

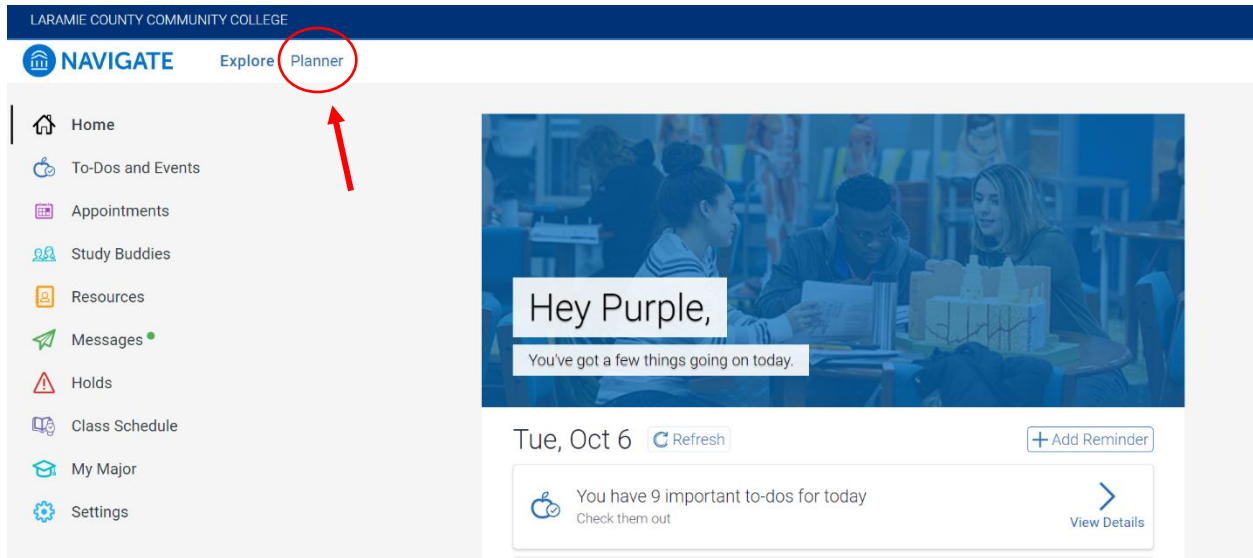
## Registration in Navigate Using Your Laptop or Desktop Device (Non-Degree Students or Searching for Courses)

Google Chrome is the preferred browser

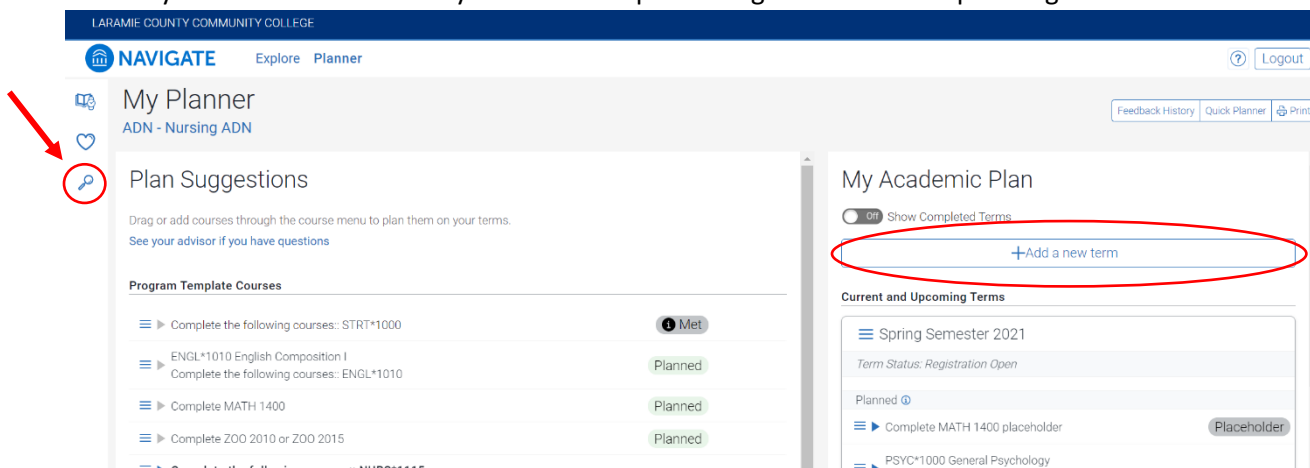
1. Login to your Navigate application located in your MyLCCC portal.

