
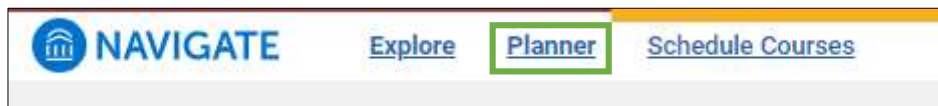


How to Register for Classes in Navigate Planner

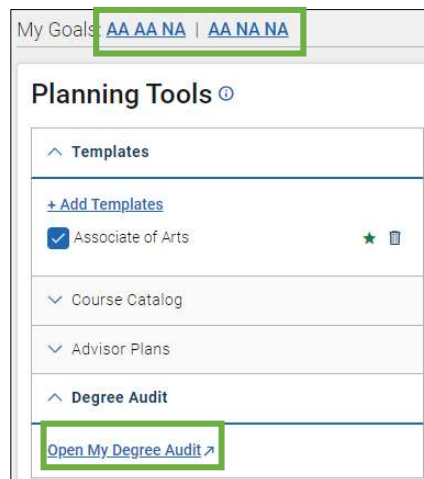
Review your advisor’s suggestions, find academic plans for your major, and plan which classes to take each semester in Navigate Planner. If you know which classes to take and want to skip to registration, use the Schedule Courses tool instead.


Navigate registration works best on a laptop or desktop computer.

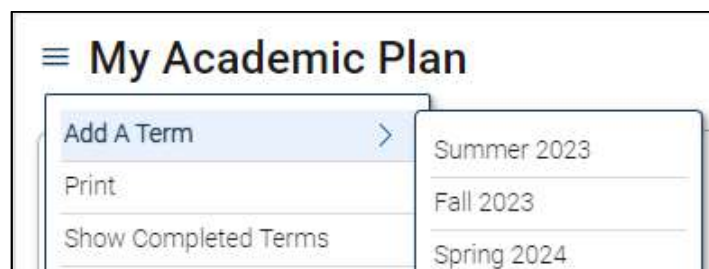
1. **Access Navigate.** To access Navigate, visit pikespeak.edu, select “myPikesPeak Portal Login” from the menu, log in with your S# and password, and select the  icon.
2. **Open the Planner** by selecting “Planner.”



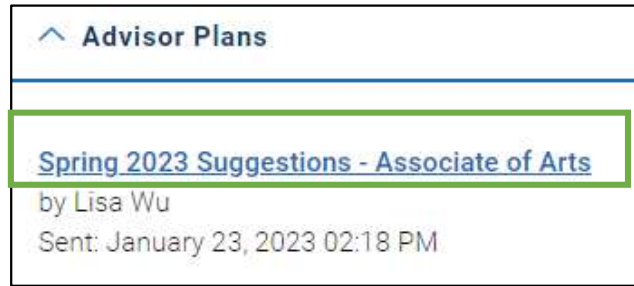
3. **Note your current major.** The Planner will open. Your current major is shown under both “My Goals” and within the “Degree Audit” link.





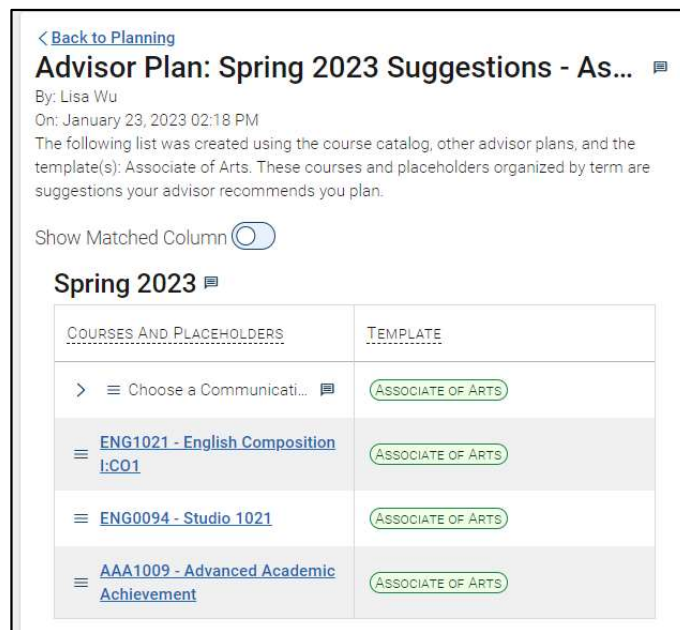
4. **Add a term or terms.** In the right-hand panel, select the hamburger menu, which looks like this , and add a term or terms using “Add a Term.” If you would like to see your past completed terms or transferred courses, select the “Show Completed Terms” button. You must add a term before you can plan classes in a term.



