


How to Register for Classes in Navigate Schedule Courses

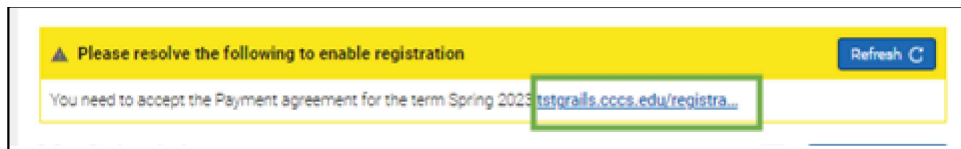
Browse class times and locations and register for classes in Navigate Schedule Courses. If you aren't sure which courses to register for, use the Navigate Planner instead and schedule an advising appointment.

Navigate registration works best on a laptop or desktop computer.

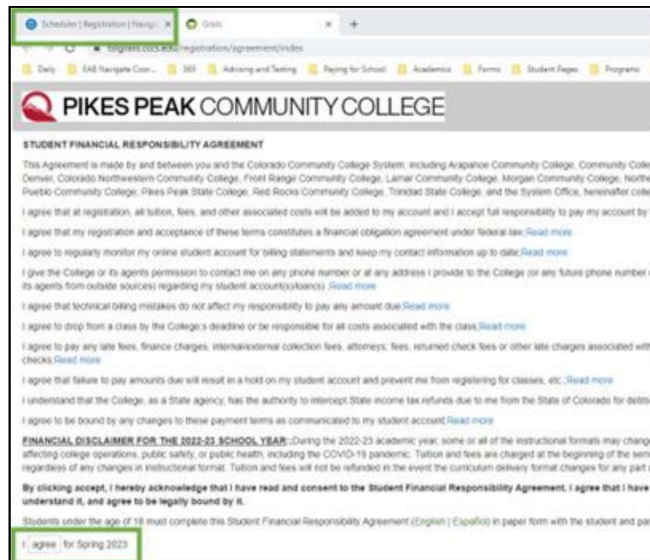
1. **Access Navigate.** To access Navigate, visit pikespeak.edu, select “myPikesPeak Portal Login” from the menu, log in with your S# and password, and select the  icon.
2. **Open the course selection and registration screen** by selecting “Schedule Courses.” The scheduling and registration screen will open.




3. **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.

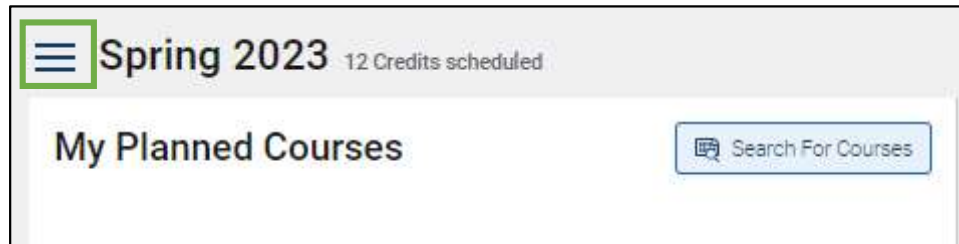



Follow the link inside the yellow bar. The payment agreement will open in a separate window. Review and agree. After you have agreed to the Payment Agreement, select the blue Scheduler tab in your web browser to return to Navigate.

