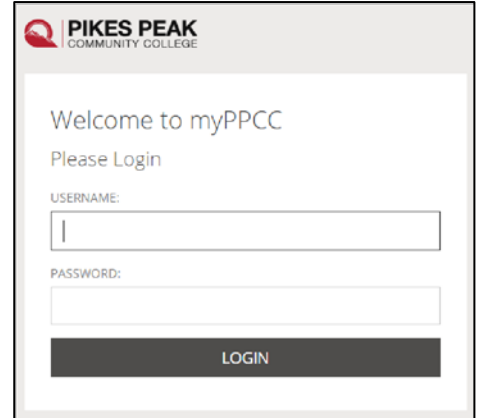
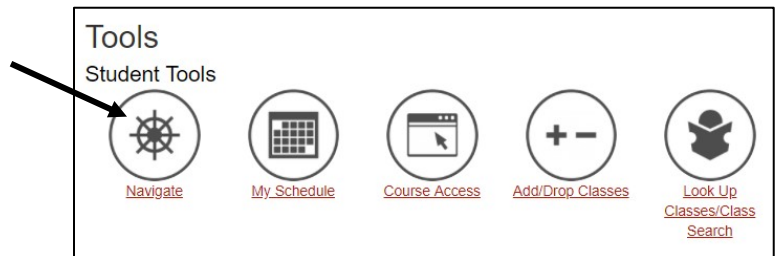


# How to Register for Classes Using Navigate

1. From [www.pgcc.edu](http://www.pgcc.edu) - in the top right corner, select Login.
2. Log in using your student number including the capital S.
  - First time log in: Temporary password = 6 digit birth date: MMDDYY. *If you have not yet logged in, you will be prompted to set up a recovery answer and a new password.*
  - Returning Login: Password you created.  
*Forgot Password?* Follow prompts to create a new password.



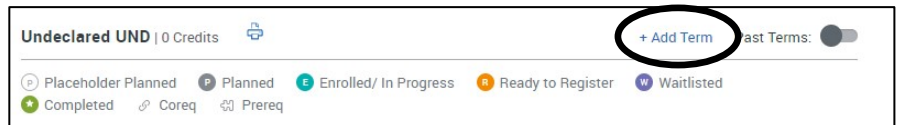
3. Once you are logged into the portal, click on "Navigate"



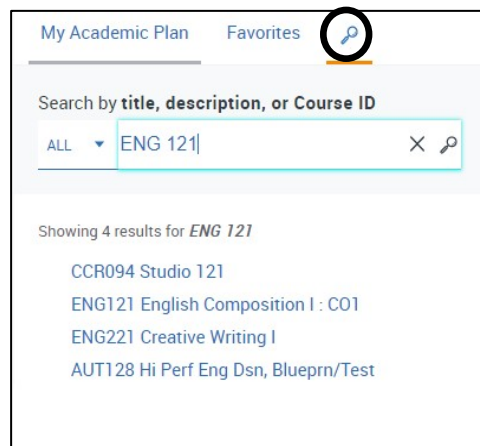
4. Click on 'Plan', located on the top menu bar



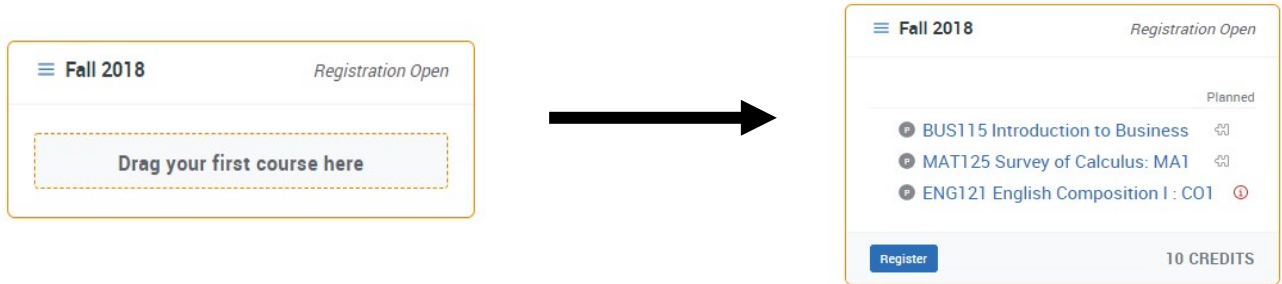
5. Click on 'Add Term' to begin planning courses for each semester.