5. **Check for suggestions from your advisor.** Select “Advisor Plans” in the left-hand column to see if your advisor has sent you suggestions. If they have, select the hyperlinked plan to view it. (If there isn’t a plan from your advisor, proceed to step 6 for info on how to find course suggestions for your goals.)



Your advisor’s suggestions will be displayed in the center panel. Be sure to read comments if your advisor included any. Comments are shown under the  icon. Use the > and  icons to plan courses.



6. **Add a template.** If you are not using an Advisor Plan from your advisor, you can look up general suggestions for your major by adding a template. A template will show you the list of suggested courses for your goals.

Under “Templates” (in the left-hand panel), you may already have an academic plan that you were using before. If you don’t, or if you would like to add another academic plan, select “+ Add Templates.”



Plans that are recommended for you based on your current major and catalog year will show with a green star in the center panel. Select “+ Add to My Templates” to add a template.

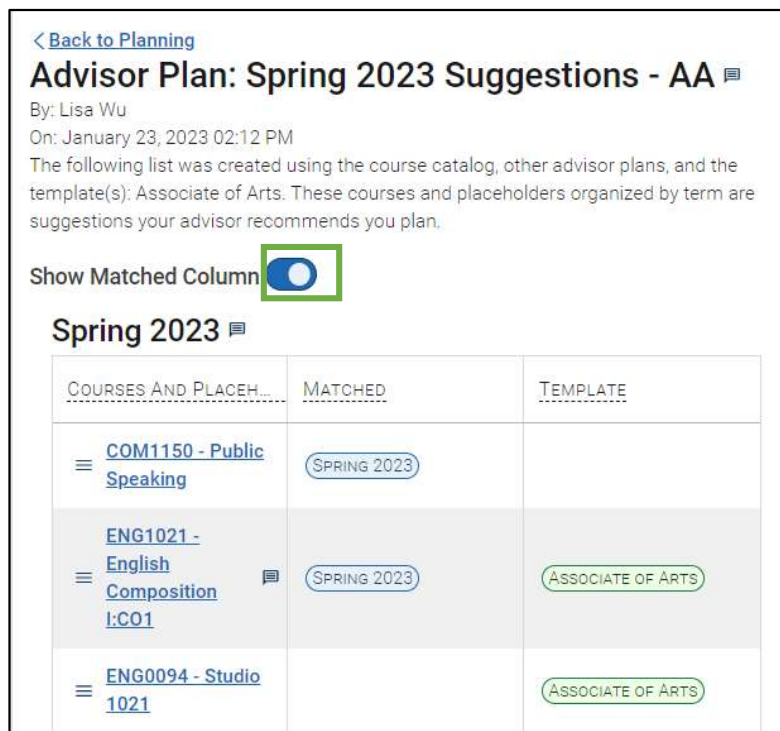


You can also use the Template Search in the center panel to search for other academic plans.

7. **Compare your current activity with the suggestions in your template or advisor plan.**
Compare your template or advisor plan, which is in the center panel, with your activity, which is in the right-hand panel.

In the right-hand panel menu, select “Show Completed Terms.” Then, in the center panel, toggle on “Show Matched Column.”

Look at the “Matched” column, which will show you which courses you have already planned, registered for or completed. Courses that you have not planned, registered for or completed will have an empty space in the “Matched” column.



< Back to Planning

Advisor Plan: Spring 2023 Suggestions - AA

By: Lisa Wu
On: January 23, 2023 02:12 PM
The following list was created using the course catalog, other advisor plans, and the template(s): Associate of Arts. These courses and placeholders organized by term are suggestions your advisor recommends you plan.

