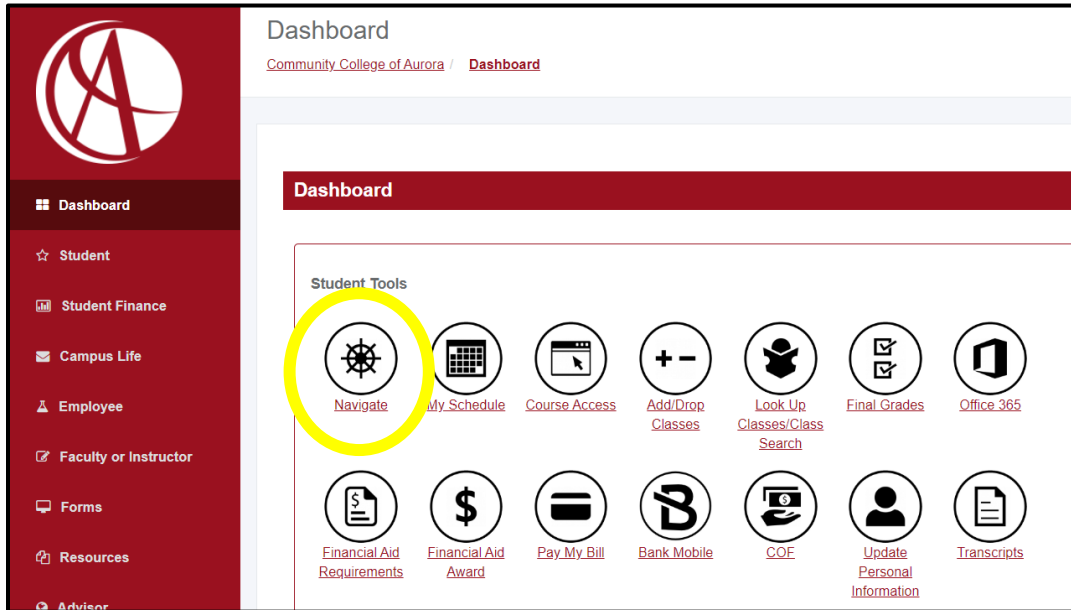
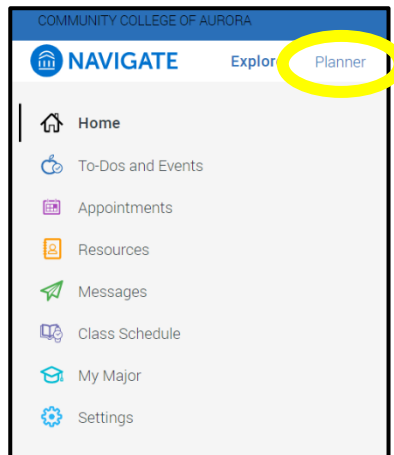


# How to register for classes in Navigate

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



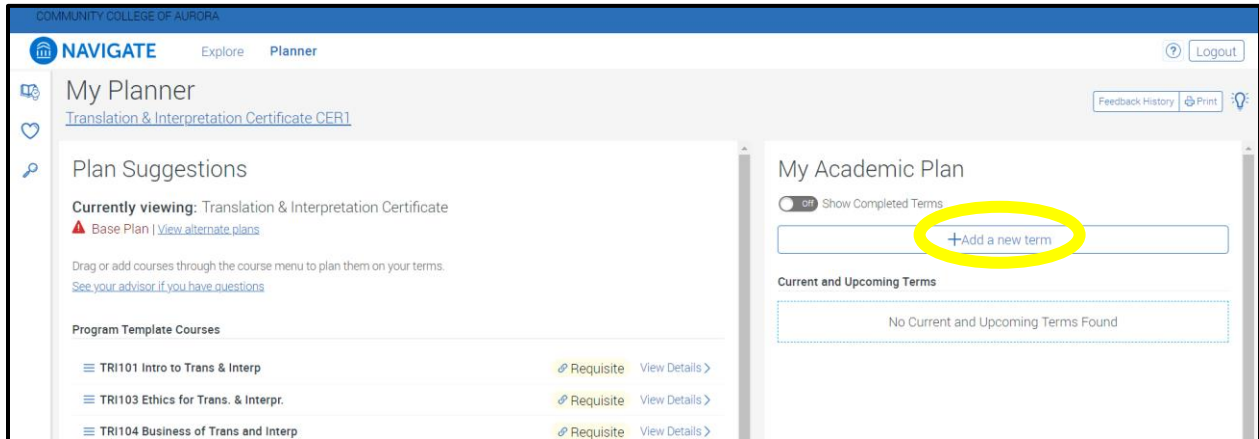
- 3) Click on **Planner**



If your Pathway Advisor planned courses for you to take, a window may pop and you'll be asked to accept/deny the planned courses.