Once there, you should see your home screen that has important reminders and messages that will help you stay on track toward your academic goals. Pay special attention to the “Planner” menu options (circled) at the top of the screen. This is where your Academic Plan is housed and can be maintained throughout your time at LCCC.

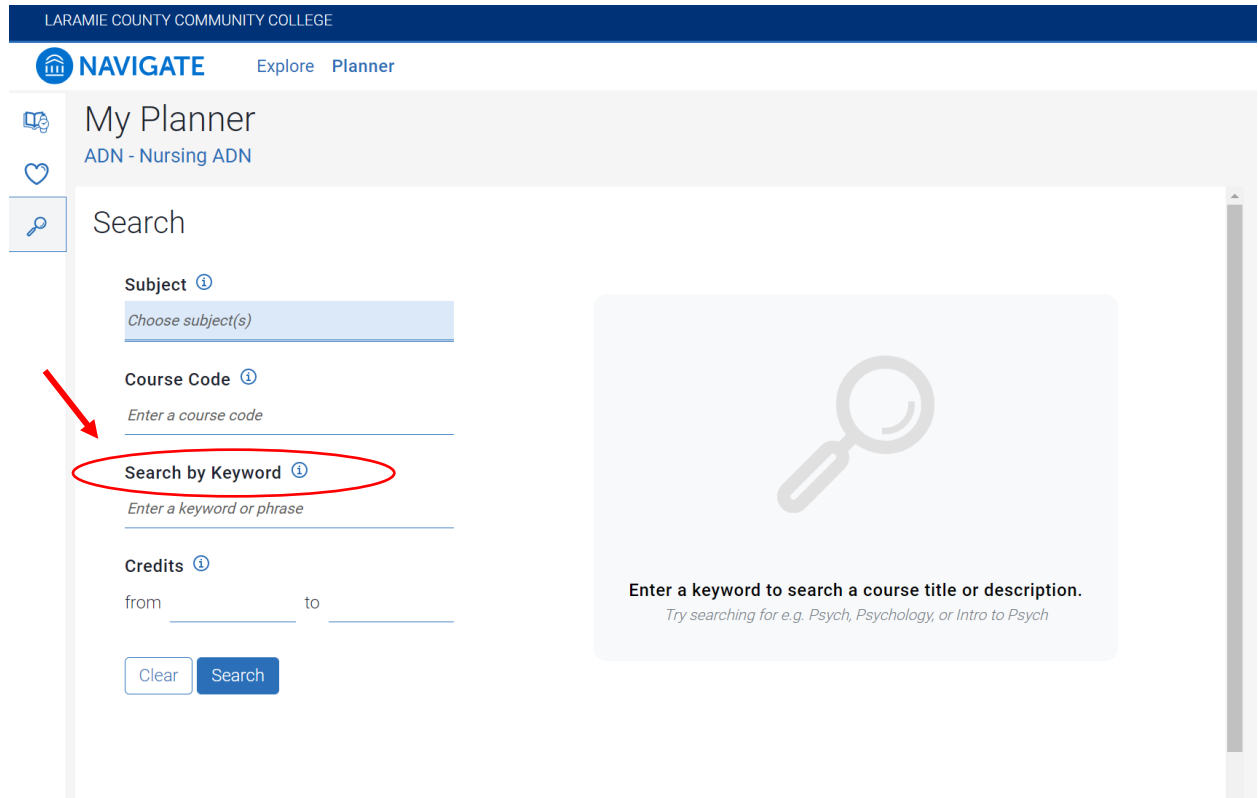
2. Press on the “Planner” menu option *circled below*.