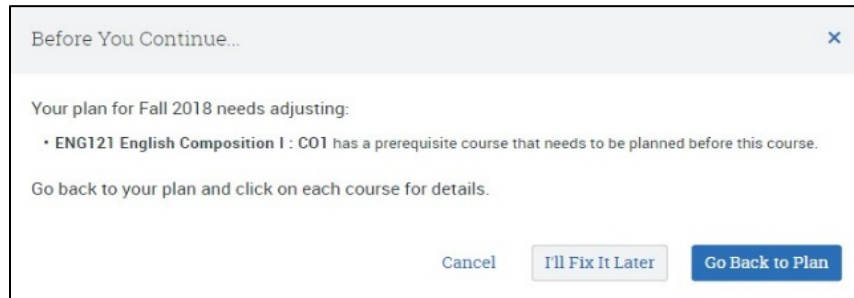
6. Click the Search ( 🔍 ) tool, type in the course number
  - Search by course stem & number (Ex. ENG 121)
  - Search by course name (Ex. English Composition)



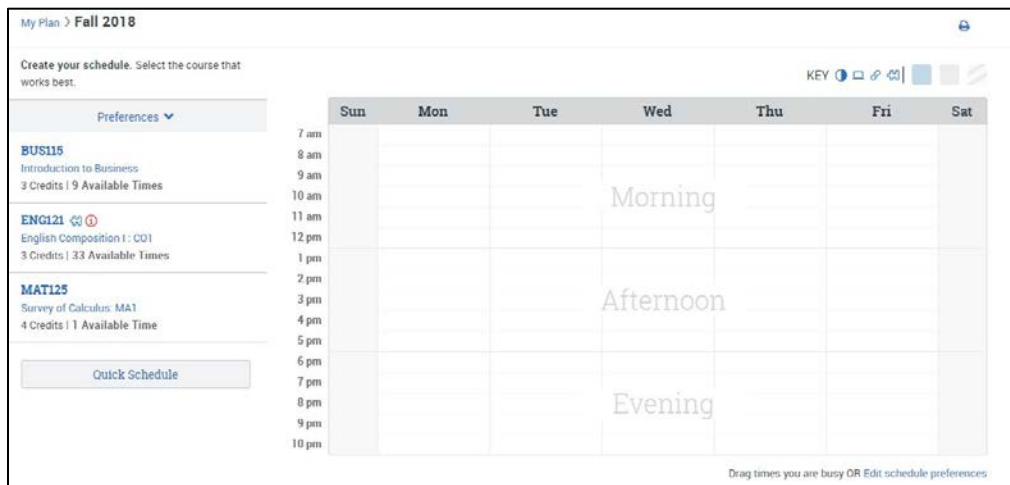
7. Click on the course title and drag to the intended semester



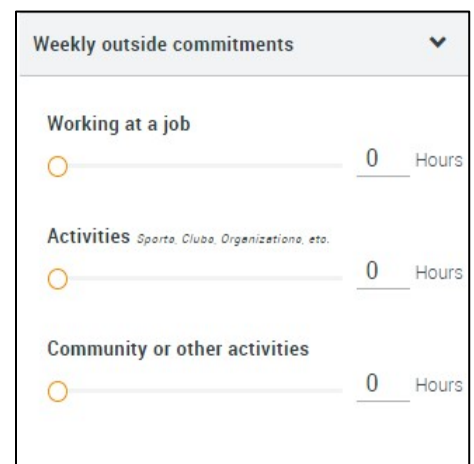
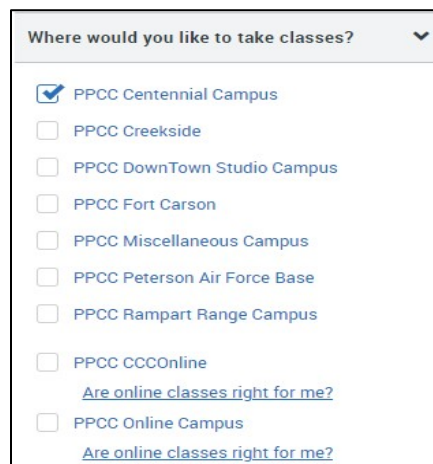
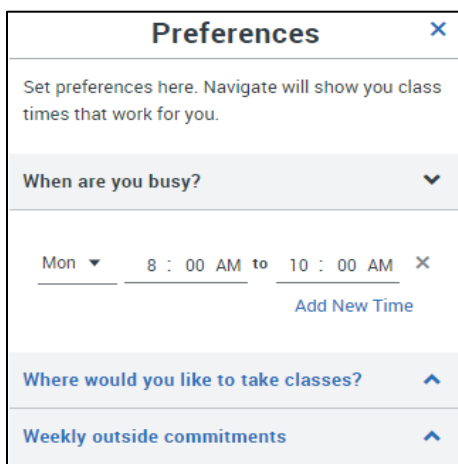
8. Once all courses have been 'planned', click on the 'Register' button. If you have any prerequisite errors, a notification box will show indicating which courses require prerequisites. You can click on 'I'll Fix It Later' to continue scheduling your courses.



9. You are ready to create your class schedule! Select which days/times you would like to attend class.



10. Preferences: Allows you to indicate when you cannot take classes, campus preference and outside commitments.



11. Once preferences are selected, days/times can be selected by each individual course or through 'Quick Schedule'. If you select to schedule each course individually, you will need to drag and drop the course to the calendar to tentatively schedule it. Quick schedule provides multiple options that your planned courses can be taken based upon your preferences.

