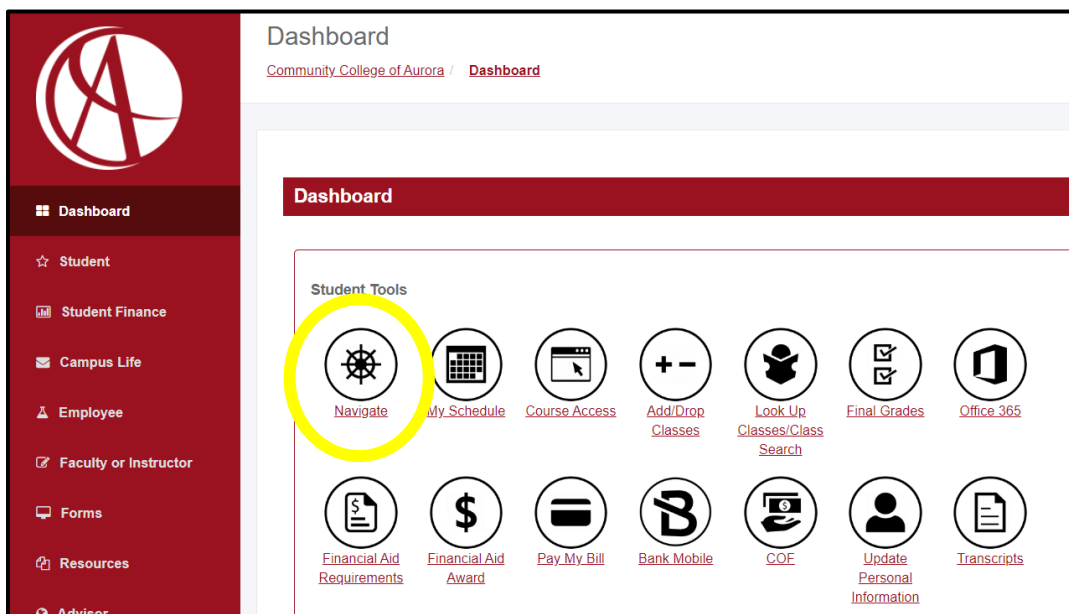
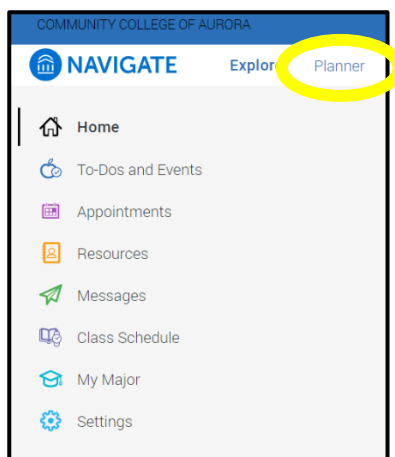


How to register for classes in Navigate

- 1) Log in to MyCCA: <https://www.ccaurora.edu/>
 - Username: S Number
- 2) Click on **Navigate**



