How to Schedule and Register for Classes Using Navigate

1. Log into The Rock.

![The Rock Login Page](image1)

2. Once you are logged in, click on “Navigate”.

![Navigate Tools](image2)

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

![Navigate Planner](image3)
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.
   a. Search by course prefix & number (Ex. ENG 121)
   b. Search by course name (Ex. English Composition)
7. Click on the course title and drag it to the intended semester on the right.

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

![Course Schedule Example](image-url)
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.

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