

How to Schedule and Register for Classes Using Navigate

1. Log into The Rock.

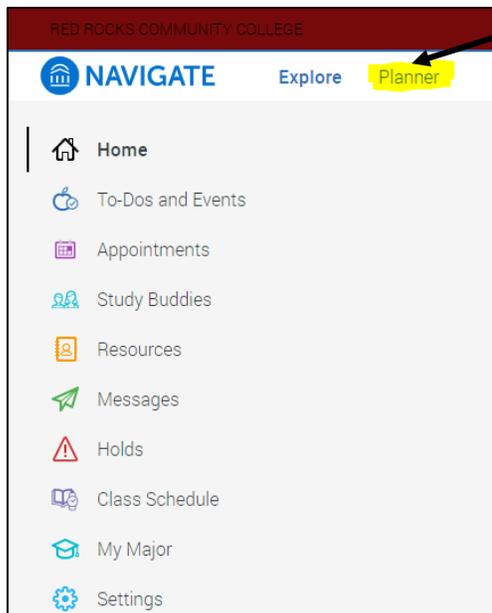


The screenshot shows the RRCC Portal Login page. At the top, it says "the rock" in red and "RRCC Portal Login" in black. Below that, there are two input fields: "Student Number (S#):" and "Password:". A note below the password field says "First time logging in? Use your date of birth (MMDDYY) as your initial password." There is a green "Log In" button. At the bottom, there are links for "Problems Logging In?", "Forgot Password?", and "Lost Username?".

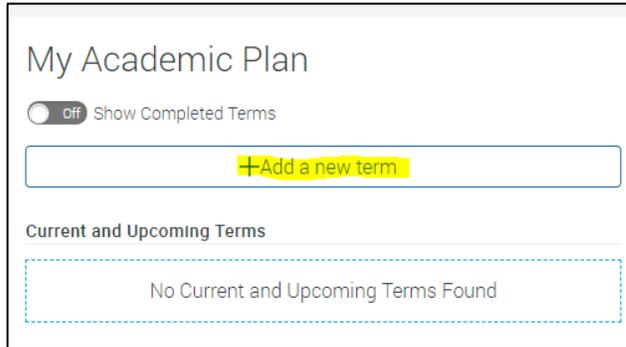
2. Once you are logged in, click on "Navigate".



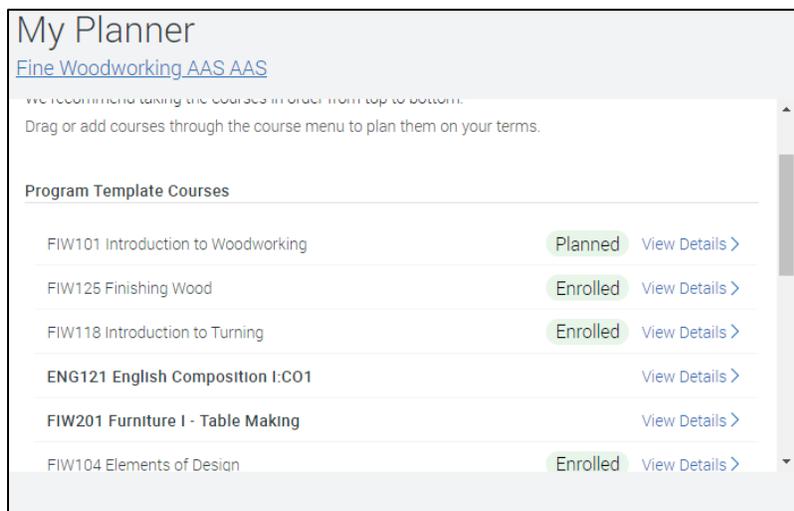
3. Once you are at the Navigate home page, click on "Planner" on the top menu bar.