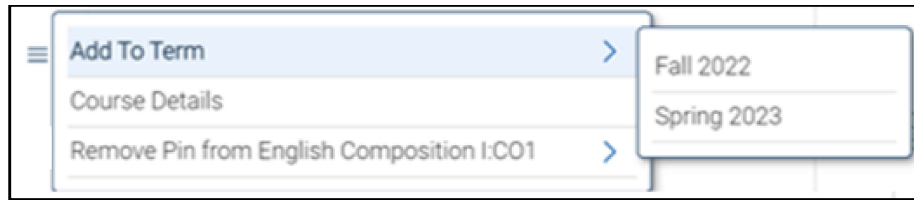
Show Matched Column

Spring 2023

COURSES AND PLACEH...	MATCHED	TEMPLATE
COM1150 - Public Speaking	SPRING 2023	
ENG1021 - English Composition I:CO1	SPRING 2023	ASSOCIATE OF ARTS
ENG0094 - Studio 1021		ASSOCIATE OF ARTS

8. **Plan your classes.** You are ready to begin planning classes from your template or advisor plan in the center panel.

To expand a requirement, select the > icon. Select the ≡ icon, then “Add To Term,” and choose the term to plan a class. Repeat for any additional classes you would like to plan.

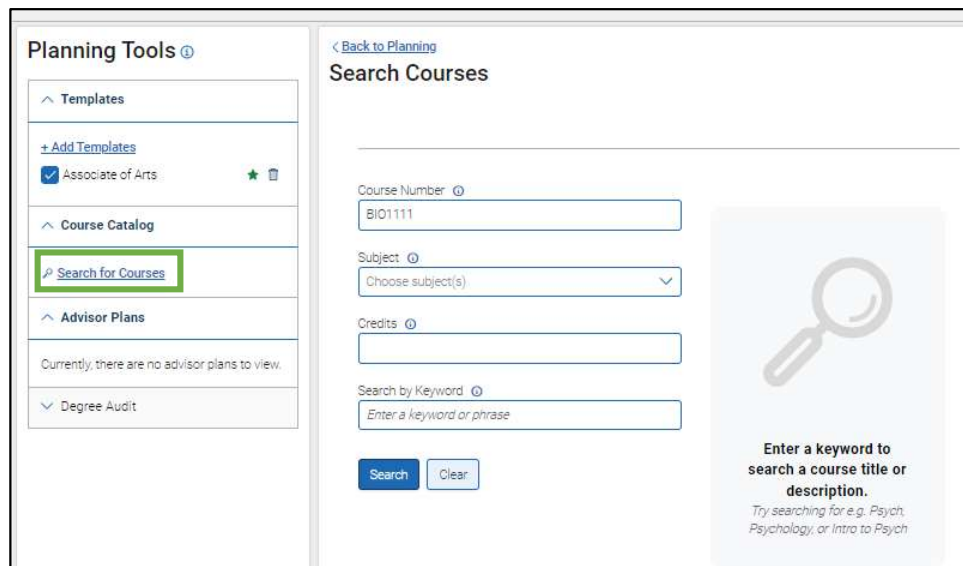


You may find that some requirements have different classes to choose from. Select ≡ next to the class you prefer and plan the class.



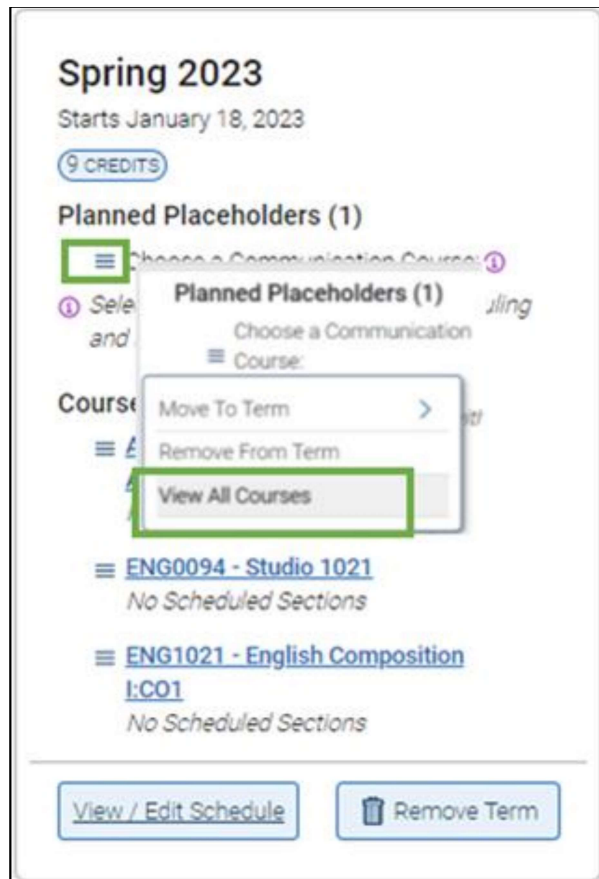
If you would like to plan classes besides the ones listed on your template, use the “Search for Courses” tool in the left-hand panel.