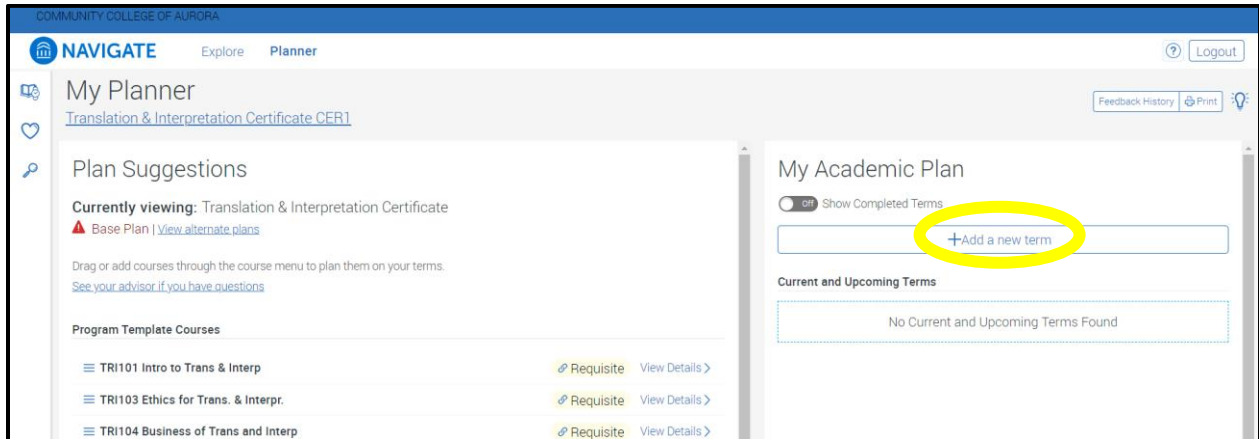
- 3) Click on **Planner**



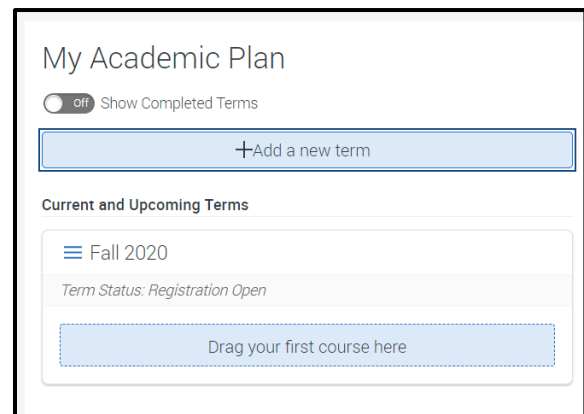
After you click on Planner, if your Pathway Advisor planned courses for you to take, a window may pop and you'll be asked to add/deny the planned courses.

4) This is your **Planner**. You can see suggested classes for your degree or plan ahead for future semesters!

Add a new semester/term: under My Academic Plan > click on +Add a new term > add the semester you want to plan classes for:

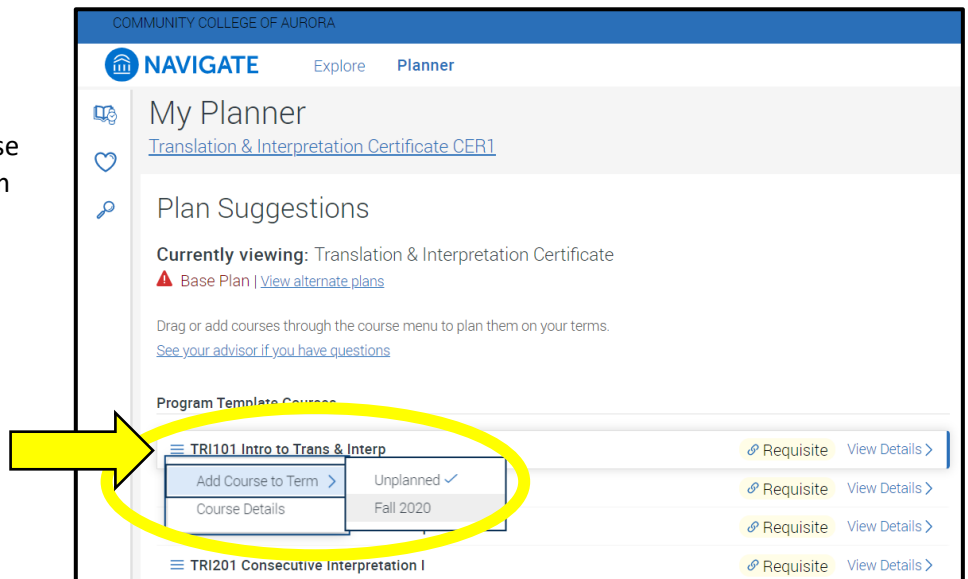


5) Once you've added the semester you want to register for, you can search for classes to add!