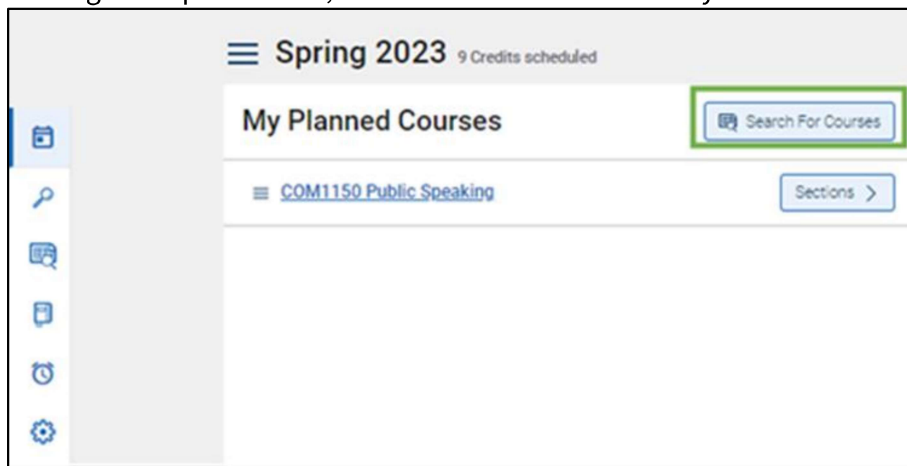


4. **Choose the term** you would like to register for. Review the current term in the top left corner

to ensure it's the term you want to register for. If you need to change the term, use the  icon next to the term to do so.



5. **Search for and add classes.** 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 are available.