Tip: If you use the Course Number filter in the search tool, use all capital letters and no spaces, such as BIO1111, not bio 1111.



The classes you planned will be listed in the right-hand panel.

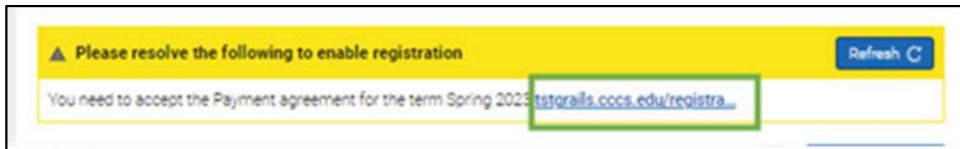
If you have a “Planned Placeholder” in a term, this means there are several courses you can choose from to meet that requirement. To choose a course, select the ≡ icon, then “View All Courses,” and plan one of the courses. (Even after you have planned one of the courses, the Planned Placeholder does not go away.)



9. **Proceed to the scheduling and registration screen.** To choose class times and locations and register for classes, select “View/Edit Schedule.” Doing so will bring you to the course scheduling and registration page.

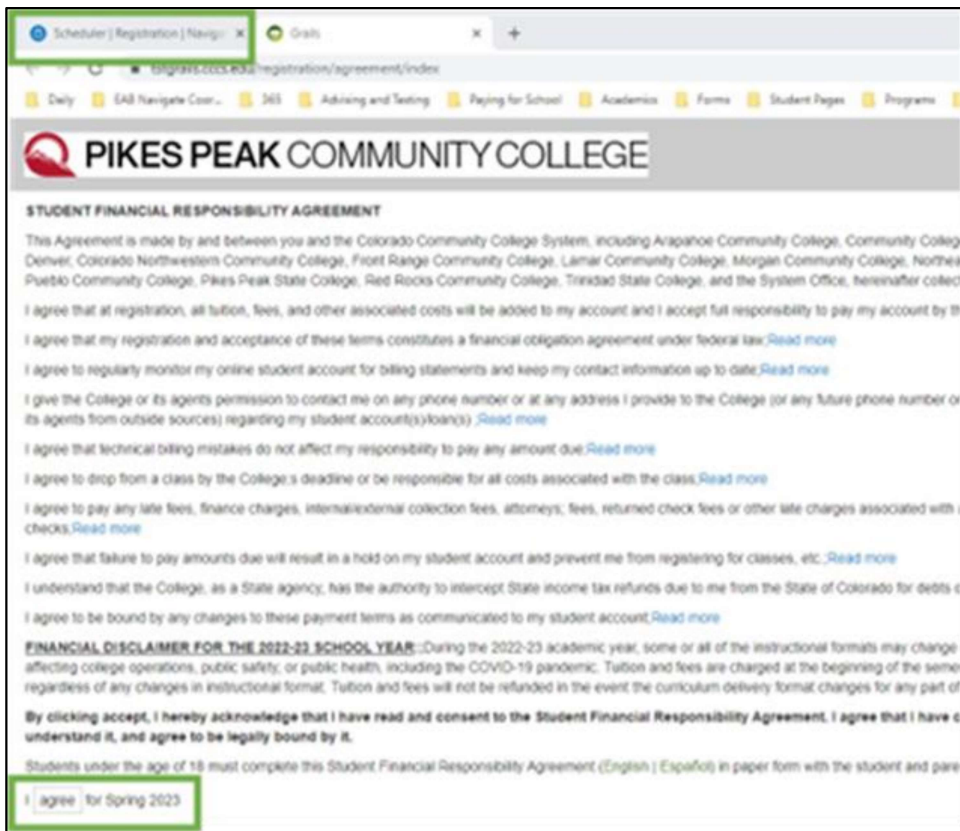


10. **Ensure you have accepted the payment agreement.** You must accept the payment agreement each semester before registering. You may have already accepted the agreement, but if there is a yellow bar above your calendar on the registration page, this means you have not accepted the agreement yet.



