password:  [Forgot Password?](#)  
  
24/7 Support 1-888-800-9198  
Play Tutorial  
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3. Once you are logged into the portal you will see a series of tabs. Click on the “Student” tab.



4. Under Registration Tools click on the “Add or Drop Classes” link.
5. A new browser window will open.  
Select the Term you want to register in and click “Submit”.



Select Term

Select a Term:

6. A new browser will open.

Type the CRN of the chosen course inside the box. Then click Submit Changes.

### Add or Drop Classes

#### Student Account Payment Agreement

- If you have not registered for a course in more than 12 months, please check your [Registration Status](#) before you continue. If your status is Inactive, you will not be able to register until you submit an [Application](#).
- To apply for the College Opportunity Fund (COF) stipend, please [click here](#).
- To authorize the COF stipend, please [click here](#).
- To search for a class, click on the Class Search button.
- You must click the **"SUBMIT CHANGES"** button to record all changes.
- **To add** a class, enter CRN in the Add Class box below and click **"SUBMIT CHANGES"**.
- **To drop** a class:
  - Read important [financial aid information](#).
  - 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 [View Detailed Student Schedule](#) link to print a copy and confirm your registration.

#### Add Classes Worksheet

**CRNs**

<input type="text"/>					
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7. To confirm your enrollment and to print a class schedule click on "View Detailed Student Schedule".