### Schedule Each Course

**Available**   **Conflicting**   **Full**

These times work with your preferences.  
Drag the desired time to the calendar.

**PPCC Centennial Campus Campus (3)** ^

MAY 29TH - AUG 5TH 2018   10 Seats

**Tue Wed Thu 8:00 am - 9:55 am**

Davenport, Deric

PPCC Centennial Campus Campus | Aspen Buildi...

[View Details](#)

MAY 29TH - AUG 5TH 2018   9 Seats

**Tue Thu 5:30 pm - 8:15 pm**

Neal, Gordon

PPCC Centennial Campus Campus | Aspen Buildi...

[View Details](#)

Or →

### Quick Schedule

Schedule Suggestions ×

These schedule options work with your previous selections, preferences, and availability.  
Choose one to complete your schedule.

1   2   3   4   5   [Pick These Times](#)

**MAT125 Survey of Calculus: MA1**

📅 Runs Aug 27th - Dec 16th 2018

Tu Th 3:00 pm - 4:50 pm

📍 Aspen Building Room# 318

PPCC Centennial Campus Campus

**BUS115 Introduction to Business**

📅 Runs Aug 27th - Dec 16th 2018

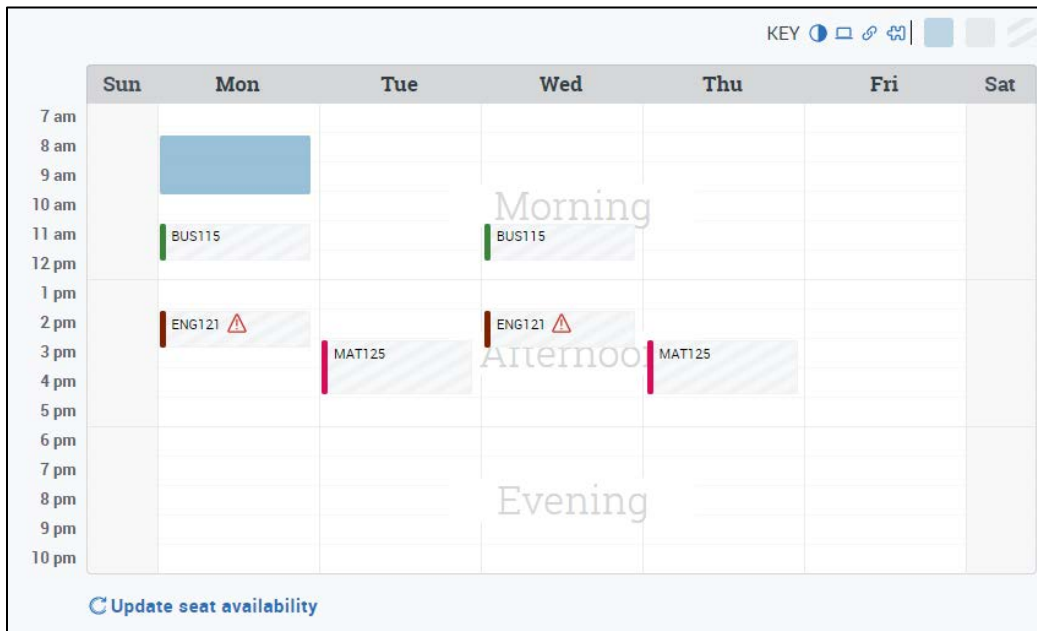
Mo We 11:00 am - 12:15 pm

📍 Aspen Building Room# 222

PPCC Centennial Campus Campus

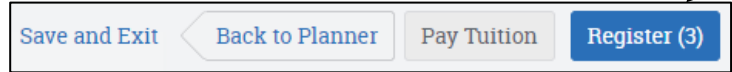
\* If no course availability is showing, select "Conflicting" to see if the course is offered at a different campus or in a different format (i.e. Online).

12. Once course days/times are selected, your course schedule will be reflected on your weekly calendar.

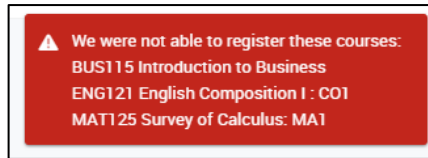


\* The error (⚠) indicates that a prerequisite has not been met.

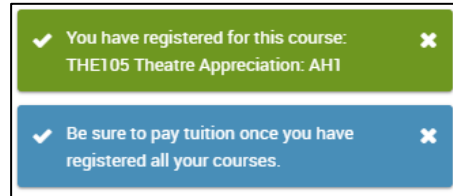
13. Once all courses are tentatively scheduled, click on the 'Register' button.



14. If course registration was not successful, a red notification box will appear.



15. If course registration was successful, a green notification box will appear.



\*Common Registration Errors:

- Prerequisite and Test Error – You have not met the prerequisite for the course either by placement testing or completing the previous course. Go to Advising & Testing to provide proof of prerequisite.
- Corequisite Error – The selected course requires that you enroll in another specific course.
- Instructor Signature Required – You must use a paper registration form and get a signature from the instructor.