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

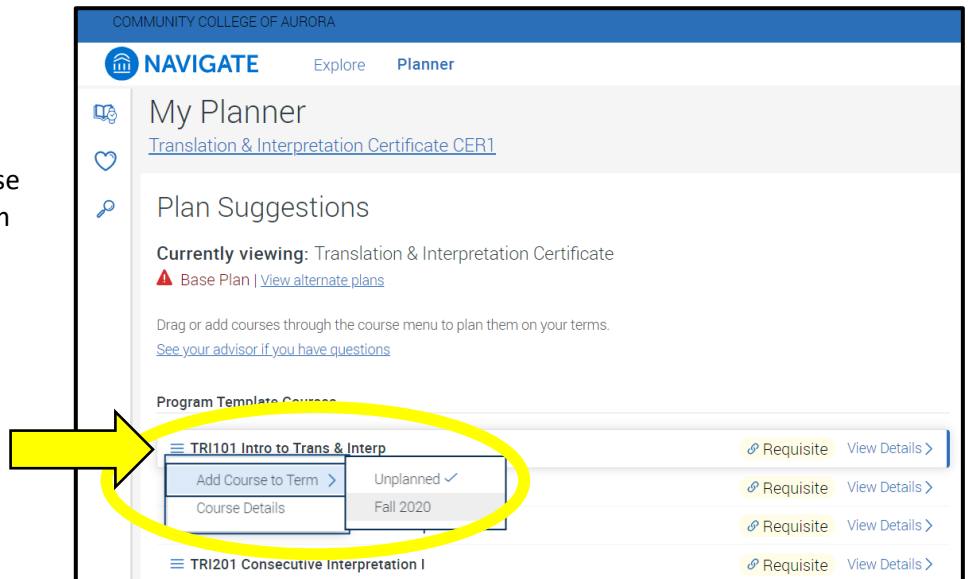
**Add a new semester/term:** under My Academic Plan > click on +Add a new term > add the semester you want to plan classes for:



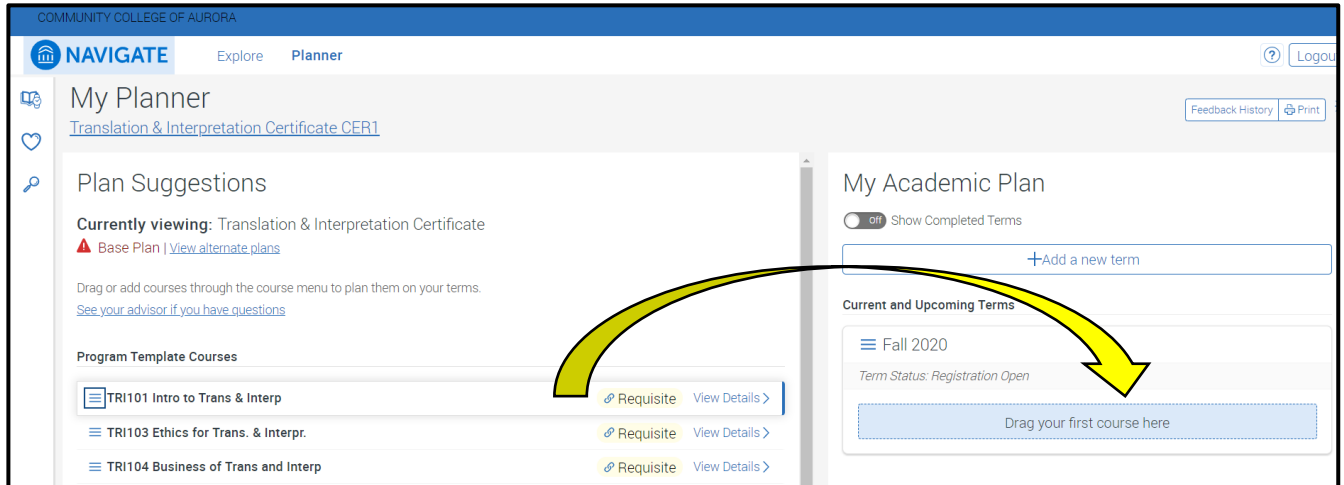
Once you've added the semester you want to register for, you can search for classes to add!