Filter Preferences

Course Code ⓘ

Day of Week ⓘ

Department ⓘ

Keyword ⓘ

Level ⓘ

Only Courses With Available Sections ⓘ

Subject ⓘ

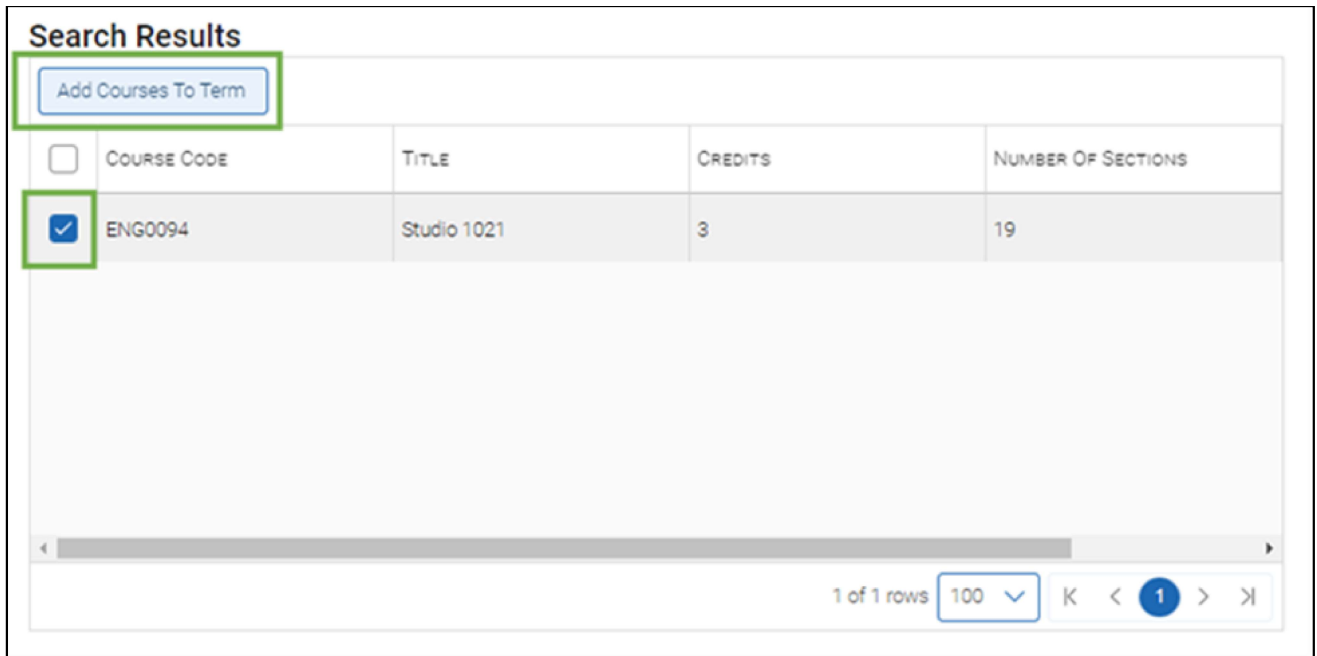
^ Credits

Credits From ⓘ

Credits To ⓘ

Filter Reset

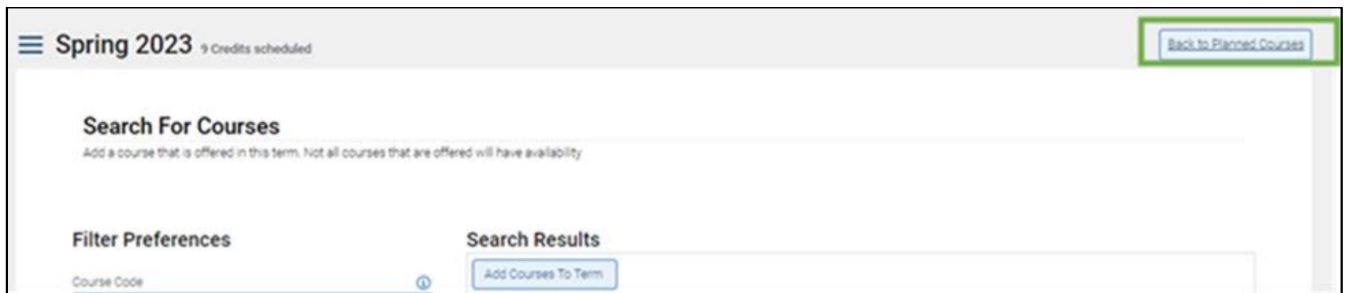
Once you have found your desired course, select the so that it turns blue, then select Add Courses To Term.” Continue searching for and adding all your courses. You may need to refresh the page in between classes to reset the search filters.



The screenshot shows a 'Search Results' section. At the top left, there is a button labeled 'Add Courses To Term'. Below it is a table with the following columns: COURSE CODE, TITLE, CREDITS, and NUMBER OF SECTIONS. The first row is highlighted in blue and has a checked checkbox in the first column. The data in this row is: COURSE CODE: ENG0094, TITLE: Studio 1021, CREDITS: 3, NUMBER OF SECTIONS: 19. At the bottom right of the table, there is a pagination control showing '1 of 1 rows', a dropdown menu set to '100', and navigation arrows.

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

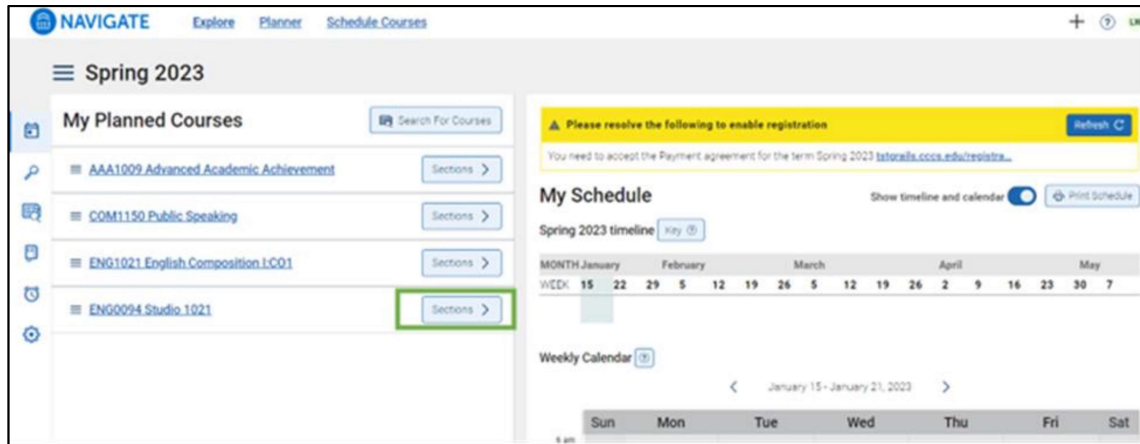
When you are finished adding courses, select “Back to Planned Courses” in the top right corner.





