How to register for EMT certificate courses (EMS 121, EMS 122, EMS 123, EMS 124, EMS 170) in the myPPCC student portal

1. After logging into your student portal, select add/drop classes.
2. Select your term and click submit.
3. Select class search, and then select advanced search.
4. In the subject box, select Emergency Medical Service, and then click on section search at the bottom of the page.
5. To verify that you have chosen the correct paired sections, click on the blue CRN number next to EMS 121.

6. The next screen will state the section number you must choose for EMS 122, EMS 123, EMS 124, & EMS 170. This screen also gives you the date for NREMT testing and the location of the courses.

7. Select Return to Previous at the bottom of the screen.
8. When registering for the EMT certificate courses, you must register for EMS 121, EMS 122, EMS 123, EMS 124, and EMS 170 concurrently. Thus, when selecting the EMS 121 course first, you will need to also register for the EMS 122, EMS 123, EMS 124, and EMS 170 courses that it is paired with, which is indicated by the section number. The section number can be found under the “Sec” column. Make sure to look at the days/times for all five classes, as they are not all the same.
9. After the required paired section is checked for all five courses (EMS 121, EMS 122, EMS 123, EMS 124, & EMS 170), click the **Register** button at the bottom of the page.
How to register for EMT (EMS 121, 122, 123, 124, & 170) courses in Navigate

1. Open Navigate from your student portal.
2. Click the “Plan” tab.
3. Click “Add Term” at the top right side of the page, and select the semester for which you wish to register.
4. Click on the magnifying glass in the top left corner, and it will display a box. Type the course subject and number into the box, and drag the result into the term you added. If you are adding the EMS courses, for example, it will look like this:

Note: You may need to type EMS 121, 122, 123, 124 and 170 into the box individually if all options do not populate with one search.

5. Once the classes have been added into the proper term, click the blue “register” button within that box. It will take you to the next screen where you choose the date, time, and location of your class.
6. Click on the first course from your course list (i.e. EMS 121) to display the available sections. Choose the date, time, and location that works best with your schedule by dragging your preferred section into the weekly calendar. If an alert shows up (as you see on the example below) ignore that alert and continue adding the next sections to the calendar.
7. After you have selected your preferred EMS sections by dragging it into the weekly calendar, the course list on the left-hand side of the screen will leave your remaining classes. However, it will only give you one section for each course.

8. Once all of your courses have been selected, click Register. Note: clinicals will not appear in the weekly calendar, as they will be at an off-site location. If you go back to the PPCC student portal, select the Student tab, and then select Detailed Student Schedule (with Drop-Withdrawal dates) under Registration tools, your schedule will be displayed with days/times.