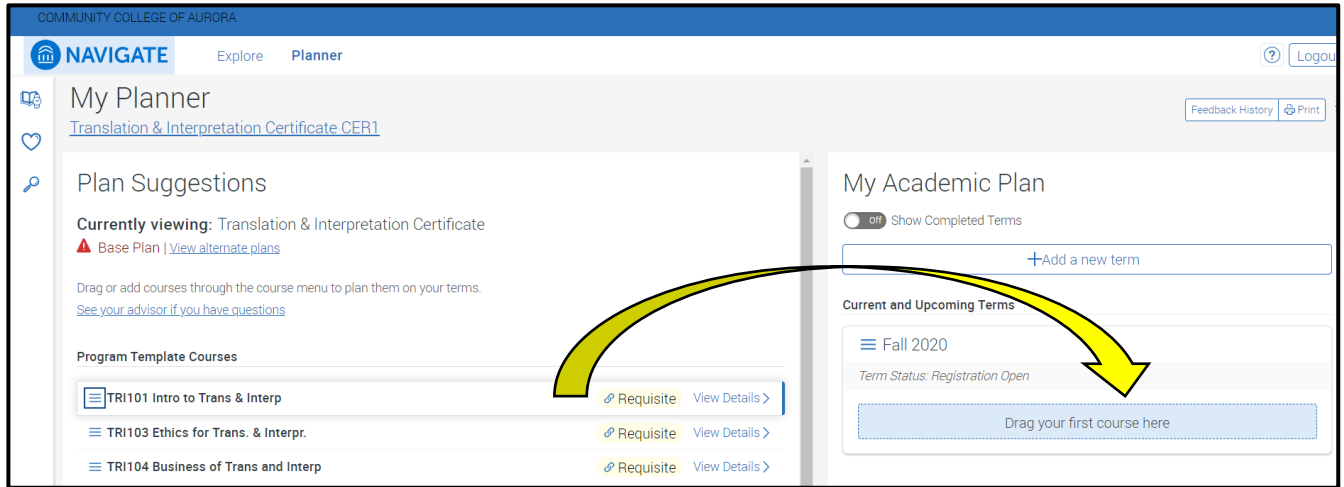


6) **To Add Courses:**

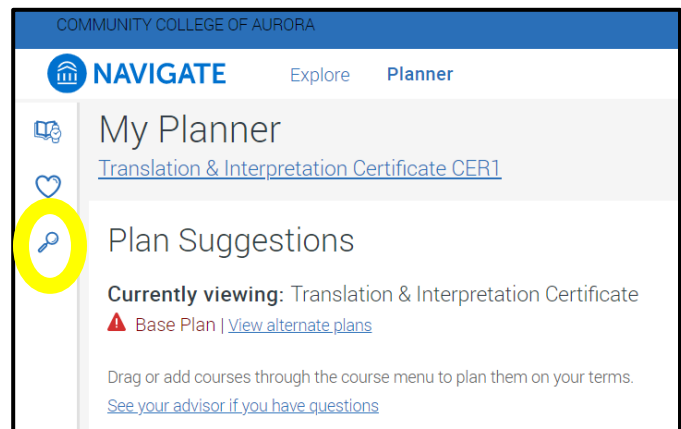
- Click on ≡ next to the course
- Click on Add Course to Term
- Click on the semester you want to add the course.