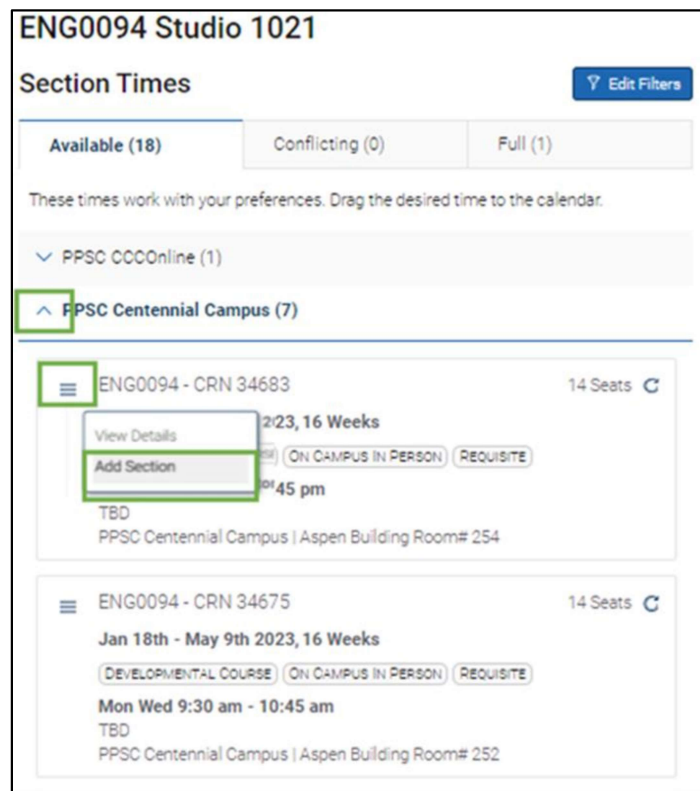
The screenshot shows the top of the course selection interface. On the left, it says 'Spring 2023' with '9 Credits scheduled' next to it. On the right, there is a button labeled 'Back to Planned Courses'. Below this, there is a 'Search For Courses' section with a search bar and a note: 'Add a course that is offered in this term. Not all courses that are offered will have availability.' At the bottom, there is a 'Filter Preferences' section with a 'Course Code' field and a 'Search Results' section with an 'Add Courses To Term' button.

6. **View class times and locations.** 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.



7. **Select class times and locations.** 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.

5 pm
6 pm
7 pm
8 pm
9 pm
10 pm

Evening

Scheduled Courses (Not Registered)

☰ [ENG0094 Studio 1021 CRN 34683](#) 🔒

Jan 18th - May 9th 2023, 16 Weeks 14 Seats 🔄

DEVELOPMENTAL COURSE ON CAMPUS IN PERSON REQUISITE

Tue Thu 12:30 pm - 1:45 pm

TBD
PPSC Centennial Campus | Aspen Building Room# 254
PPSC Centennial Campus | 5675 South Academy Blvd.
The last day to drop without penalty: Feb 2nd 2023

🔔 **Reminder** : This course must be taken with 1 corequisite course.

🔔 This course has corequisite(s) that must be scheduled to register.

[View Corequisites](#)

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.

3 credits ✕

ENG0094 Studio 1021

To register for this section, the following must be taken together:


[ENG1021 English Composition I:CO1 CRN33017](#) [Add to my schedule](#)

Description:
Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 1021 coursework.

Continue choosing sections for all your classes.

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

The screenshot displays the 'My Schedule' page. 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 title 'My Schedule' is followed by a toggle for 'Show timeline and calendar' (set to 'On') and a 'Print Schedule' button. The main content area is titled 'Spring 2023 timeline' with a 'Key' button. It features a grid 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). Three courses are listed: AAA1009 (Jan 18 - May 09), ENG1021 (Jan 18 - May 09), and ENG0094 (Jan 18 - May 09). Below the grid is a 'Weekly Calendar' section with a date range of 'January 15 - January 21, 2023' and a grid for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and times (6 am, 7 am).

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

The screenshot shows a 'Transaction Summary' pop-up window. It lists three courses that have been added to the schedule:

- 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

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.

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.

How do I schedule an appointment with my advisor?

Use the Appointments tab from the Navigate home page to schedule an Advising & Registration appointment.