

# Registering for Your Courses in Navigate

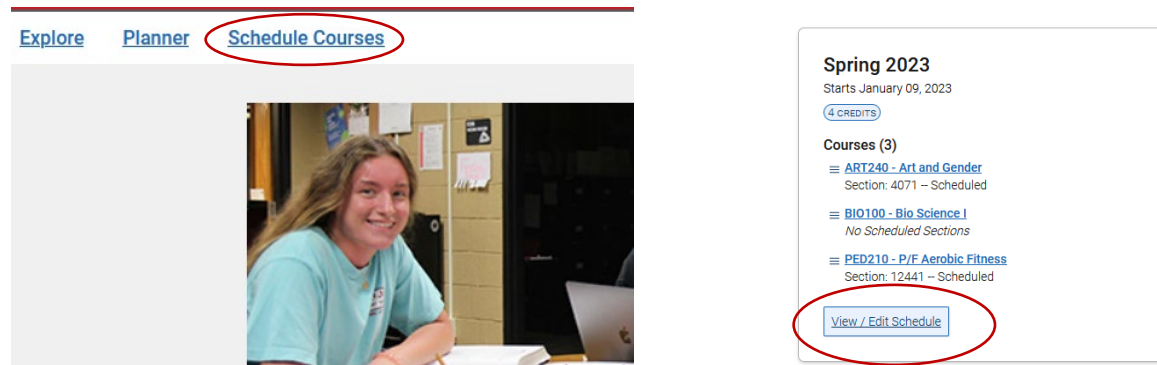
**Intro:** This workflow guide explains how you can register for courses in your Academic Plan in Navigate. If you have not yet created an Academic Plan, you should do so using the instructions “Using Your Advisor’s Draft Plan to Create an Academic Plan in Navigate” or “Creating Your Academic Plan in Navigate Without Advisor Draft Plan.”

## Log in to Navigate

Go to <https://lakelandcollege.navigate.eab.com/> and log in to Navigate using your Laker Hub or Canvas credentials. You can also log in by clicking on the Navigate link in the Laker Hub. Contact [navigatehelp@lakelandcollege.edu](mailto:navigatehelp@lakelandcollege.edu) if you have difficulty logging in to Navigate.

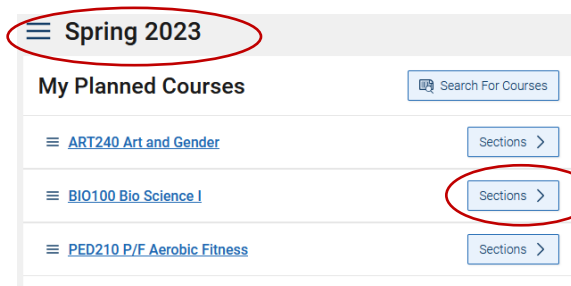
## Accessing the Scheduler

From your Navigate site, access the Scheduler by clicking on **Schedule Courses** in the menu at the top of the site. If you are already in the Planner, you can also access the scheduler by clicking on **View/Edit Schedule** in the appropriate term in the far right column of the Planner.



## Scheduling Course Sections and Registering

Once you are in the Scheduler, make sure that you are viewing the correct term. You can change the term by clicking on the hamburger menu next to the term name and selecting a new term.



Once you are in the correct term, you will see the courses that you have planned for that semester. To view the available sections for a course, click on the **Sections** button to the right of the course name. You will be able to view sections by location and also view conflicting and full sections and apply filters to customize your search.

# BIO100 Bio Science I

## Section Times

Available (5) Conflicting (0) Full (0)

These times work with your preferences. Drag the desired time to the calendar.

- ✓ Kluthe (1)
- ✓ On Campus (3)
- ✓ Online Classes (1)

Expand any of the location or course type tabs to see a list of courses. The below example is an expansion of the **On Campus** tab.

BIO100 - CRN 2023SP24881 1 Seats

Bio Science I

Jan 9th - May 8th 2023, 17 Weeks

ON CAMPUS

Tue 9:00 am - 9:50 am  
Thu 9:00 am - 10:40 am

Brenda Hunzinger  
On Campus | NORTHEAST 106

BIO100 - CRN 2023SP36770 2 Seats

Bio Science I

Jan 9th - May 8th 2023, 17 Weeks

ON CAMPUS

Mon Thu Fri 12:00 pm - 12:50 pm  
Tue 12:00 pm - 1:40 pm

Jacob Murphy  
On Campus | NORTHEAST 108

BIO100 - CRN 2023SP3845 1 Seats

Bio Science I

When you identify the course you want to add, click on it to see the course times highlighted in the scheduling grid on the right side of the screen.