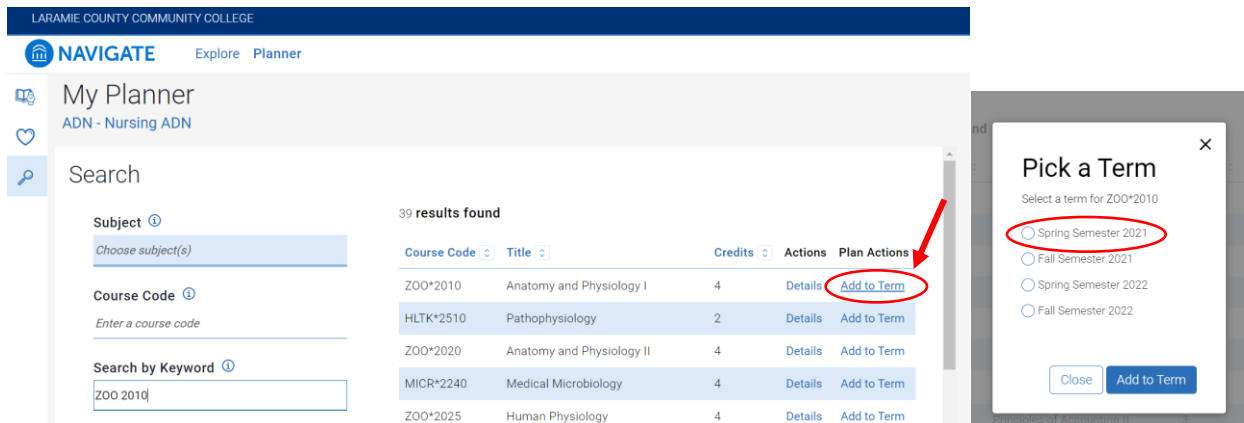
3. On the My Planner page is where you can “Add a New Term”, *circled below*, to add courses for registration. If you don’t have any courses listed on the left-hand side, you can use the search function by clicking on the magnifying glass, *circled below*, where you can search for the courses you would like to add to your academic plan or register for in the upcoming semester.



- On the search screen is where you can enter the keywords for the courses you want to register for at LCCC. Under **Search by Keyword** you can enter either the course title or course code if you know what the exact code is (for example: ZOO 2010 is Anatomy & Physiology I). If you're not sure what classes you need to take, you can reference the Catalog [here](#) or schedule an appointment with an Academic Advisor in Navigate or by calling 307.778.1214.



- Once you have found the course you intend to register for, you can click **Add to Term** and select the semester you intend to register for.



- After you pick a term, you should see the course on the righthand side underneath that semester title. If you have added all the courses you intend to register for, you can press the **View/Edit Schedule** option.

My Planner  
ADN - Nursing ADN

Feedback History Quick Planner Print

### Search

Subject

Course Code

Search by Keyword

Credits  to

Clear Search

39 results found

Course Code	Title	Credits	Actions	Plan Actions
ZOO*2010	Anatomy and Physiology I	4	Details	Add to Term
HLTK*2510	Pathophysiology	2	Details	Add to Term
ZOO*2020	Anatomy and Physiology II	4	Details	Add to Term
MICR*2240	Medical Microbiology	4	Details	Add to Term
ZOO*2025	Human Physiology	4	Details	Add to Term
STAT*2010	Statistical Concepts--Business	4	Details	Add to Term
AIR*2020	The Evolution of Air and Space Power II	1.5	Details	Add to Term
ACCT*2020	Principles of Accounting II	3	Details	Add to Term
FIN*1120	Investments	3	Details	Add to Term
ZOO*2015	Human Anatomy	4	Details	Add to Term

### My Academic Plan

Show Completed Terms

+Add a new term

#### Current and Upcoming Terms

Spring Semester 2021

Term Status: Registration Open

Planned

- ZOO\*2010 Anatomy and Physi...  
Complete ZOO 2010 or ZOO 2015

**View / Edit Schedule** 4 credits

- Inside the registration portal, you will see the course(s) you added to the upcoming term listed on the right-hand side of the page.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner Logout

< Back to My Planner

## Spring Semester 2021

3 Credits scheduled Register

### My Planned Courses

Section Number Search

ZOO\*2010 Anatomy and Physiology I Sections

### My Schedule

Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the LCCC Statement of Financial Responsibility and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21	28 7 14 21	28 4 11 18	25 2 9

ENGL\*1010 Jan 19 - May 14

#### Weekly Calendar

January 17 - January 23, 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							

8. Before you begin picking sections, it is important to set your preferences and block out any busy times you know you are unable to be in class (i.e. team practice, work schedule, daycare pickup/drop-off). You can do this by selecting the Preferences menu option, ***circled below***.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner Logout

< Back to My Planner

Spring Semester 2021 3 Credits scheduled Register

My Planned Courses Section Number Search

ZOO\*2010 Anatomy and Physiology I Sections

My Schedule Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21	28 7 14 21	28 4 11 18	25 2 9

ENGL\*1010 Jan 19 - May 14

Weekly Calendar ?

