

REGISTERING FOR CLASSES IN NAVIGATE

NAVIGATE IS A TOOL THAT ALLOWS YOU TO PLAN, SCHEDULE AND REGISTER FOR CLASSES AFTER MEETING WITH YOUR ADVISOR. HERE'S HOW IT WORKS:

PLAN

1. **Login to Pathway and access your Navigate account.**
2. **Review the Explore tab.**
 - a. Review To-Do's and check off any that are completed.
 - b. Check the Hold Center to make sure you don't have any holds.
3. **Click on the Planner link** at the top of the page.
4. **If your advisor has created a plan for you**, use this to schedule your classes.
 - a. In the **Tools** column on the left, click to expand the **Advisor Plans** section, then click the link for the plan sent by your advisor.
 - b. In the middle pane, click the three-dots menu in the upper right corner, then choose **Add Items**, then click **Add Only Unmatched Items to Plan**.
 - c. Confirm that the outline of courses in the **My Academic Plan** column on the right matches the plan displayed in the middle pane.

TIP

If you need to add or remove courses from the **My Academic Plan** column, use the three-dots menu next to the individual courses.

SCHEDULE

1. Click the **Schedule Courses** button at the top of the page.
 - a. Confirm the term. Click the three lines to the left of the term to change it.
 - b. The classes you planned will appear to the left and a calendar on the right.
 - c. Click on **Sections** beside the course to review options.
 - d. When you find a section that works for you, drag it to the calendar or use the three-dots menu next to the course and click **Add Section**.

TIPS

1. To remove a course from the schedule, scroll down to **Scheduled Courses** section, then click the three-dots menu and choose **Unschedule Course**.
2. Set **Preferences**. Navigate will suggest courses that fit your needs!
 - a. Click the three-dots menu next to the term (upper left corner), then choose **Preferences**.
 - b. Choose your preferred campus.
 - c. Block out the times you know you can't take classes.
3. Class sections are organized into three groups:
 - a. Available sections meet your schedule preferences and still have seats available.
 - b. Conflicting sections are either at a campus different from your preferred campus or meet at the same time as another class.
 - c. Full sections are currently full and are not available for registration. We recommend that you pick a different section or check back later.
4. Review course delivery methods. For example: web hybrid, lecture, lab, etc.

NEED HELP?

Login assistance: navigatestudent@ptc.edu

Advising or Registration Assistance: **Make an appointment with your advisor.**



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CONTINUED

REGISTER

If Registration is open and you have created a schedule you like, you're ready to register!

1. Click the **Register** button in the upper right corner of the **Schedule Courses** page.
2. Enter the registration PIN you received from your advisor and click the button to continue.
3. **Navigate will complete the final check.**
 - a. You will see messages indicating whether registration was successful for each class.
 - b. If everything registered successfully, that's it! You're done!
4. **If you're unable to register for courses**, follow the on-screen directions or contact your Academic Advisor.
5. **View your schedule** by clicking the **Explore** tab and choose **Class Schedule** in the menu on the left.

DONE!

1. **If you've scheduled courses previously** and are returning to the planner, click **View/Edit Schedule** in the **My Academic Plan** column to switch to the **Schedule Courses** page. The classes you previously scheduled will still be there. You can then complete the steps listed in the "Register" section above.
2. To make changes to your schedule after registration, you must first consult an advisor and a financial aid counselor to see how those changes will affect you.
 - a. Once you are cleared to make the changes, access the **Schedule Courses** page and scroll down to the **Registered Courses** section.
 - b. Use the three-dots menu next to the course(s) you wish to remove, then choose **Drop Course**.
 - c. The dropped course will be added back to the **Planned Courses** list on the left where you may click the **View Sections** button and repeat the steps as outlined in the "Schedule" section on the other side/and "Register" section above.

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