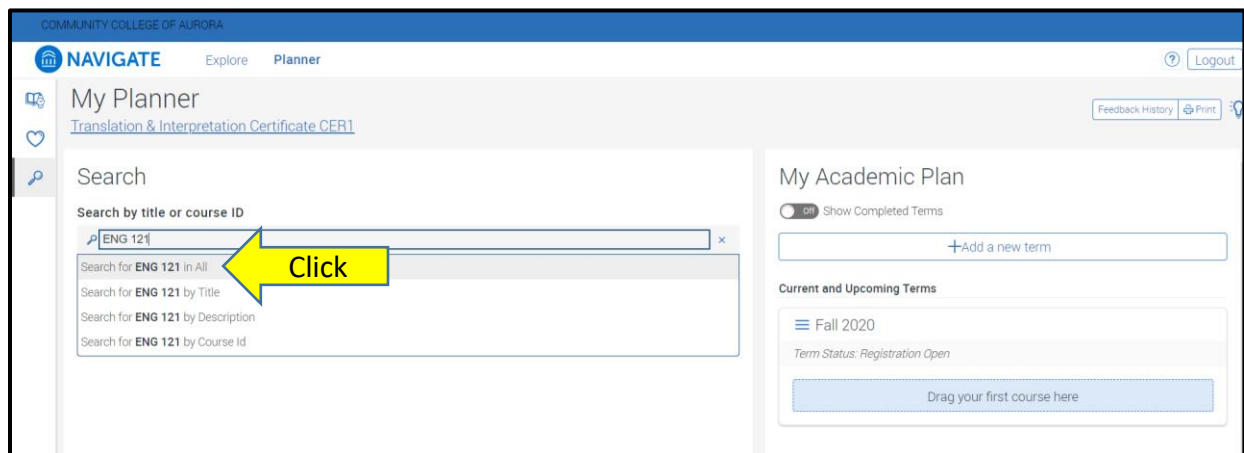
You can also click on a course name, drag, and drop courses you want to add into the semester.



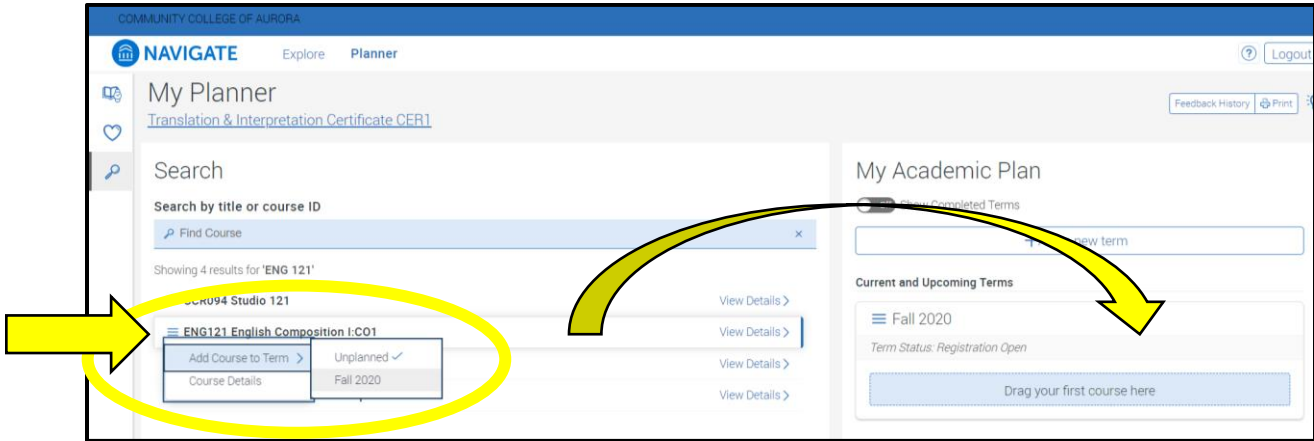
- 7) If you can't find the class you want to add, you can search for it by clicking on the Magnifying Glass on to the left of Plan Suggestions