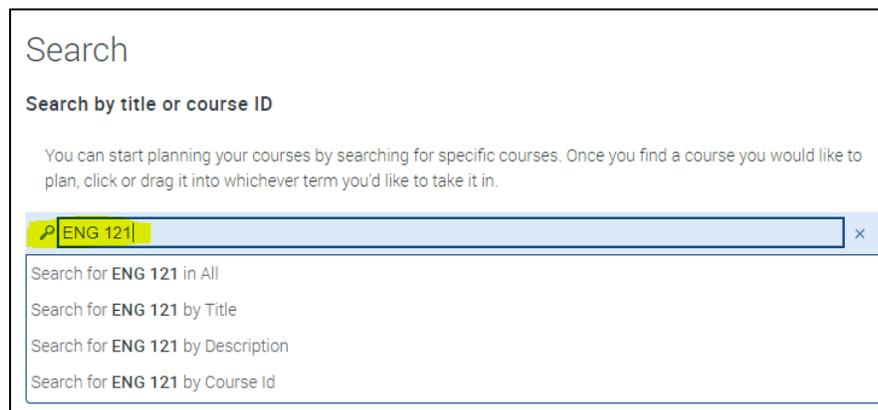
4. Click on “Add a new term” to begin planning courses for each semester.



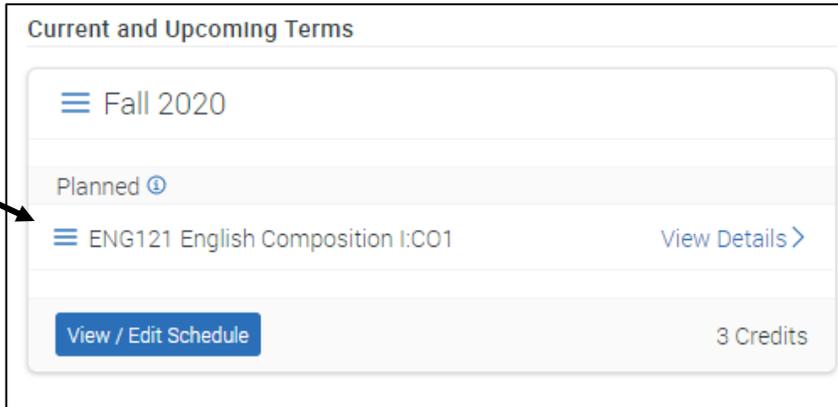
5. If you have started classes in a 2019-2020 or newer catalog year and your declared major is up to date, courses for your program will show up below the search bar.



6. As an alternative, if you do not see classes click the search bar and type in the course name or number.
- Search by course prefix & number (Ex. ENG 121)
 - Search by course name (Ex. English Composition)