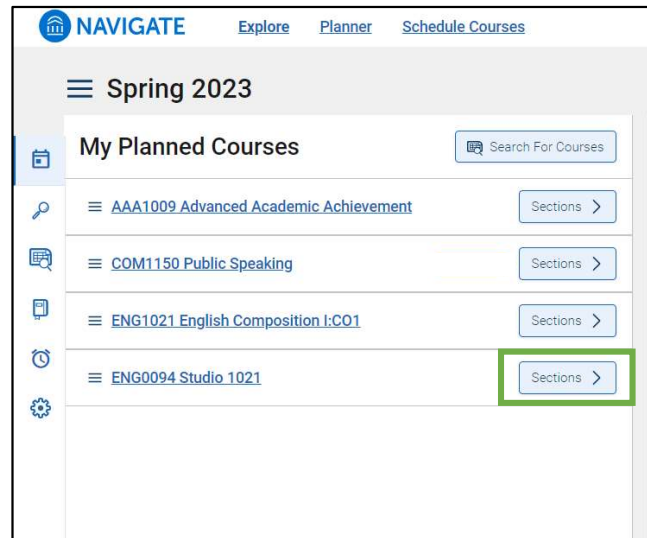
Follow the link inside the yellow bar. The payment agreement will open in a separate window. Review and agree.



After you have agreed to the Payment Agreement, select the blue **Scheduler** tab in your web browser to return to Navigate.

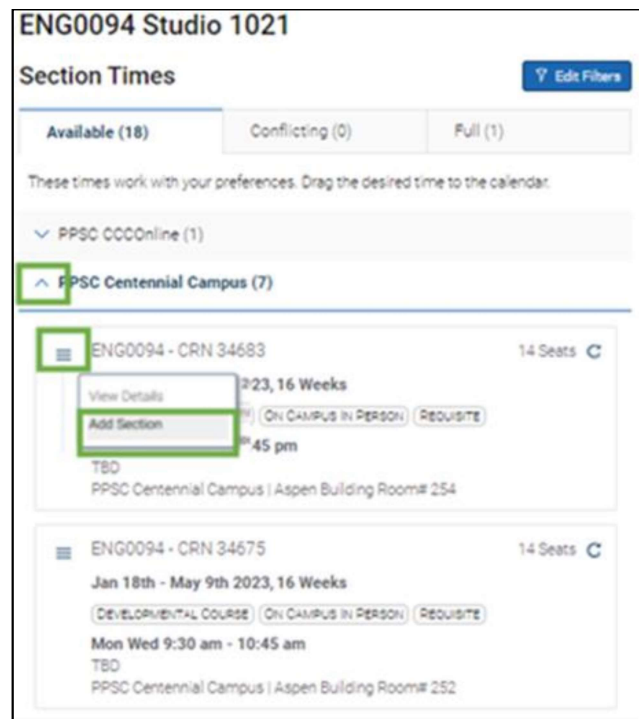


11. **Choose course times and locations.** To choose a time and location for your class, select “Sections.”

Tip: If you are taking either 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.

