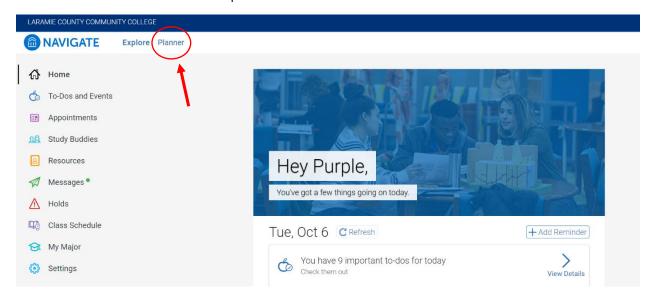
Registration in Navigate Using Your Laptop or Desktop Device

Google Chrome is the preferred browser

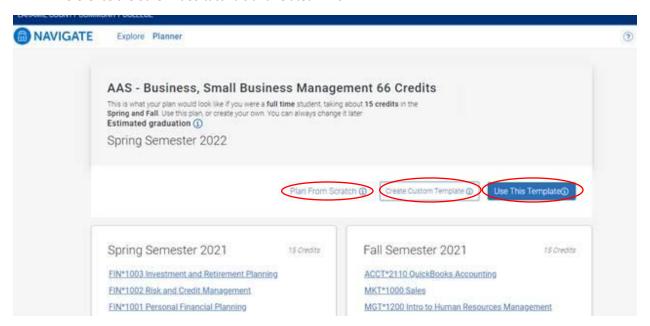
1. Login to your Navigate application located in your MyLCCC portal.

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.

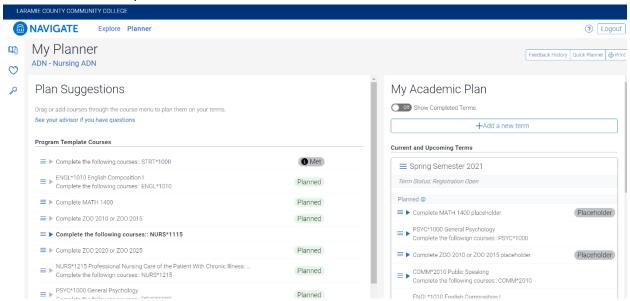
2. Press on the "Planner" menu option circled below.



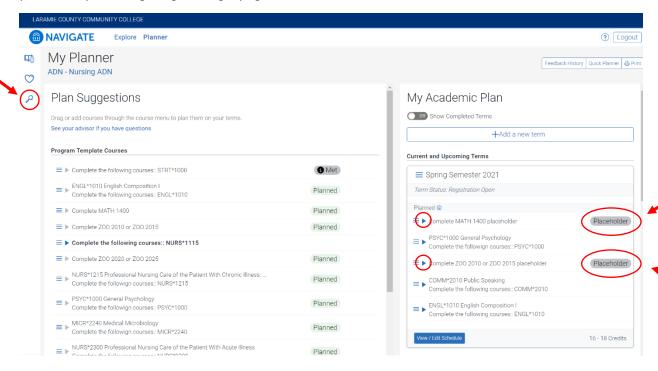
3. After you have selected the planner option, you should see the screen below. You can use this template to plan your classes, plan from scratch, or create a custom template. For various instructions, please reference the other video tutorials and related PDFs.



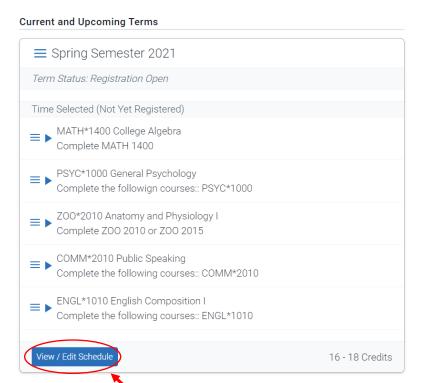
4. Your next step is to pay special attention to the courses on the right-hand side that you have planned and discussed with your Academic Advisor for that semester.