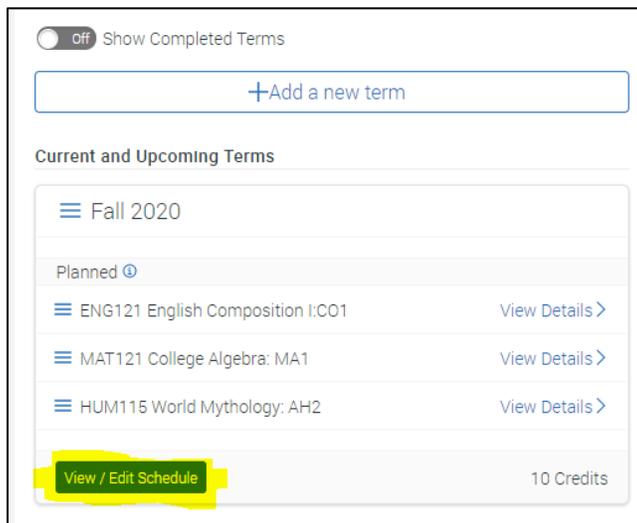


7. Click on the course title and drag it to the intended semester on the right.



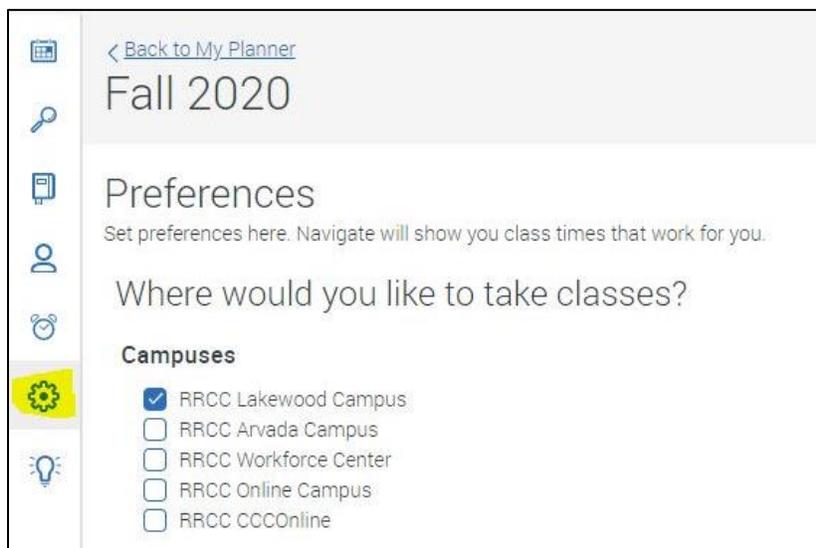
The screenshot shows a section titled "Current and Upcoming Terms". Under the "Fall 2020" term, there is a "Planned" section. A course, "ENG121 English Composition I:CO1", is listed with a "View Details" link. A blue button labeled "View / Edit Schedule" is at the bottom left, and "3 Credits" is at the bottom right. An arrow points to the course title.

8. Once you have dragged over all of your courses to the correct semester, click on "View/Edit schedule".

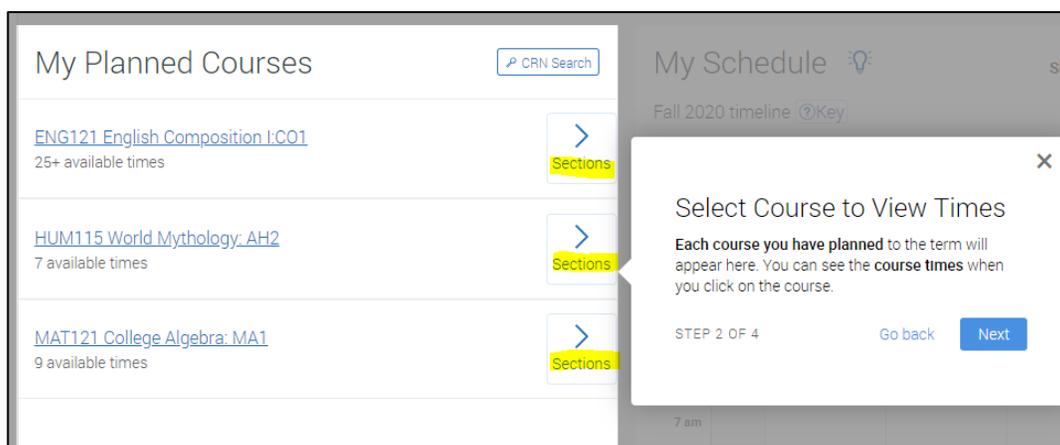


The screenshot shows a section titled "Current and Upcoming Terms". At the top, there is a toggle for "Show Completed Terms" (off) and a button "+Add a new term". Below, under "Current and Upcoming Terms", the "Fall 2020" term is shown with a "Planned" section. Three courses are listed: "ENG121 English Composition I:CO1", "MAT121 College Algebra: MA1", and "HUM115 World Mythology: AH2", each with a "View Details" link. A blue button labeled "View / Edit Schedule" is highlighted in yellow at the bottom left, and "10 Credits" is at the bottom right.

9. Preferences may be helpful to setup here because they allow you to indicate where you prefer to take classes, when you cannot take classes, and more. Just click on the preferences wheel to make changes.



10. Select the days/time you would like to attend class by clicking on sections for each course or using the quick schedule feature.