5) **Under Plan Suggestions, to Add Courses:**

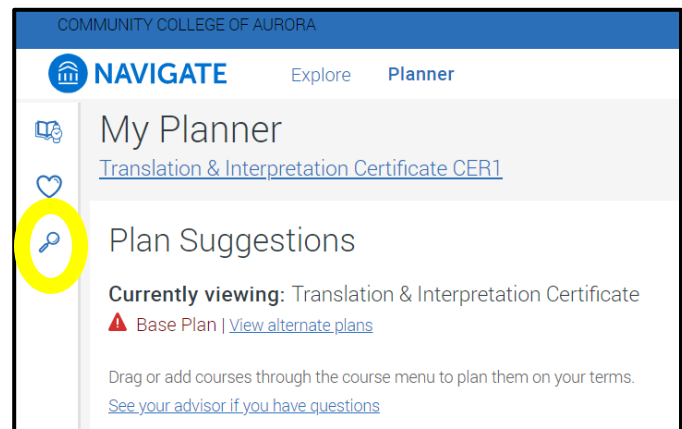
- Click on ≡ next to the course
- Click on Add Course to Term
- Click on the semester you want to add the course.



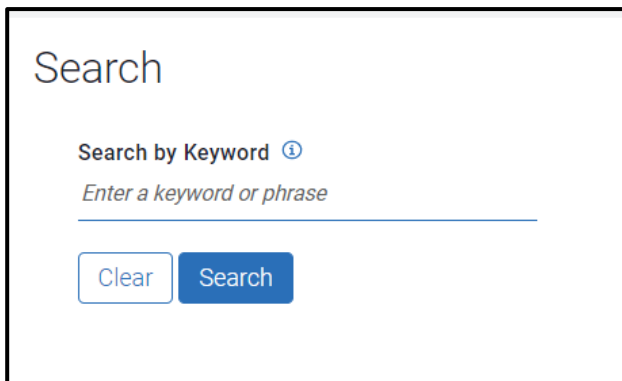
You can also click on a course name, drag, and drop courses you want to add into the semester.



- 6) 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



- 7) Type in the course you want to add, for example: ENG121 or MAT120 then hit Enter or click on Search
- You can also search for a subject, for example: English or Art.



**TIP:** Do NOT put a space between the course name and number. The course won't come up if you do.

For example, type the course as: ENG121 or MAT120

8) Add the course by clicking on Add to Term

Search

Search by Keyword ⓘ

eng121

Clear Search

1 results found

Code ⓘ	Title ⓘ	Credits ⓘ	Actions	Plan Actions
ENG121	English Composition I:CO1	3	Details	<b>Add to Term</b>

Navigation: < 1 >

9) Select the Semester/Term, then click on Add to Term.

Pick a Term

Select a term for ENG121

Fall 2020

Spring 2021

Close Add to Term

10) Once you've added all the courses you want to take, you need to choose when you want to take the class. Click on View/Edit Schedule.