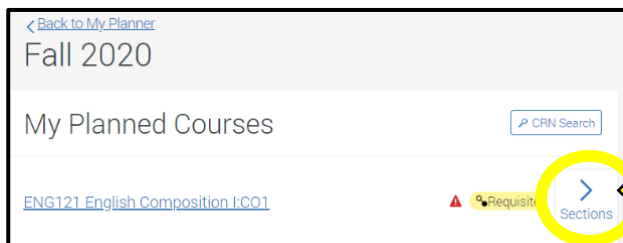
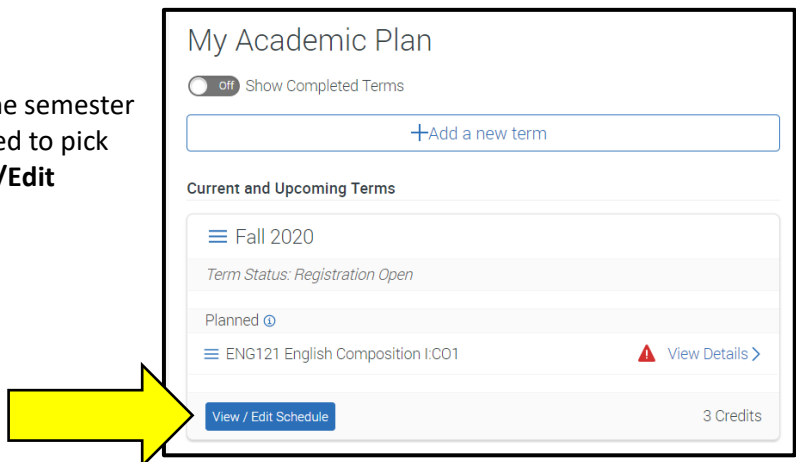
- 8) Type in the course you want to add, for example: ENG 121 or MAT 120.
- 9) You can also search for a subject, for example: English or Art.



10) **Add the course** by clicking on ≡ next to the course, or drag and drop the course into the semester



11) You should see the class in the semester you added it to. Now you need to pick the class time. **Click on View/Edit Schedule.**

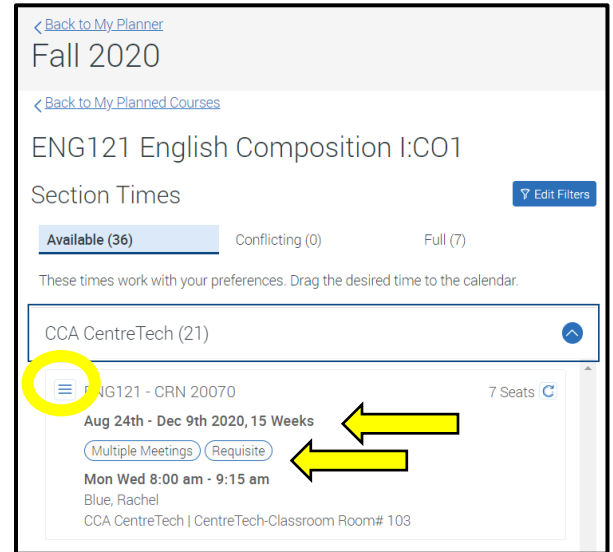


12) **Click on Sections** for the course you want to choose class times

13) Search through the times and find one that works for you! **Add the section by clicking on ☰ or dragging the course into the calendar**

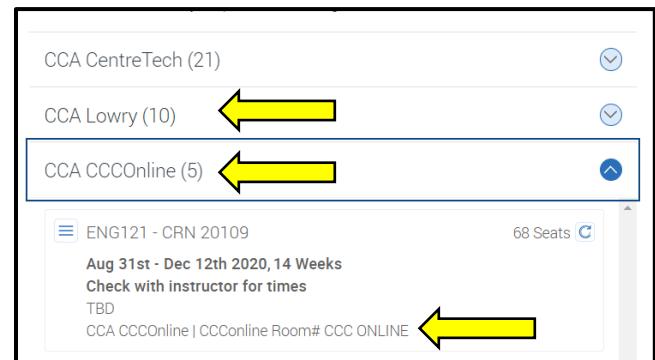
14) **Pay Attention To:**

- **When the class starts and ends** (a full semester class is 15 weeks in the fall/spring and 9 weeks in the summer)
- **Does the class have the tag “Accelerated Course”?** The class is being held for a shorter number of weeks. This means that the coursework is condensed in less weeks.
- **Does the class have the tag “Multiple Meetings”?** This means that the class is meeting more than once a week.
- **Does the class have the tag “Requisite”?** This means that this class has a co-requisite or is paired with another class. ENG 121 and MAT 121 are common classes that have paired classes. Ask your advisor if you need to take a paired class.



