REGISTERING FOR CLASSES IN NAVIGATE

Navigate is a tool that allows you to plan, schedule and register for the courses you want to take at York Tech. It's easy, here's how it works:

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. **Review the Explore tab**.
   a. Check off any To-Do's or Reminders
   b. Check the Hold Center to make sure no registration holds are active on your account.
3. **Click on the Planner link** at the top of the page.
4. **Drag and drop classes** from the list on the left into the term you would like to register.
   a. You can add additional terms by clicking "Add Term."
   b. If you are unsure which classes to take, meet with your Academic Advisor.

SCHEDULE

1. **Click the "Pick Times" button** at the bottom of the term.
   a. The classes you planned will appear to the left and a calendar on the right.
   b. Click on a class and review the available sections.
   c. When you find a section that works for you, drag it to the calendar.
2. **Class sections are organized into three groups**:
   a. *Available* sections meet your schedule preferences and still have seats available.
   b. *Conflicting* sections are either at a campus different from your preferred campus (check your preferences) or meet at the same time as another class.
   c. *Full* sections are currently full and are not available for registration. We recommend that you pick a different section or check back at a later date.
3. **Set Preferences.**
   a. Do you have work commitments? A long commute? Block out the times you know you can't take classes and Navigate will avoid suggesting class sections that meet at those times.

REGISTER

If registration is open, you're ready to register!
1. If you've planned courses previously and are returning to the planner, click "**View/Edit Schedule**." The classes you previously scheduled will still be there.
2. Quickly review the schedule to make sure it reflects your preferences and then click "**Register**."

DONE!

1. **Navigate will complete a final check.**
   a. You will see messages indicating whether registration was successful for each class.
   b. If everything registered successfully, that's it, *you're done*!
   c. If you're unable to register for courses, follow the on-screen directions or contact your Academic Advisor.
2. **View your schedule** by clicking the Explore tab and choose "My Class Schedule."

Need help? Contact your Academic Advisor, visit the Advising Center in the Learning Commons, or email navigate@yorktech.edu.