Spring 2021

Term Status: Registration Open

Planned ⓘ

ENG121 English C... ⚠ View Details >

View / Edit Schedule 3 Credits

11) To choose times for each class, click on Sections

< Back to My Planner

Spring 2021

My Planned Courses

CRN Search

ENG121 English Composition I:CO1 ⚠ Requisite

Sections

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

**Pay Attention To:**

**When the class starts and ends:** A full semester class is 15 weeks in the fall/spring and 10 weeks in the summer

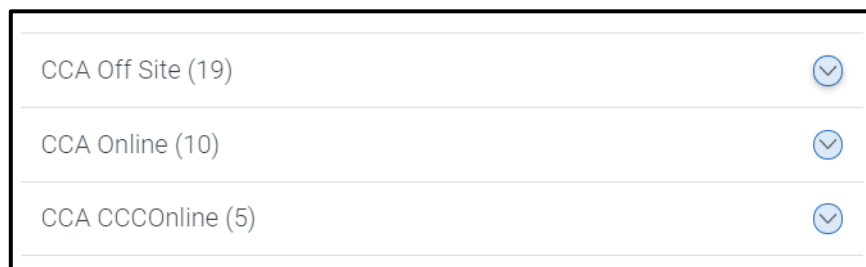
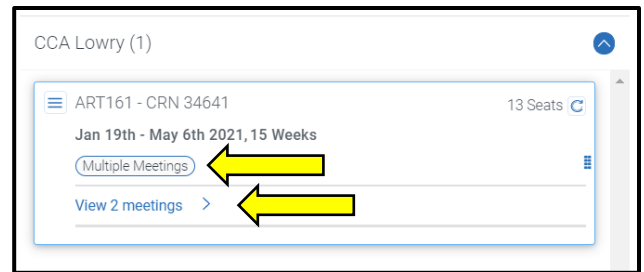
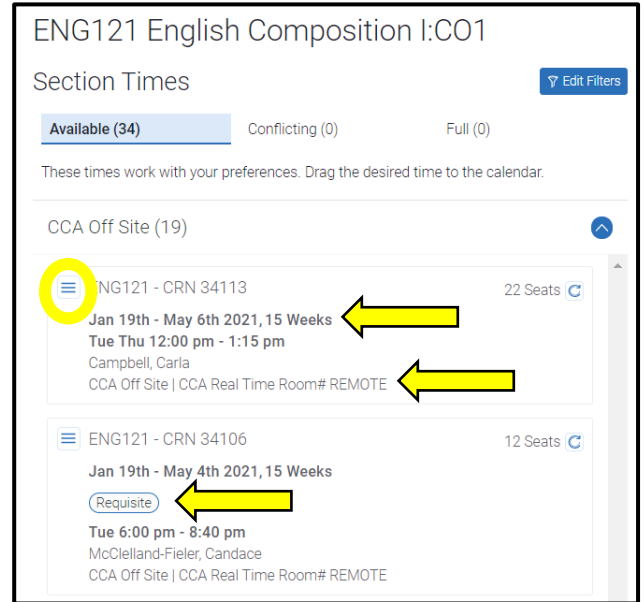
**Does the class have the tag “Requisite”?** This means that this class has a co-requisite or is paired with another class. ENG 121 and MAT 121 are common classes that have paired classes. Make sure you pick the correct sections that are paired together, or you will not be able to register. Ask your advisor if you need to take a paired class.

**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.

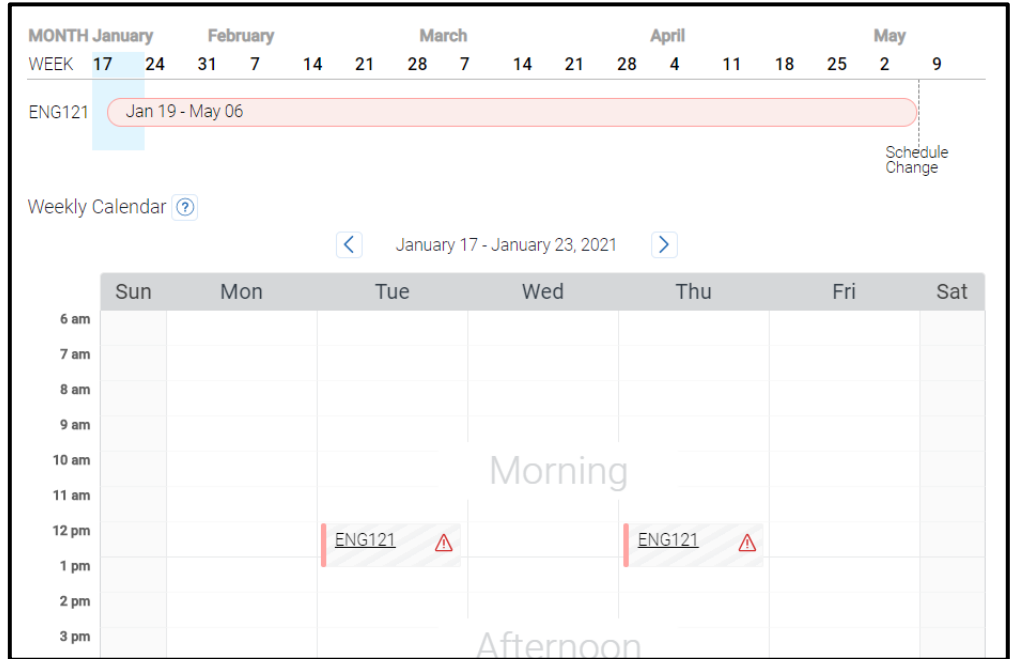
**Does the class have the tag “Multiple Meetings”?** This means that the class is meeting in-person a few times a semester. Click on View 2 (or more) meetings to see all of the times. (**Note:** All of the meeting times may not be listed in Navigate)

**Where is the class located?**

- **CCA Off Site/Real Time/Remote Classes:** Meet online the first week of class (either through D2L or wherever your instructor specifies). Future class meetings are determined by your instructor, usually at the time you register for unless specified otherwise by your instructor.
- **Hybrid Classes:** Mostly remote classes with some in-person meetings either on the CentreTech or Lowry Campus. The meeting times are listed on the class schedule.
- **Online Classes** are either with **CCA Online** or **CCCSOnline**. These are fully online classes with no set meeting times. Online classes are more expensive.
  - **CCA Online:** Taught by a CCA Instructor.
  - **CCCS Online:** Taught by an instructor in the Colorado Community College System.



