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, found through the cog icon, 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). Otherwise, the class may not be offered in this term.
Co-Requisite, Linked or Paired Courses

Some classes are linked or paired with other classes. These could be college-level courses paired with college-prep courses, courses with linked clinicals or Learning Communities. If you attempt to register for just one of these, you will get a Requisite Error.

A "Requisite" indicator will be in the course box.

If the course is short term, you may also see an "Accelerated Course" indicator.

Once you choose the section of the course you want, a yellow alert will show in the bottom of the box. In order to complete the registration, you will need to click on "View Corequisites."
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.

Once all of your courses have been selected, you will be returned to the current semester registration screen. **Click on Register.** If your registration is processed successfully, you will receive a confirmation note that you are registered!

13. Review your Path and To Do's for more information about paying tuition, getting books, and your next steps.

14. Go to the my.ppcc.edu 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.
Common Error Messages
If your registration was not processed successfully, the course will have an error message you can review.

• Prerequisite or 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 or to explore options.
  Find course prerequisites in the Catalog. https://catalog.ppcc.edu/
• Instructor Signature Required – You must get a signature from the instructor and use a paper registration form.
• 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.

  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!