11. Once course times are selected, your schedule will be updated on your weekly calendar.

The screenshot shows the 'My Schedule' page for Fall 2020. A pop-up window titled 'Timeline, Calendar and List View' is displayed, explaining that selected sections will appear on the timeline, calendar, and list view. The pop-up includes a 'Next' button. In the background, the 'My Schedule' page shows a 'Fall 2020 timeline' with a 'Weekly Calendar' for August 16 - August 22, 2020. The 'Register' button is highlighted in yellow.

This detailed view of the weekly calendar shows the following course sections:

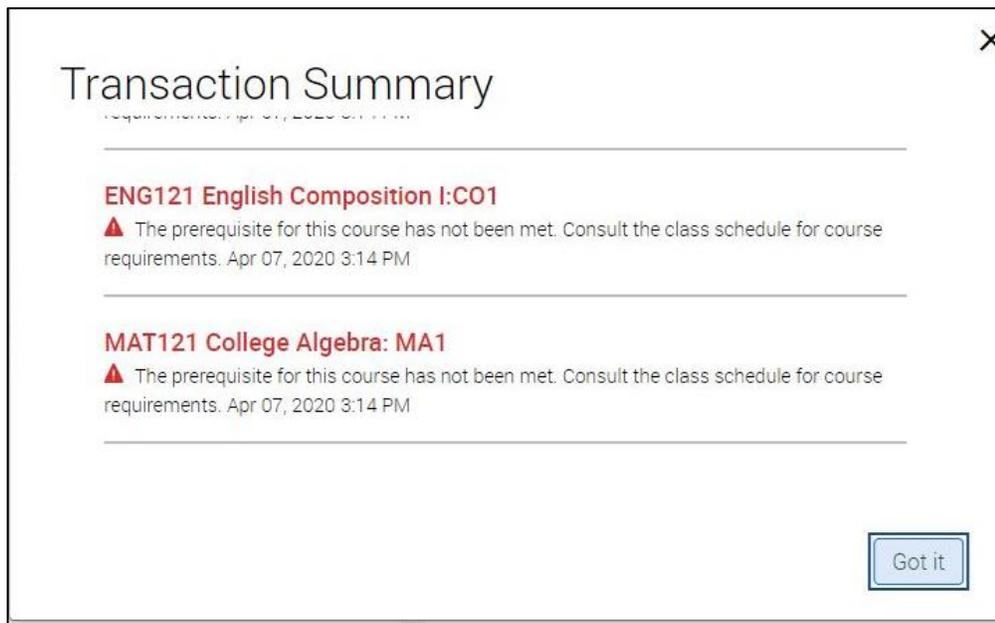
Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7 am - 8 am							
8 am - 9 am							
9 am - 10 am							
10 am - 11 am							
11 am - 12 pm		BUS115		BUS115			
12 pm - 1 pm							
1 pm - 2 pm		ENG121		ENG121			
2 pm - 3 pm			MAT125		MAT125		
3 pm - 4 pm							
4 pm - 5 pm							
5 pm - 6 pm							
6 pm - 7 pm							
7 pm - 8 pm							
8 pm - 9 pm							
9 pm - 10 pm							

The calendar also includes a 'Update seat availability' button at the bottom.

12. Once all courses are scheduled click on the “Register” button.

The screenshot shows the 'My Schedule' page with the 'Register' button highlighted in yellow. A pop-up window titled 'Register for Scheduled Courses' is displayed, instructing the user to click the 'Register' button. The pop-up includes a 'Done' button. The background shows the 'My Schedule' page with the 'Register' button highlighted.

13. A dialogue box will appear to let you know if your course registration was successful or if errors have occurred.



Common Registration Errors

- *Prerequisite and Test Error* - You have not met the prerequisite for the course either by placement testing or completing the previous course. Contact an advisor for next steps at advising@rcc.edu
- *Corequisite Error* - The selected course requires that you enroll in another specific course. If you are unsure what course is a co-requisite contact an advisor at advising@rcc.edu