How to register for CNA certificate courses (NUA 101, NUA 170, & NUA 171) 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 **Nursing Assistant**, and then click on **section search** at the bottom of the page.

5. When registering for the CNA certificate courses, you must register for **NUA 101, NUA 170, and NUA 171 concurrently**. Thus, when selecting the NUA 101 course first, you will need to also register for the NUA 170 & 171 courses that it is paired with, which is indicated by the section number. The section number can be found under the “Sec” column. Thus, if you register for NUA 101 sec N05, you must also register for section N05 for NUA 170 and NUA 171, as seen below.
6. To verify that you have chosen the correct paired sections, click on the blue CRN number next to NUA 101.

7. The next screen will state the section number you must choose for NUA 170 & NUA 171. This screen also gives you the location of the NUA 101 course.
8. After selecting **Return to Previous** at the bottom of the screen, make sure to look at the days/times for the clinicals (NUA 170 & 171) as these might be different from the NUA 101 section. The location of clinicals will be determined by your NUA 101 instructor and will be disclosed in your NUA 101 class. The “Cmp” column indicates campus, and for clinicals this will be listed as “PZZ” as the location, which indicates an off-site location. However, the NUA 101 section will be either at the Centennial Campus (PCE) or at the Rampart Range campus (PRR). Also, pay attention to the date range, as students will start with NUA 101, then go into NUA 170, and then go into NUA 171.

9. After the same section is checked for all three courses (NUA 101, NUA 170, & NUA 171), click the **Register** button at the bottom of the page.

10. If clinicals are not yet listed in the portal when registering, keep checking daily to see when they post, and then officially register when clinicals are listed as NUA 101, NUA 170, and NUA 171 must be registered concurrently.
How to register for CNA (NUA 101, 170, & 171) courses in Navigate

1. Open Navigate from your student portal.
2. Under the “To Do’s” list, be sure to Accept the Payment Agreement”. If not, you will be prevented from registering.
3. Click the “Plan” tab.
4. Click “Add Term” at the top right side of the page and select the semester for which you wish to register.
5. Under Preferences, found through the cog icon on the left, click on the choice of campuses. Leave all unchecked for any campus. If you have chosen preferences, you may need to click on the Conflicting tab on the registration screen to see other options.
6. Return to the current term of registration and 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. Note: You may need to type NUA 101, NUA 170 and NUA 171 into the box individually if all three options do not populate with one search.

Put the course into the appropriate term.
7. Once the classes have been added into the proper term, click the blue “Pick Times” button within that box. It will take you to the next screen where you choose the date, time, and location of NUA 101.

8. Click on the NUA 101 from your course list to display the available sections. Choose the date, time, and location that works best for your schedule by dragging your preferred section into the weekly calendar. To register for the correct co-requisites of NUA 170 and 171, click on “View Corequisites” in the bottom, right, yellow area.
9. Another screen opens showing you what you also need for this program. Click on “Add to my schedule” button for each class.
   NOTE: all of these courses must be taken in the same semester and in the way that they are scheduled.

10. Once all of your courses have been selected, you will be returned to the current semester registration screen. Click Register. Note: if clinicals do not appear in the weekly calendar, as they will be at an off-site location, you may need to 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.

11. If clinicals (NUA 170 and 171) are not yet listed when registering, keep checking daily to see when they post. Then officially register when clinicals are listed as NUA 101, NUA 170, and NUA 171 must be registered concurrently.