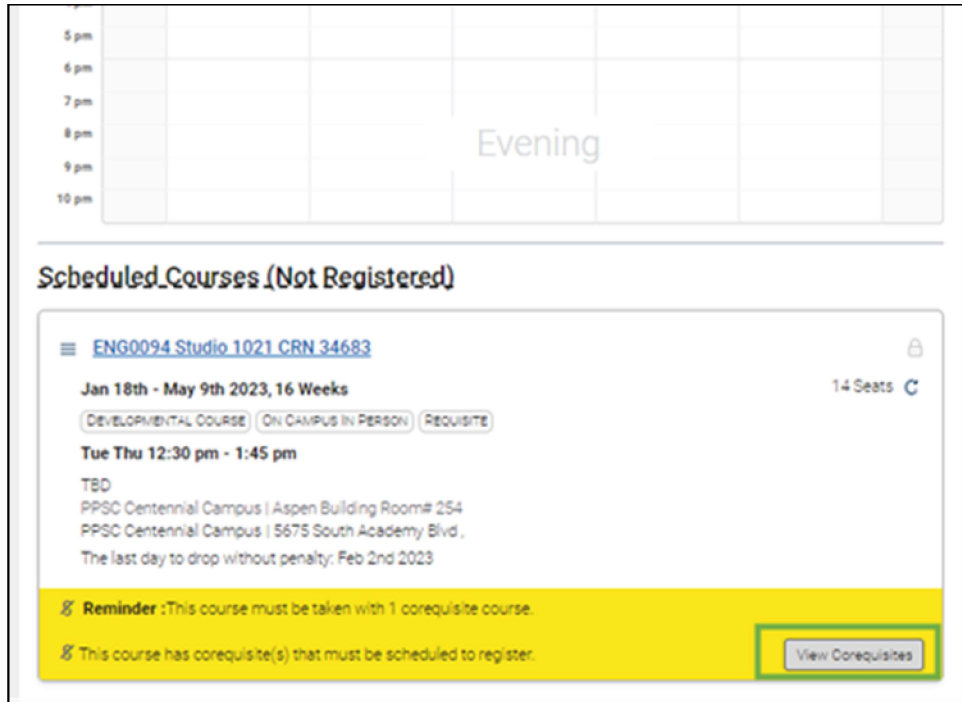


Select the  icon next to a campus to view classes at that campus. Next, select  and "Add Section."



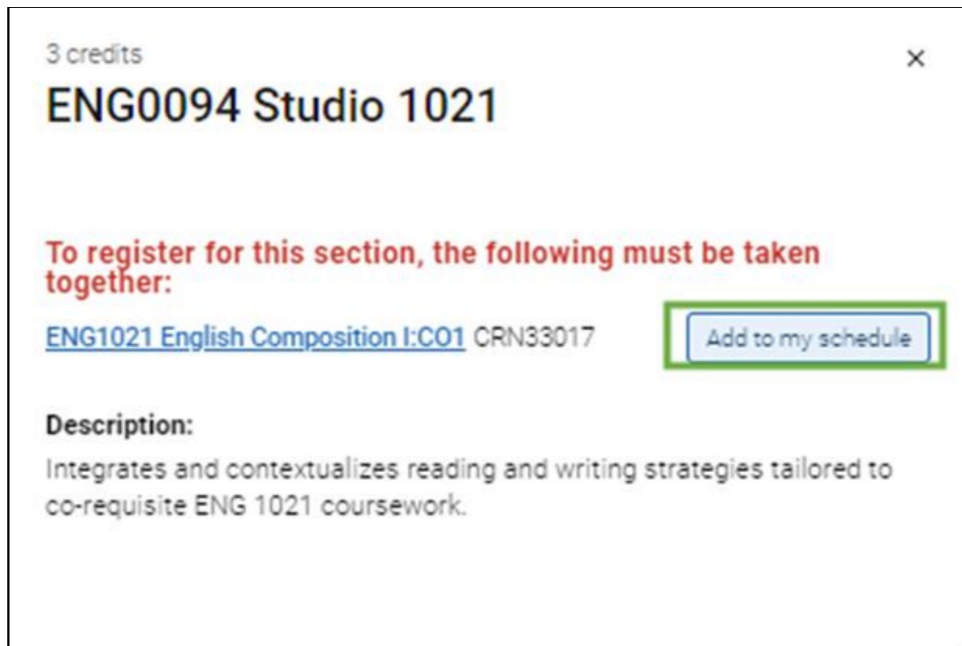
The class you chose will move to the space *below the calendar*.

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 grid for an evening class session from 5 pm to 10 pm. Below the grid, the course is listed as "Scheduled Courses (Not Registered)". The course details include: "ENG0094 Studio 1021 CRN 34683", "Jan 18th - May 9th 2023, 16 Weeks", "14 Seats", and "REQUISITE". The time is "Tue Thu 12:30 pm - 1:45 pm". 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 "View Corequisites" button is highlighted with a green box.