To schedule the course, click on the hamburger menu next to the section information and select **Add Section**. You have now scheduled the course; you are NOT registered for it. To register for the course, click on the blue Register button. You may register for all courses at once or for one course at a time.

Sun Mon Tue Wed Thu Fri Sat

6 am

7 am

8 am

9 am

10 am

11 am

12 pm

1 pm

Morning

BIO100 BIO100 BIO100 BIO100

Register (1)

Step 2: Register

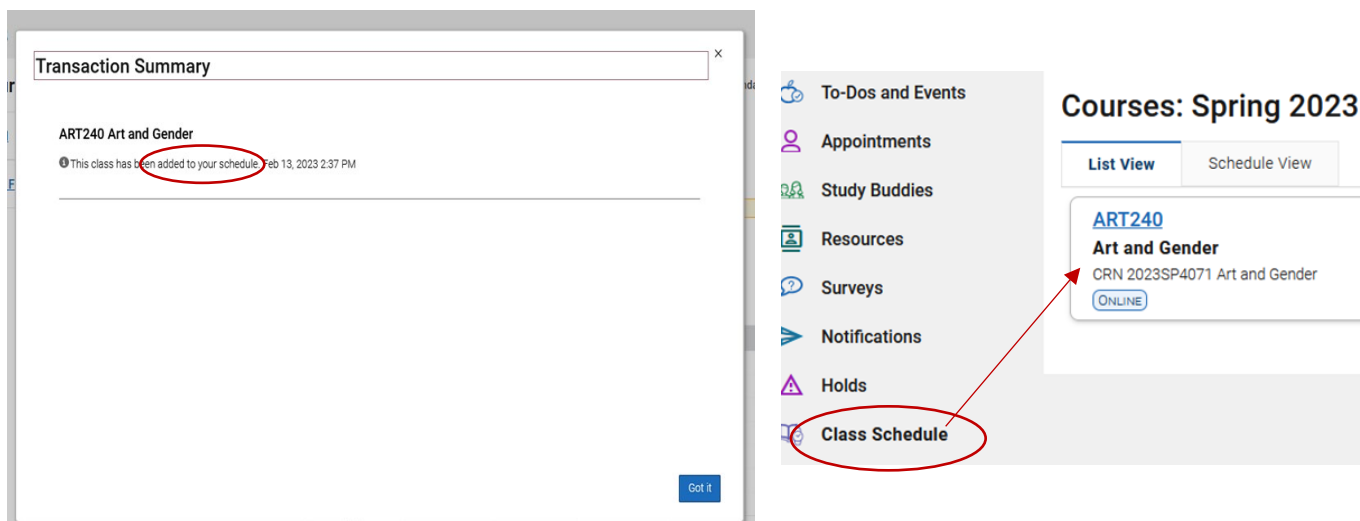
Step 1: Schedule

✓ You have scheduled BIO100 Bio Science I

**IMPORTANT NOTE:** If you are required to enroll in a reading course (RDG007, 009, or 050) or Strategies for Success (SFS101), you must register for that course separately and before all

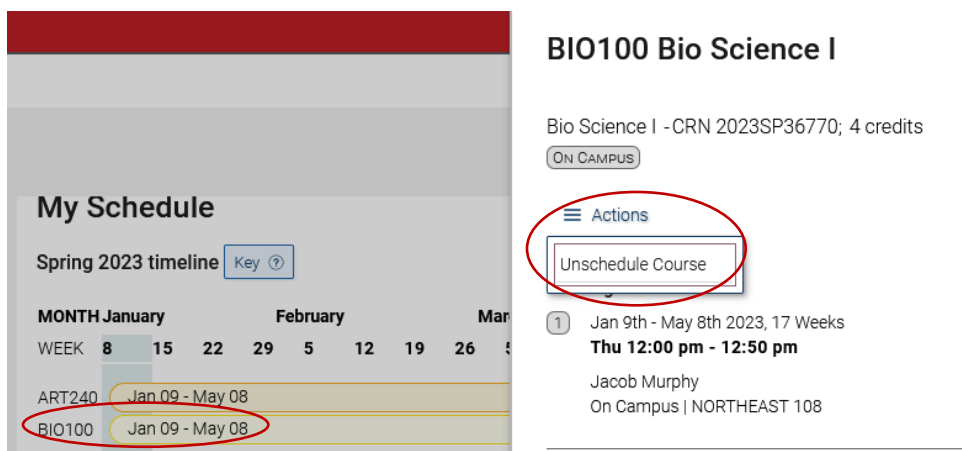
other courses. If you are required to enroll in a reading course and SFS101, you must register in person or by phone.