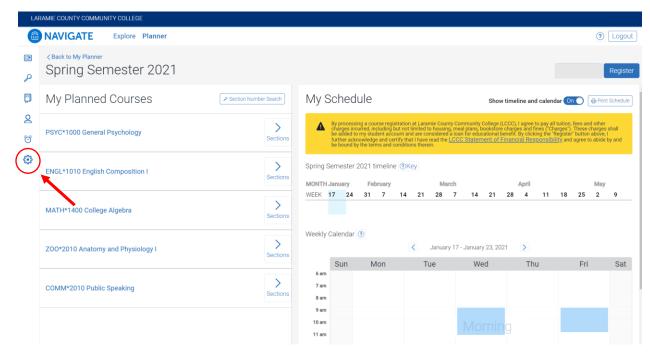
Note: if a course says "Placeholder" next to it – you will need to press the arrow next to the course to make your course selection. **ONLY** after all course selections have been made and you have no more placeholders next to any courses should you go onto the next step (see example below). It is also important to remember that the courses on the left-hand side are listed in their preferred order. If you cannot find a particular class you need, try searching using the magnifying class, also **circled below**.



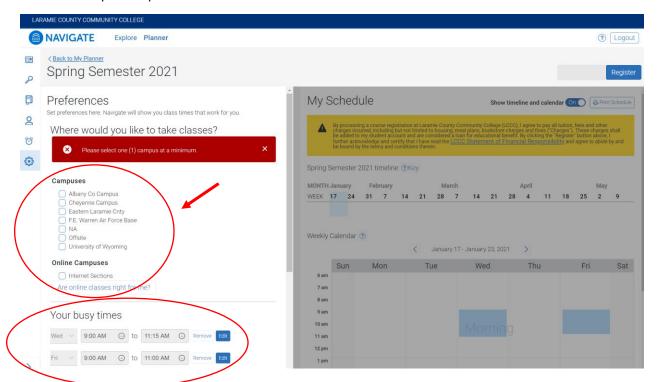
5. When you have finished selecting your courses, you can then press *View/Edit Schedule* circled below.



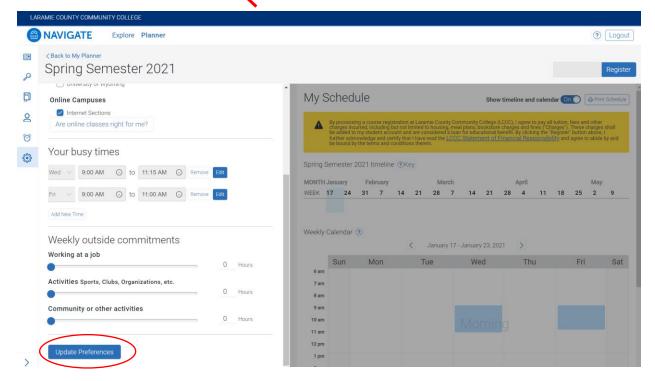
6. Once in this screen you should see the courses you have planned for the upcoming semester. If you do not see all courses you want to take, there may still be a placeholder on your Academic Plan. Before you begin picking sections, it is important to set your preferences and block out any busy times 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*.



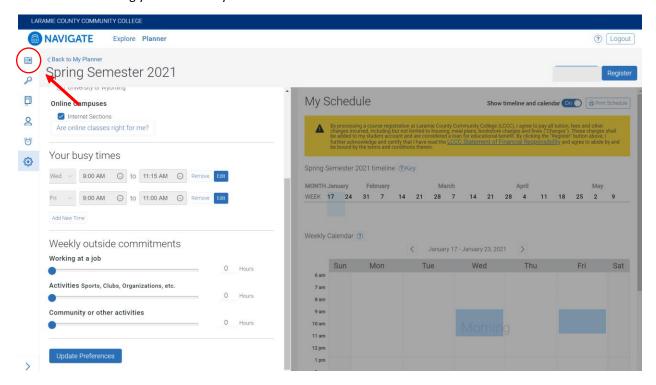
7. Once you are in your preference screen you can select one or multiple campuses where you would like to take your courses and/or choose if you are interested in taking online courses. This is also where you will enter your busy times.



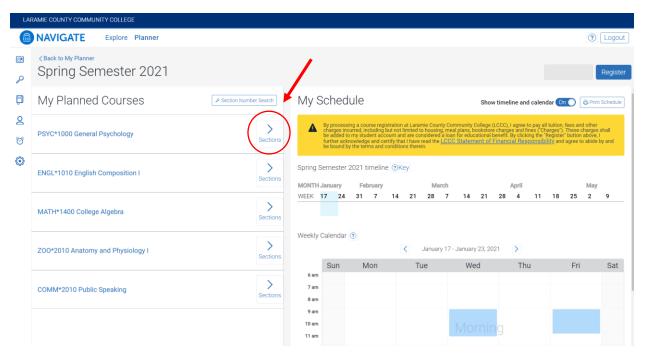
8. After you have done this, you will see blue blocks blocking out your busy time. Once complete, be sure to scroll down and press *update preferences*. You can change these at any time.



