Registering for Courses through Navigate

1. Log in to navigate.ppcc.edu using your student number including the capital S.
   First time log in: Password is your birth date: MMDDYY or MMDDYYYY.
   Returning Login: Password you created. Forgot your Password?
   Follow prompts to create a new password.

2. On “To-Dos and Events” find “Accept Payment Agreement” and click on link. Scroll to the bottom of that screen and click button to accept.

3. Once you accept the terms of payment, go to “Planner” at the top of the screen.

Note: It is important to review other tasks on your path. These are important tasks to successfully complete the enrollment process and start the semester off right!

You do not have to have Financial Aid or VA benefits in place in order to register for classes. Just be sure to have payment in place by the Drop Date.
4. Use the tutorial or X out of it.

5. Use either the "My Academic Plan" or the Search buttons to look up classes by prefix and number (ex: AAA 109)

6. Click on "Add Term" if the term you want is not showing.

7. Drag and drop courses into the term.

8. Click on "Pick Times" button to proceed.

9. In preferences, select your desired campus or online.

10. Click on a course to see available sections. Use the "View Details" or "More" button to confirm location and type of class.

11. Drag and drop the course to the calendar to tentatively schedule it.

12. Once all courses are tentatively scheduled, select the "Register" button.

Note: If no course availability is showing, select “Conflicting” to see if the course is offered at a different campus or in a different format (i.e. Online).
If your registration is processed successfully, you will receive a confirmation note that you are registered!

If your registration was not processed successfully, the course will have an error message you can review.

**Common Error Messages**

- **Prerequisite and Test Error** – You have not met the prerequisite for the course either by placement testing or completing the previous course. Contact Advising & Testing to provide proof of prerequisite.

- **Navigate runs 24 hours later than your official record. Attempt to register even if you see an alert of any nature on your account. If you are still unable to register, go to Advising & Testing or e-mail us at advising@ppcc.edu.**

- **Corequisite Error** – The selected course requires that you enroll in another specific course.
  - This is typical for CCR 094 and English 121. You must enroll in the specific paired courses at the same time. See [https://www.ppcc.edu/advising/registration-process/course-registration](https://www.ppcc.edu/advising/registration-process/course-registration) for more info.

- **Instructor Signature Required** – You must get a signature from the instructor and use a paper registration form.

- Once you have registered for your courses, review your Path for more information about paying tuition, getting books, and your next steps. Go to my.ppcc.edu to see your drop and withdrawal dates and assigned advisors under the Student tab.

*Students may be dropped from courses if they do not attend the first day of class. Go to class every day of your schedule. It is part of your grade! Have a great semester!*