When you have successfully registered for a course, a pop-up box will confirm the transaction. You will also be able to view the course from the **Class Schedule** option in the left menu on your site and on the Navigate Student app.



### Unsheduling a Course

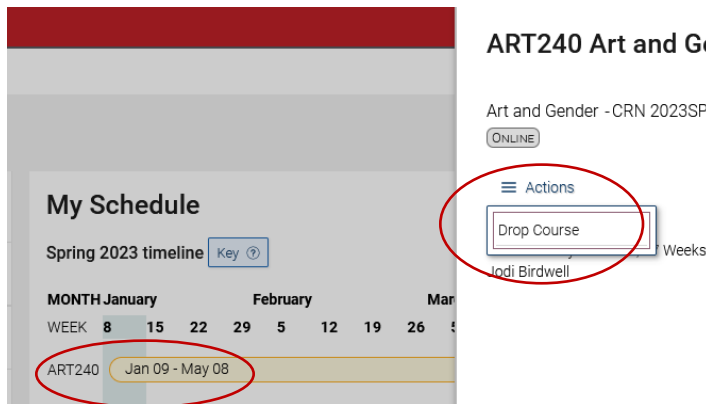
If you have scheduled a course but have not yet registered for it, you may unshedule the course in the Scheduler. To do this, click on the course in the **My Schedule** timeline at the top right of the Scheduler. The course information box will appear. Click on the hamburger menu next to **Actions** to bring up the **Unshedule Course** option. Click on Unshedule Course to take the course off of your schedule.



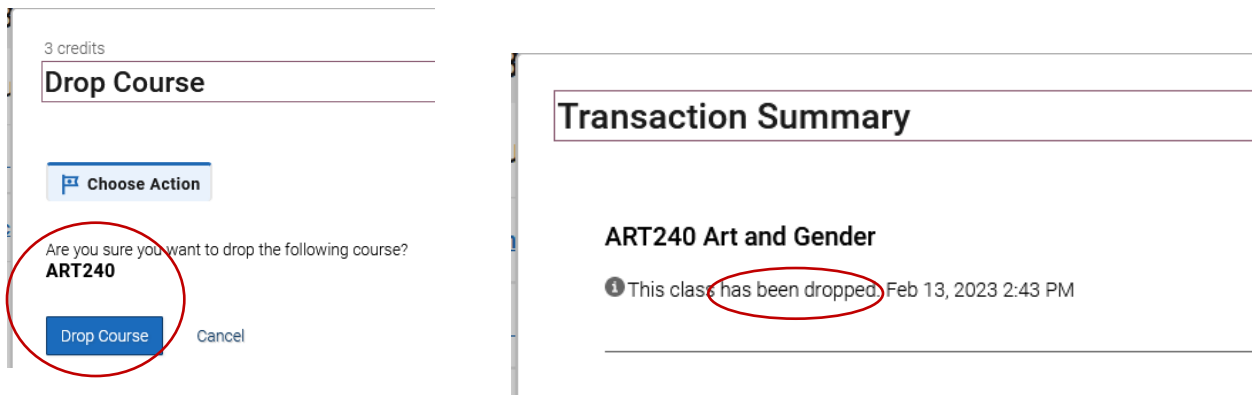
### Dropping a Course/Withdrawing from a Course

If you have registered for a course, you may drop it before the refund deadline or withdraw from it after the refund deadline and before the deadline to withdraw in the Scheduler. To do this, click on the course in the **My Schedule** timeline at the top right of the Scheduler. The

course information box will appear. Click on the hamburger menu next to **Actions** to bring up the **Drop Course** option. Click on Drop Course to drop or withdraw from the course.



You will be prompted to confirm that you wish to drop/withdraw from the course. Upon confirming, you will receive a transaction summary of the action.



**Important Reminder:** If you adjust your semester course selections to accommodate course availability or drop or withdraw from a course, remember to revise your Academic Plan to reflect changes.

### Registering for a Course with a Section Number

In certain circumstances when you already have a section number for a course, you can quickly register for a course by selecting the **Search for Sections** icon in the Scheduler.