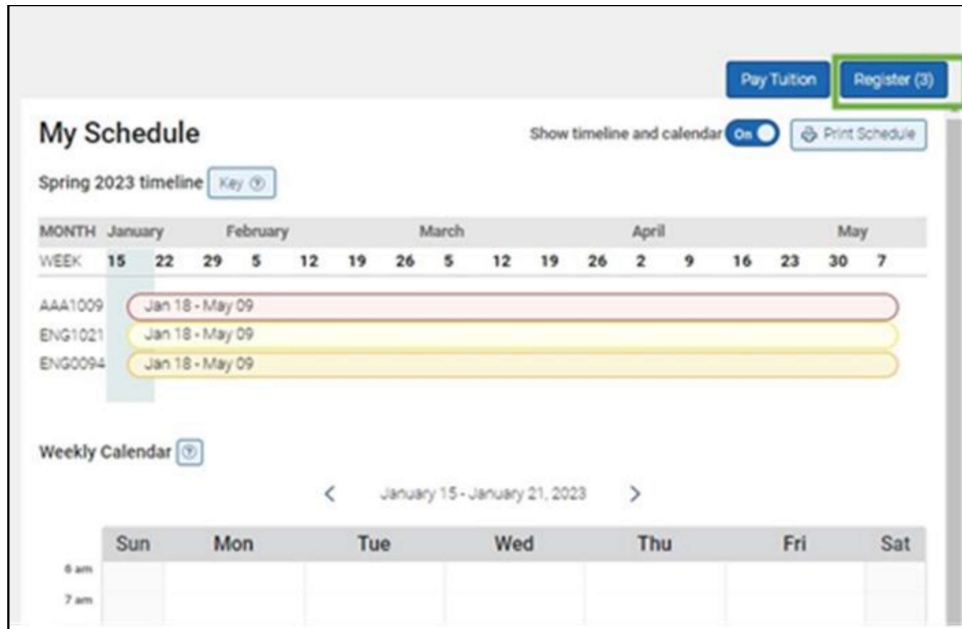
In the resulting pop-up window on the right, select “Add to my schedule” to add the paired corequisite class. Then close the pop-up window.




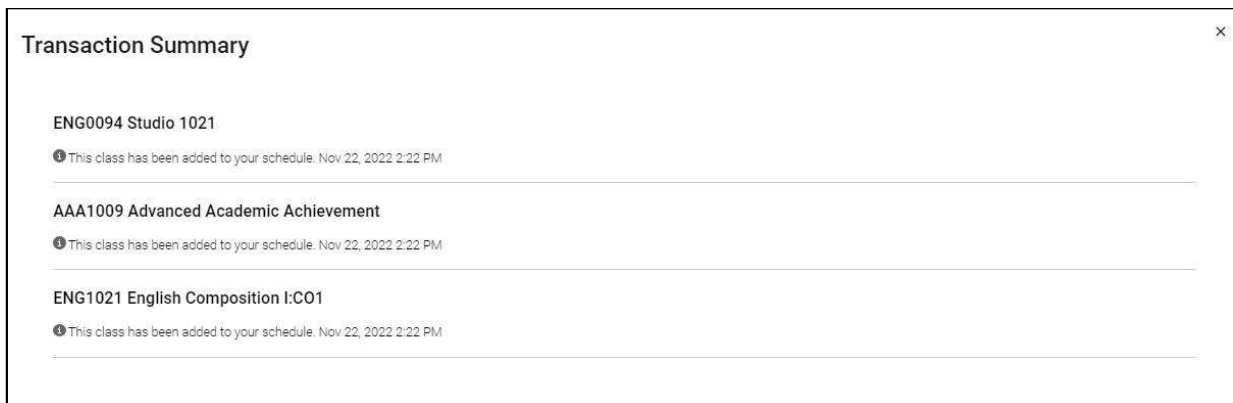
The pop-up window displays "3 credits" and "ENG0094 Studio 1021". It states: "To register for this section, the following must be taken together:" followed by the corequisite course: "ENG1021 English Composition I:CO1 CRN33017". A green box highlights the "Add to my schedule" button. Below this, a "Description:" section reads: "Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 1021 coursework."

Continue choosing sections for all your classes.

12. **Select the “Register” button.** Select the “Register” button to complete your registration.



Carefully read the Transaction Summary pop-up. If there were errors, you will see red text and a  symbol.



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.

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 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 major in the PPSC catalog to learn more about prerequisite requirements.

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.

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.