

# How to plan and register for courses in Navigate

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## Step 1: Logging in to the Navigate platform

- 1) Using the **Google Chrome** browser on a computer or tablet, login to your portal account.
  - a. Use the [TTC Portal](#) link at the top of the homepage at tridenttech.edu OR just type my.tridenttech.edu in to the browser.
  - b. Course planning and registration cannot be done using the Navigate app. Using a web browser on a phone is not recommended.
- 2) Once on your portal homepage, find the link to Navigate and click. You will likely have to click on the blue bar that says *Login with your school account*. You will use the same username and password that you used to login to your portal.

## Step 2: Review Your Academic Plan

- 1) At the top of your Navigate homepage you will see a link that says [Planner](#). Click this link.
- 2) You should now be on the My Planner page. Your program of study will be visible and you will see the required courses for your degree listed below.
  - a. *If you are a non-degree seeking student, you will not see a program of study or required courses listed. Go to Step 2a if this is the case.*
- 3) Courses are listed in the sequence suggested by your academic department, but you should always work with your Navigator or academic advisor if you have questions or concerns.
- 4) You may see some courses listed in a group or see *Choose a Humanities Requirement* with a triangle beside them. This means there are multiple options. Click on the triangle to find/select a course.
- 5) The term Requisite means there are courses that must be taken prior to taking that course. Click View Details for an explanation.
- 6) On the left side of the page, you will see the icons in the navigation bar. These icons will be your guide while you use Navigate.
  - The *heart* icon favorites any courses that you may want to take while attending TTC.
  - The *magnifying glass* icon allows you to search for any class you may not find on your degree planner.
  - The *people* icon takes you to the appointment feature to schedule a time with your Navigator or academic advisor.

## Step 2a: Students *without* a degree plan

- 1) If you are non-degree seeking or Undecided, you will need to search for the courses you would like to take using the magnifying glass on the left navigation pane.
- 2) Once you find the course, you will be able to move it to the term you would like to attend as explained in step 3.

### Step 3: Planning Your Courses

- 1) On the right side you will find the My Academic Plan panel. This is where you will plan your courses for future terms. *This is not registration, just planning.* Your plans can always be changed.
- 2) Click on the (+Add a new term) button to add as many terms as you would like to plan. You can add more later.
- 3) Click on the *Show Completed Terms* switch to see any transfer credits or noncredit coursework that has been awarded.
- 4) To plan a course, you have two options:
  - a. You may drag a course from the academic plan to the term you plan to take it.
  - b. Click on the three dashes to the left of each course and click on Add Course to Term.
- 5) After you have planned your courses, and even after you have registered, your advisor or Navigator may provide some suggestions. This will show up on your planner and you will be able to accept or reject the advice. Keep in mind that your advisor always has your best interests in mind.

*You have now planned your courses, and are ready to register.*

### Step 4: Selecting Course Location/Days and Times/Method of Instruction

- 1) You can only register for one term at a time. Be sure the term status says *Registration Open*.
- 2) Click on *View/Edit Schedule* for the term you plan to register.
- 3) Under My Planned Courses, you will see the courses you have planned to register.
- 4) On the left navigation pane, you will see several icons. By hovering over each, you will see a description of the function. The lightbulb gives you a quick visual tour.
- 5) Click on the icon of the gear (preferences). This is where you will select the location(s) you would like to take face-to-face courses and the option of taking online courses. You will also be able to add busy times to keep from scheduling classes when you are working or other times you might not be available. You may update your preferences at any time. Be sure to save any changes.
- 6) Next to your first course you will see an arrow with the word (sections). Click there and you will see course options.
- 7) There are three tabs at the top.
  - a. Available – these sections meet your preferences and have open seats in the class.
  - b. Conflicting – these sections may have open seats, but the day/time/method conflicts with your preferences. **Note: it may be necessary to adjust your preferences if you cannot find open courses when you would like them.**
  - c. Full – these sections do not have open seats available.
- 8) Click on each campus location, or Online Classes, to see the options. Each section may have a hover button that describes the teaching method.
  - a. “Lec” for lecture course, which is in the classroom.
  - b. “Hyb” for a hybrid course, which is a combination of lecture and online.
  - c. “Som” which is scheduled online meeting. This is an online course that has a regular scheduled virtual class meeting that you will need to attend.

- d. "Online" means it is an online course. You may see Online and Som together.
  - e. "Int" means Internet which is an online course.
  - f. "Lab" means the course is conducted in a laboratory environment.
- 9) To select a section, just drag it to the calendar on the right, or click on the three dashes and *Add Section*. You will see the course added to the calendar *AND* it will show up below the calendar under Scheduled Courses.
- 10) Repeat this process for each course.

**Step 5: Registration**

- 1) Verify that you have selected the correct courses on a schedule that works for you.
  - a. If you would like to make a change, just click on the three dashes by the course title and select *Unschedule Course*.
- 2) If your schedule is ready, click the blue *Register* button on the right. All courses will be registered at once!

You have now registered for one term! You should go back to the planner and repeat the process for each term that you wish to register.

As you continue through registration and the remainder of the semester, keep in mind that this is also where you would add or drop a course during the add and drop periods. If you need to withdraw from a course after the drop period, this is where you would do that as well. Just click on the 3 dashes to left of the registered course and you will see those choices if they are available. The drop and withdraw options will only appear during the dates those options are allowed.