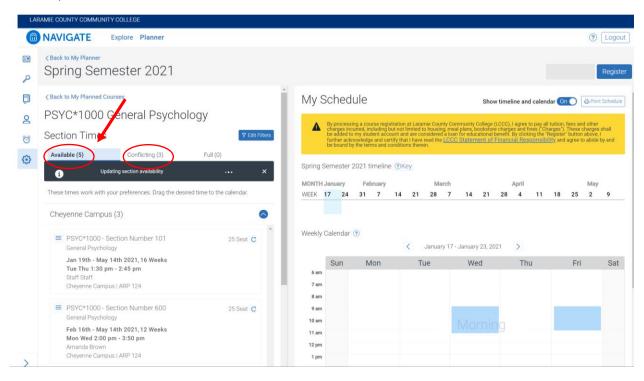
9. After you have completed your preferences, you can go back to the calendar icon on the top of the icon list that will bring you back to "My Planned Courses".



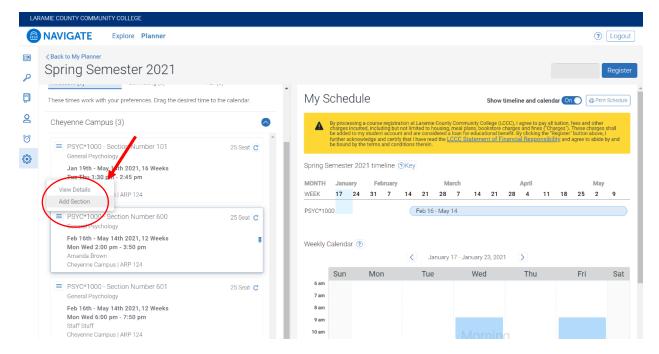
10. Once you are back to this page, you can begin selecting your sections (days/times) for your courses. Each course planned for the upcoming semester will have an arrow next to it labeled as "sections". Press this to begin the search. Note: You can also use the Quick Planner tool, explained starting at STEP #14.



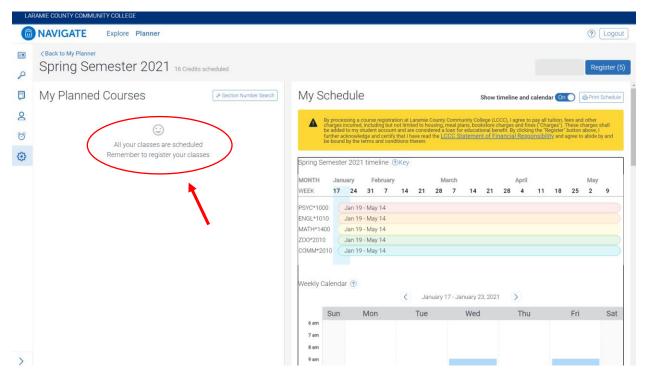
11. Once you are searching for sections, the Navigate registration portal will show you courses that fit with your availability you entered in preferences. *Note:* Once you have selected a section for a course, this will automatically alter your available sections for other planned courses as to avoid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



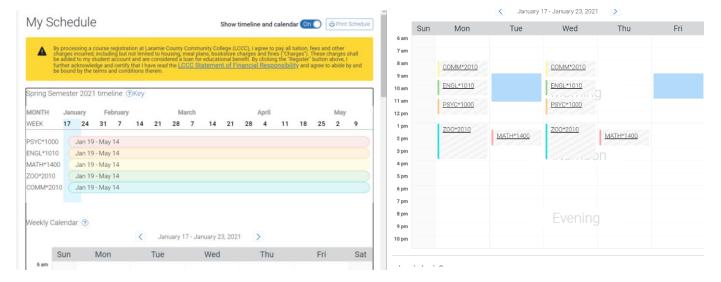
12. You can add courses to your schedule by either *dragging* and *dropping* the course to the calendar to the right. You can also press the three-bar menu next to the course title and add section.



13. 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.

