

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*.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore **Planner**

- Home
- To-Dos and Events
- Appointments
- Study Buddies
- Resources
- Messages
- Holds
- Class Schedule
- My Major
- Settings

Hey Purple,
You've got a few things going on today.

Tue, Oct 6 Refresh + Add Reminder

You have 9 important to-dos for today
Check them out View Details

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.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore **Planner**

AAS - Business, Small Business Management 66 Credits
This is what your plan would look like if you were a **full time** student, taking about **15 credits** in the **Spring and Fall**. Use this plan, or create your own. You can always change it later.
Estimated graduation
Spring Semester 2022

Plan From Scratch Create Custom Template Use This Template

Spring Semester 2021 15 Credits
FIN*1003 Investment and Retirement Planning
FIN*1002 Risk and Credit Management
FIN*1001 Personal Financial Planning

Fall Semester 2021 15 Credits
ACCT*2110 QuickBooks Accounting
MKT*1000 Sales
MGT*1200 Intro to Human Resources Management

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.

The screenshot shows the 'My Planner' interface for 'ADN - Nursing ADN'. On the left, under 'Plan Suggestions', there is a list of 'Program Template Courses' with status indicators: 'Met', 'Planned', and 'Placeholder'. On the right, 'My Academic Plan' shows 'Current and Upcoming Terms' for 'Spring Semester 2021'. The term status is 'Registration Open'. The plan includes several courses, some with 'Placeholder' labels next to them, indicating they are not yet selected.

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**.

This screenshot is similar to the one above but includes red annotations. A red arrow points to a magnifying glass icon in the left sidebar, which is circled in red. Another red arrow points to the search icon in the top right corner of the 'My Academic Plan' section, also circled in red. Two more red arrows point to the 'Placeholder' labels next to 'complete MATH 1400 placeholder' and 'complete ZOO 2010 or ZOO 2015 placeholder' in the 'My Academic Plan' section, which are also circled in red.

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

Current and Upcoming Terms

☰ Spring Semester 2021

Term Status: Registration Open

Time Selected (Not Yet Registered)

- ☰ ▶ MATH*1400 College Algebra
Complete MATH 1400
- ☰ ▶ PSYC*1000 General Psychology
Complete the followign courses:: PSYC*1000
- ☰ ▶ ZOO*2010 Anatomy and Physiology I
Complete ZOO 2010 or ZOO 2015
- ☰ ▶ COMM*2010 Public Speaking
Complete the following courses:: COMM*2010
- ☰ ▶ ENGL*1010 English Composition I
Complete the following courses:: ENGL*1010

View / Edit Schedule 16 - 18 Credits

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**.

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							
10 am				Morning			
11 am							

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.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner Logout

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

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							
12 pm							
1 pm							

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.

LARAMIE COUNTY COMMUNITY COLLEGE

NAVIGATE Explore Planner Logout

Spring Semester 2021 Register

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

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							
12 pm							
1 pm							

- 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”.

- 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.

The screenshot shows the 'NAVIGATE' portal for 'Spring Semester 2021'. The main section is for 'PSYC*1000 General Psychology'. Under 'Section Times', there are three buttons: 'Available (5)', 'Conflicting (3)', and 'Full (0)'. The 'Available (5)' and 'Conflicting (3)' buttons are circled in red. A red arrow points to the 'Section Times' header. Below the buttons, there is a list of sections for 'Cheyenne Campus (3)'. The first section is 'PSYC*1000 - Section Number 101' with 25 seats, running from Jan 19th to May 14th, 2021, on Tue/Thu 1:30 pm - 2:45 pm. The second section is 'PSYC*1000 - Section Number 600' with 25 seats, running from Feb 16th to May 14th, 2021, on Mon/Wed 2:00 pm - 3:50 pm. The 'My Schedule' panel on the right shows a timeline and a weekly calendar for January 17 - January 23, 2021. A yellow warning box is visible at the top of the 'My Schedule' panel.

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.

The screenshot shows the 'NAVIGATE' portal for 'Spring Semester 2021'. The main section is for 'PSYC*1000 General Psychology'. Under 'Section Times', there are three buttons: 'Available (5)', 'Conflicting (3)', and 'Full (0)'. A red arrow points to the 'Add Section' button in the course details for 'PSYC*1000 - Section Number 101'. The 'My Schedule' panel on the right shows the course added to the calendar. A yellow warning box is visible at the top of the 'My Schedule' panel.

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.


The screenshot shows the NAVIGATE interface for Spring Semester 2021. On the left, under 'My Planned Courses', a message states: 'All your classes are scheduled. Remember to register your classes.' This message is circled in red with an arrow pointing to it. On the right, the 'My Schedule' section displays a timeline for the semester from January to May, listing courses like PSYC*1000, ENGL*1010, MATH*1400, ZOO*2010, and COMM*2010 with their respective dates. Below the timeline is a weekly calendar view for the week of January 17-23, 2021, showing class times from 6 am to 9 am.



14. On the right-hand side you can see your courses and the dates that they 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.

This section provides a detailed view of the 'My Schedule' interface. It includes a yellow warning banner about registration terms. Below it, the 'Spring Semester 2021 timeline' shows a grid of months and weeks with colored bars representing course durations. The 'Weekly Calendar' for January 17-23, 2021, shows a grid from 6 am to 10 pm. Specific course blocks are visible: COMM*2010 (8 am-9 am on Mon and Wed), ENGL*1010 (10 am-11 am on Tue and Thu), PSYC*1000 (11 am-12 pm on Tue and Thu), ZOO*2010 (1 pm-2 pm on Mon and Thu), and MATH*1400 (2 pm-3 pm on Tue and Thu). The area from 7 pm to 10 pm is labeled 'Evening'.

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


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



LARAMIE COUNTY COMMUNITY COLLEGE



 NAVIGATE Explore Planner  Logout



 < Back to My Planner


Spring Semester 2021 


 My Planned Courses


 PSYC*1000 General Psychology 


 ENGL*1010 English Composition I 


 MATH*1400 College Algebra 

ZOO*2010 Anatomy and Physiology I 


COMM*2010 Public Speaking 

My Schedule Show timeline and calendar 

 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

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							

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.

Quick Scheduler

Pick these Times

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

i We found schedules on 7 campus(es). To find schedules on other campuses, [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

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.

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							


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

 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

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

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.



 **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.