15) **Where is the class located?**

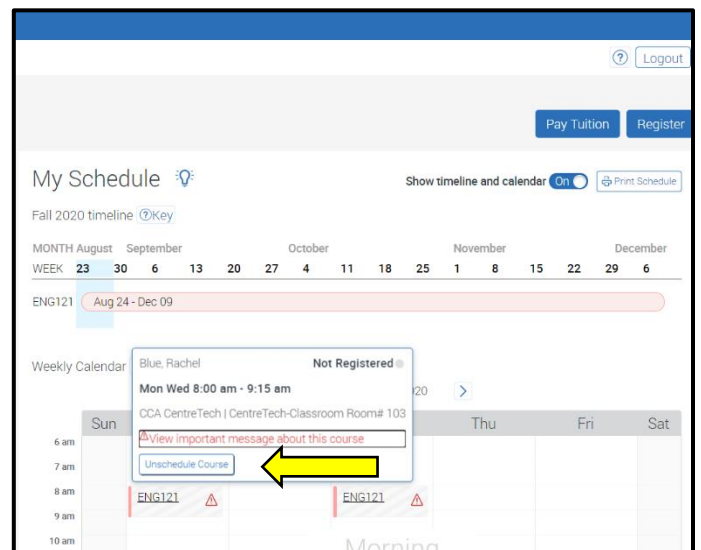
- **In-Person classes** meet either on the CentreTech or Lowry Campus
- **Remote Classes** meet online (either through D2L or wherever your instructor specifies)
- **Online Classes** are either with CCA Online or CCCOnline. These are self-paced classes that meet online.



FALL 2020 CLASSES: Classes under CCA CentreTech or Lowry may be REMOTE

16) **Don't see any times you want for a class? Want to switch around class times?**

If the time you choose for one class **conflicts** with another, **you can unschedule the course on the calendar by clicking on the course, then clicking unschedule course,**



17) If you already chose a time for a class, it may conflict with another class. Here is where to find conflicting sections.

PSY101 General Psychology I: SS3

Section Times Edit Filters

Available (9) **Conflicting (1)** Full (3)

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

CCA CentreTech (4)

PSY101 - CRN 20193 5 Seats

Aug 25th - Dec 10th 2020, 15 Weeks
Tue Thu 11:00 am - 12:15 pm
Behforooz, Bitia
CCA CentreTech | Remote Learning Room# REMOTE

18) After you've selected the times for your classes, they will all show up in your calendar!

My Schedule Show timeline and calendar On Print Schedule

Fall 2020 timeline Key

MONTH August September October November December

WEEK 23 30 6 13 20 27 4 11 18 25 1 8 15 22 29 6

ENG121 Aug 24 - Dec 09

Weekly Calendar August 23 - August 29, 2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am		ENG121 ⚠		ENG121 ⚠			
9 am							
10 am							
11 am							

Morning

19) **Ready to register?** You may need to accept your Payment Agreement first. Click on the link, read, then agree.

Go back to Navigate, you may need to refresh the page. Then click Register!

Pay Tuition

Please resolve the following to enable registration Refresh

You need to accept the Payment agreement for the term Fall 2020 grails.cccs.edu/registratio...

My Schedule Show timeline and calendar On Print Schedule

Fall 2020 timeline Key

A window will pop up and tell you if courses were successfully registered. If you have questions or run into issues, contact:

Admissions for Registration Help: (303) 360-4797

Advising Department for Placement Questions: 303-360-4929 or Advising.CCA@CCAurora.edu

If you were not able to register for a class:

- **Pre-requisite or Test Scores:** You have not met the prerequisite for the course either by placement testing or completing the previous course. Contact the Advising Department or your Pathway Advisor
- **Co-requisite Error** - Some courses are paired with another course. If you are unsure what course is a co-requisite, or if you need to take a course with a co-requisite, contact the Advising Department or your Pathway Advisor