Registering for Classes in Navigate

Your academic plan for your first term will be created by your Enrollment Counselor after your planning appointment.
If you have NOT had your planning appointment yet, log into Navigate to schedule an appointment.
Once you are notified your academic plan has been created, follow the steps below.

Plan

1. **Login to your Navigate account on a desktop.**
   a. Use your York Tech username and password.
   b. Navigate works best with web browsers such as Google Chrome and Safari.
2. **Click on *Planner* at the top of the page**
   a. You will be notified that your advisor provided feedback on your academic plan.
3. **Click the green *Accept All Suggestions* button at the top of the page to view your academic plan.**
   a. If you have questions about your academic plan, please contact your Enrollment Counselor.

Schedule
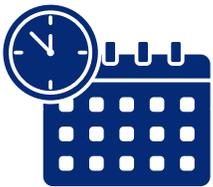
1. **Click the blue *Pick Times* OR *View/Edit Schedule* button below the term you are registering**.
   a. Your planned classes will appear to the left and a calendar on the right.
2. **Set Preferences using the calendar (*optional*).**
   a. Block out the times you know you can't take classes due to work, a long commute, or other conflicts. Navigate will avoid suggesting class sections that meet at those times.
3. **Click on a class to review the available sections, taking note of location, meeting time, course start date, and course format.**
   a. Sections will be separated by a campus location or online.
      i. Classes listed under a campus location (such as Rock Hill) will have a **hybrid schedule**, with a combination of online and in-person meeting times.
      ii. **Online Campus | Internet Web Enhanced** = 100% online course with scheduled meeting times.
      iii. **Online Campus | Internet** = 100% online course with no scheduled meeting times.
4. **When you find a section that works for you, drag it to the calendar.**
5. **For a faster way to schedule classes, click *Quick Schedule* on the left-hand side bar.**
   a. This option will generate up to 5 potential schedules to fit your preferences.

Register

1. **Now that you've selected your course sections, you're ready to register!**
2. **Click the blue *Register* button in the top-right corner of the page.**
3. **Your registration is complete when you receive a transaction summary.**
   a. You will see messages indicating if registration was successful for each class.
   b. If everything registered successfully, you're done!
   c. If you're unable to register for courses, follow the on-screen directions or contact Enrollment Services.
4. **View your schedule by clicking the *Explore* tab and select *Class Schedule*.**

Note: Students beginning classes in the Summer 2021 term, will be able to schedule and register classes for both the Summer and Fall 2021 terms

Need help with Navigate? Email sjohnson2@yorktech.edu.