< January 17 - January 23, 2021 >

9. Once you are in your preference screen you can select one or multiple campuses where you would like to take your courses and/or choose if you are interested in taking online courses. This is also where you will enter your busy times.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner Logout

< Back to My Planner

Spring Semester 2021 Register

Preferences Set preferences here. Navigate will show you class times that work for you.

Where would you like to take classes?

Please select one (1) campus at a minimum.

Campuses

- Albany Co Campus
- Cheyenne Campus
- Eastern Laramie Cnty
- F.E. Warren Air Force Base
- NA
- Offsite
- University of Wyoming

Online Campuses

- Internet Sections

Are online classes right for me?

Your busy times

Wed 9:00 AM to 11:15 AM Remove Edit

Fri 9:00 AM to 11:00 AM Remove Edit

My Schedule Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21	28 7 14 21	28 4 11 18	25 2 9

Weekly Calendar ?

< January 17 - January 23, 2021 >

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							
10 am							
11 am				Morning			
12 pm							
1 pm							

10. After you have done this, you will see blue blocks blocking out your busy time. Once complete, be sure to scroll down and press **update preferences**. You can change these at any time.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

< Back to My Planner

## Spring Semester 2021

University of Wyoming

Online Campuses

Internet Sections

Are online classes right for me?

Your busy times

Wed 9:00 AM to 11:15 AM Remove Edit

Fri 9:00 AM to 11:00 AM Remove Edit

Add New Time

Weekly outside commitments

Working at a job 0 Hours

Activities Sports, Clubs, Organizations, etc. 0 Hours

Community or other activities 0 Hours

Update Preferences

### My Schedule

Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24	31 7 14 21	28 7 14 21	28 4 11 18	25 2 9

Weekly Calendar

January 17 - January 23, 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							
10 am				Morning			
11 am							
12 pm							
1 pm							

11. After you have completed your preferences, you can go back to the calendar icon on the top of the icon list that will bring you back to "My Planned Courses".

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

< Back to My Planner

## Spring Semester 2021

University of Wyoming

Online Campuses

Internet Sections

Are online classes right for me?

Your busy times

Wed 9:00 AM to 11:15 AM Remove Edit

Fri 9:00 AM to 11:00 AM Remove Edit

Add New Time

Weekly outside commitments

Working at a job 0 Hours

Activities Sports, Clubs, Organizations, etc. 0 Hours

Community or other activities 0 Hours

Update Preferences

### My Schedule

Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24	31 7 14 21	28 7 14 21	28 4 11 18	25 2 9

Weekly Calendar

January 17 - January 23, 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							
10 am				Morning			
11 am							
12 pm							
1 pm							

12. Once you are back to this page, you can begin selecting your sections (days/times) for your courses. Each course planned for the upcoming semester will have an arrow next to it labeled as “sections”. Press this to begin the search.

The screenshot shows the NAVIGATE portal for Spring Semester 2021. Under 'My Planned Courses', the course 'ZOO\*2010 Anatomy and Physiology I' is listed. A red circle highlights a right-pointing arrow next to the course name, with a red arrow pointing to it from below. The 'My Schedule' section on the right includes a timeline for the semester (Jan 19 - May 14) and a weekly calendar view for the week of January 17-23, 2021.

13. Once you are searching for sections, the Navigate registration portal will show you courses that fit with your availability you entered in preferences. **Note:** Once you have selected a section for a course, this will automatically alter your available sections for other planned courses as to avoid conflicting sections. You are able to register for courses listed under conflicting **circled below**, but may consider adjusting your preferences to find available courses.

The screenshot shows the 'Section Times' for 'ZOO\*2010 Anatomy and Physiology I'. The 'Available (4)' button is circled in red, and the 'Conflicting (1)' button is also circled in red. A red arrow points to the 'Section Times' header. The 'My Schedule' section on the right shows the same timeline and weekly calendar as in the previous screenshot.