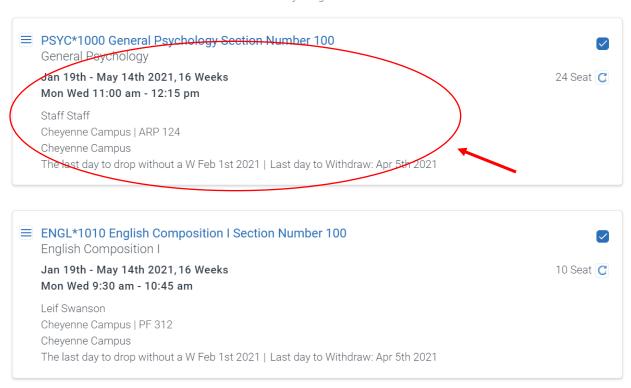


14. On the right-hand side you can see your courses and the dates that the begin and complete. These are important dates to remember so you can determine what block the course falls into and the corresponding drop and withdrawal dates. This is also listed in the course information if you scroll on this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

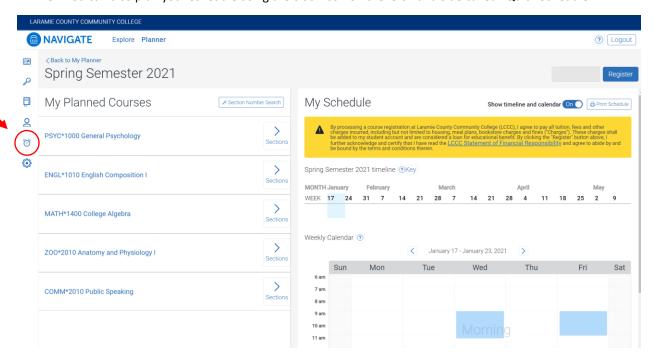


Further down the page you can see more course details for the selected sections:

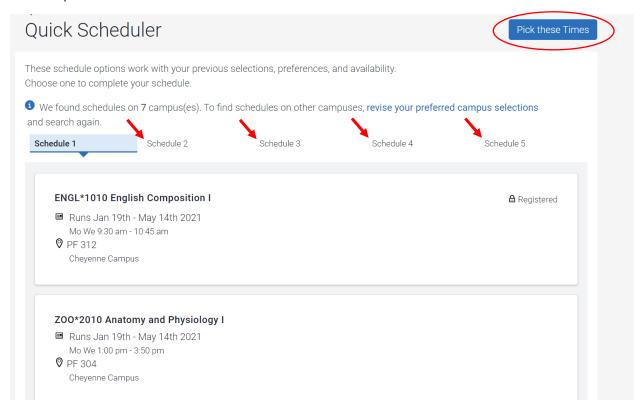
Scheduled Courses These courses are not yet registered.



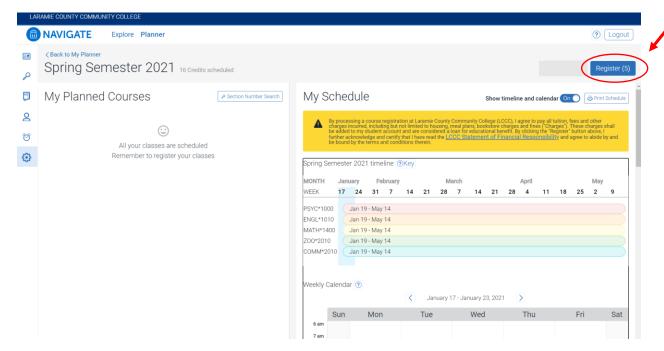
15. You can also plan your schedule using the clock icon on the left-hand side called "Quick Schedule".



16. 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.



17. 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.



18. 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 (see example below), 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

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

PSYC*1000 General Psychology

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

COMM*2010 Public Speaking

1 This class has been added to your schedule. 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

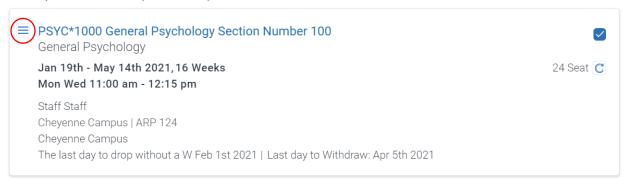
ENGL*1010 English Composition I

▲ 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

Z00*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

19. 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.





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.