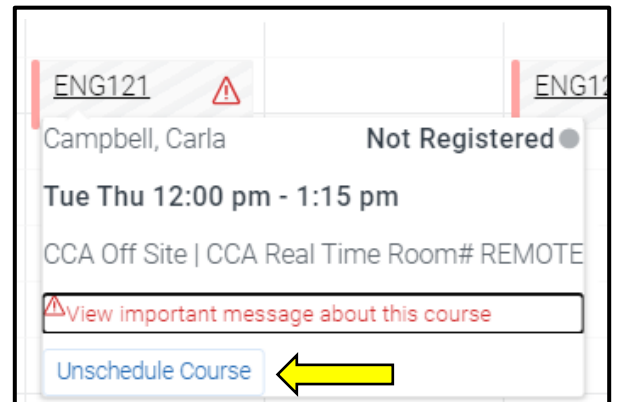
13) After you drag and drop the classes, they will show up in the calendar on the right.



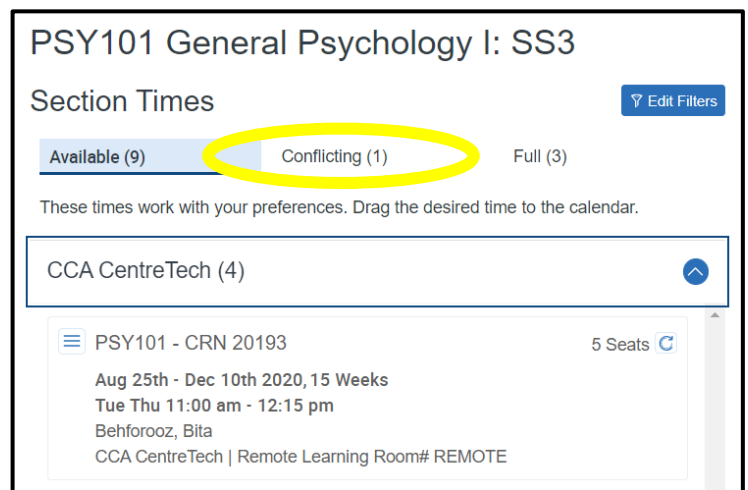
14) Don't see any times you want for a class? Want to switch around class times?

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

- Click on the course
- Click unschedule course

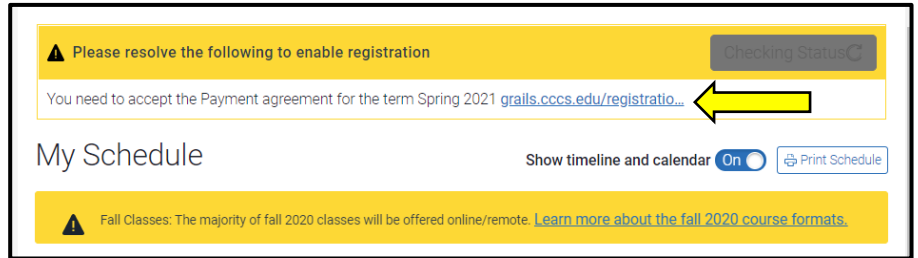


15) If you already chose a time for a class, it may conflict with another class. Here is where to find conflicting sections.



16) **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!



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](mailto:Advising.CCA@CCAurora.edu)

**If you were not able to register for a class, it may be due to:**

- **Pre-requisite or Test Score Error:** 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 and prevent you from registering for the incorrectly paired course.
  - Pay attention to whether the course is labeled as requisite
  - If you placed into paired courses, the time you choose for one class will automatically show you the correct time for the other class when you pick times for the other class.
  - **Commonly paired courses:**
    - CCR 092 and AAA 109
    - CCR 094 and ENG 121
    - MAT 080, MAT 093, and MAT 121
    - MAT 093 and MAT 121
    - MAT 092 and MAT 120
    - MAT 092 and MAT 135
  - If you are a film student running into registration errors, you can try registering through MyCCA. Click on Look Up Classes/Class Search. Contact your film school advisor for more information.
- 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