14. You can add courses to your schedule by either *dragging* and *dropping* the course to the calendar to the right. You can also press the three-bar menu next to the course title and add section.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

< Back to My Planner

Spring Semester 2021 Register

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

Cheyenne Campus (3)

- ZOO\*2010 - Section Number 101 Anatomy and Physiology I 25 Seat
  - Jan 19th - May 14th 2021, 16 Weeks
  - Tue Thu 1:30 pm - 2:45 pm
  - View Details
  - Add Section
  - ZOO\*2010 - Section Number 101 Anatomy and Physiology I 25 Seat
    - Feb 16th - May 14th 2021, 12 Weeks
    - Mon Wed 2:00 pm - 3:50 pm
    - Amanda Brown
    - Cheyenne Campus | ARP 124
  - ZOO\*2010 - Section Number 101 Anatomy and Physiology I 25 Seat
    - Feb 16th - May 14th 2021, 12 Weeks
    - Mon Wed 6:00 pm - 7:50 pm
    - Staff Staff
    - Cheyenne Campus | ARP 124

Online Classes (2)

My Schedule Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9

PSYC\*1000 Feb 16 - May 14

Weekly Calendar ?

January 17 - January 23, 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							
10 am				Morning			
11 am							
12 pm							
1 pm							

15. Go through each course and add sections based on your availability and preferred course load. You may need to refer back to your Academic Plan and swap courses if needed due to availability or multiple section conflicts. Once you have selected all of your sections, you will have nothing left under "My Planned Courses" and review the course details on the right-hand side on the calendar.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

< Back to My Planner

Spring Semester 2021 16 Credits scheduled Register (5)

My Planned Courses Section Number Search

All your classes are scheduled Remember to register your classes

My Schedule Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21 28	7 14 21 28	4 11 18 25	2 9

PSYC\*1000 Jan 19 - May 14

ENGL\*1010 Jan 19 - May 14

MATH\*1400 Jan 19 - May 14

ZOO\*2010 Jan 19 - May 14

COMM\*2010 Jan 19 - May 14

Weekly Calendar ?

January 17 - January 23, 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							

16. On the right-hand side you can see your courses and the dates that the begin and complete. These are important dates to remember so you can determine what block the course falls into and the corresponding drop and withdrawal dates. This is also listed in the course information if you scroll on this page.

The screenshot shows the 'My Schedule' interface. On the left, there is a 'Spring Semester 2021 timeline' with a monthly view from January to May. Below this is a 'Weekly Calendar' for the week of January 17-23, 2021. On the right, a detailed weekly grid shows the schedule for each day from 6 am to 10 pm. Courses are color-coded: PSYC\*1000 (orange), ENGL\*1010 (green), ZOO\*2010 (blue), and MATH\*1400 (red). The grid shows PSYC\*1000 on Mon and Wed, ENGL\*1010 on Tue and Thu, ZOO\*2010 on Sun and Thu, and MATH\*1400 on Tue and Thu.

Further down the page you can see more course details for the selected sections:

Scheduled Courses These courses are not yet registered.

**PSYC\*1000 General Psychology Section Number 100** ✓

General Psychology

**Jan 19th - May 14th 2021, 16 Weeks** 24 Seat

**Mon Wed 11:00 am - 12:15 pm**

Staff Staff

Cheyenne Campus | ARP 124

Cheyenne Campus

The last day to drop without a W Feb 1st 2021 | Last day to Withdraw: Apr 5th 2021

**ENGL\*1010 English Composition I Section Number 100** ✓

English Composition I

**Jan 19th - May 14th 2021, 16 Weeks** 10 Seat

**Mon Wed 9:30 am - 10:45 am**

Leif Swanson

Cheyenne Campus | PF 312

Cheyenne Campus

The last day to drop without a W Feb 1st 2021 | Last day to Withdraw: Apr 5th 2021



17. For multiple classes, you can also plan your schedule using the clock icon on the left-hand side called "Quick Scheduler".

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

< Back to My Planner

Spring Semester 2021 Register

My Planned Courses Section Number Search

- PSYC\*1000 General Psychology Sections
- ENGL\*1010 English Composition I Sections
- MATH\*1400 College Algebra Sections
- ZOO\*2010 Anatomy and Physiology I Sections
- COMM\*2010 Public Speaking Sections

My Schedule Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the LCCC Statement of Financial Responsibility and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21	28 7 14 21	28 4 11 18	25 2 9

Weekly Calendar January 17 - January 23, 2021

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

18. Once on this page – you can see different options of schedules that fit your availability based on preferences. You can view each option and select the one that works best for your schedule and press "pick these times" circled below.

## Quick Scheduler

Pick these Times

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

We found schedules on 7 campus(es). To find schedules on other campus(es), revise your preferred campus selections and search again.

Schedule 1 Schedule 2 Schedule 3 Schedule 4 Schedule 5

**ENGL\*1010 English Composition I** Registered

- Runs Jan 19th - May 14th 2021
- Mo We 9:30 am - 10:45 am
- PF 312
- Cheyenne Campus

**ZOO\*2010 Anatomy and Physiology I**

- Runs Jan 19th - May 14th 2021
- Mo We 1:00 pm - 3:50 pm
- PF 304
- Cheyenne Campus

19. Once you have selected all of the sections you would like to register for, you can press the **REGISTER** button at the top of the screen and circled below.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner ? Logout

< Back to My Planner

Spring Semester 2021 16 Credits scheduled

Register (5)

My Planned Courses Section Number Search

All your classes are scheduled Remember to register your classes

My Schedule Show timeline and calendar On Print Schedule

By processing a course registration at Laramie County Community College (LCCC), I agree to pay all tuition, fees and other charges incurred, including but not limited to housing, meal plans, bookstore charges and fines ("Charges"). These charges shall be added to my student account and are considered a loan for educational benefit. By clicking the "Register" button above, I further acknowledge and certify that I have read the [LCCC Statement of Financial Responsibility](#) and agree to abide by and be bound by the terms and conditions therein.

Spring Semester 2021 timeline Key

MONTH	January	February	March	April	May
WEEK	17 24 31	7 14 21	28 7 14 21	28 4 11 18	25 2 9
PSYC*1000	Jan 19 - May 14				
ENGL*1010	Jan 19 - May 14				
MATH*1400	Jan 19 - May 14				
ZOO*2010	Jan 19 - May 14				
COMM*2010	Jan 19 - May 14				

Weekly Calendar ?

January 17 - January 23, 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6 am							
7 am							
8 am							
9 am							

20. After you press register, you should receive a transaction summary where your courses say they have been added to your schedule. If one of them is red, pay attention to the error message associated with that course and reach out to your advisor for further questions.

### Transaction Summary

**MATH\*1400 College Algebra**

This class has been added to your schedule. Oct 07, 2020 2:18 PM

**PSYC\*1000 General Psychology**

This class has been added to your schedule. Oct 07, 2020 2:18 PM

**COMM\*2010 Public Speaking**

This class has been added to your schedule. Oct 07, 2020 2:18 PM

**ZOO\*2010 Anatomy and Physiology I**

ZOO\*2010\*101 - WARNING: The following recommended prerequisite for course ZOO\*2010 is not started: Completion of CHEM\*1000 Minimum grade C,TR,S Oct 07, 2020 2:18 PM

### Transaction Summary

**MATH\*1400 College Algebra**

Click your name above to update your Contact Info prior to registering.; Click your name above to update your Emergency Info prior to registering. Dec 14, 2020 1:06 PM

**ENGL\*1010 English Composition I**



Click your name above to update your Contact Info prior to registering.; Click your name above to update your Emergency Info prior to registering. Dec 14, 2020 1:06 PM




**ZOO\*2010 Anatomy and Physiology I**

Click your name above to update your Contact Info prior to registering.; Click your name above to update your Emergency Info prior to registering. Dec 14, 2020 1:06 PM

21. If you'd like to go back and drop a course, you will scroll down on the righthand side underneath the calendar until you see your list of registered courses. Here you will see a three-bar menu, ***circled below***, where you can find the option to drop the course.



 **PSYC\*1000 General Psychology Section Number 100**   
General Psychology  
**Jan 19th - May 14th 2021, 16 Weeks** 24 Seat   
**Mon Wed 11:00 am - 12:15 pm**  
Staff Staff  
Cheyenne Campus | ARP 124  
Cheyenne Campus  
The last day to drop without a W Feb 1st 2021 | Last day to Withdraw: Apr 5th 2021

 **ENGL\*1010 English Composition I Section Number 100**   
English Composition I  
**Jan 19th - May 14th 2021, 16 Weeks** 10 Seat   
**Mon Wed 9:30 am - 10:45 am**  
Leif Swanson  
Cheyenne Campus | PF 312  
Cheyenne Campus  
The last day to drop without a W Feb 1st 2021 | Last day to Withdraw: Apr 5th 2021

***Congrats! You are registered for your next semester at Laramie County Community College.***

*For questions, schedule an appointment with your advisor through Navigate or by calling 307.778.1214.*