

## Navigate360 – Student Application Course Registration Process

### Introduction to Course Registration:

Overview:

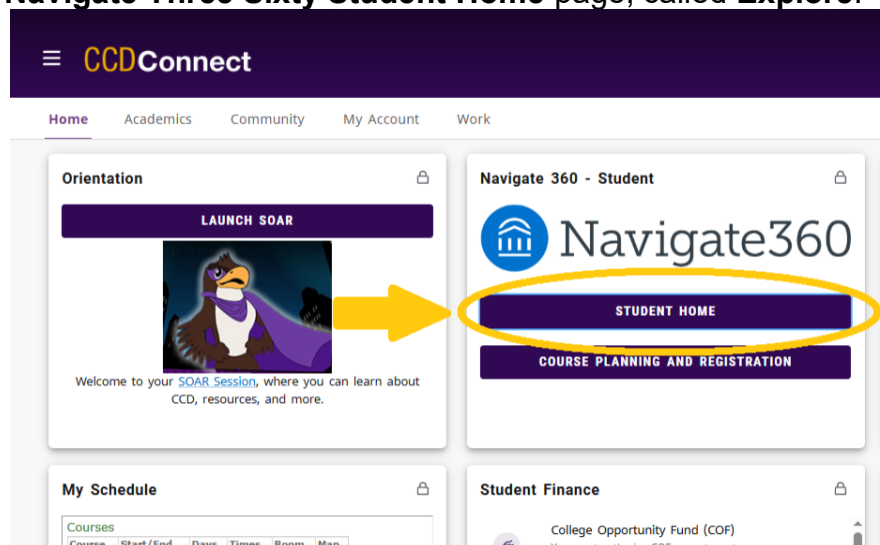
The Course Registration feature allows students to quickly register through a singular application.

### Getting Started with Course Registration:

#### 1. Accessing the Course Registration on Desktop

##### 1.1. Access Navigate Three Sixty

On the **C-C-D Connect dashboard**, click **Navigate Three Sixty - Student Home**. This will take you to the **Navigate Three Sixty Student Home** page, called **Explore**.

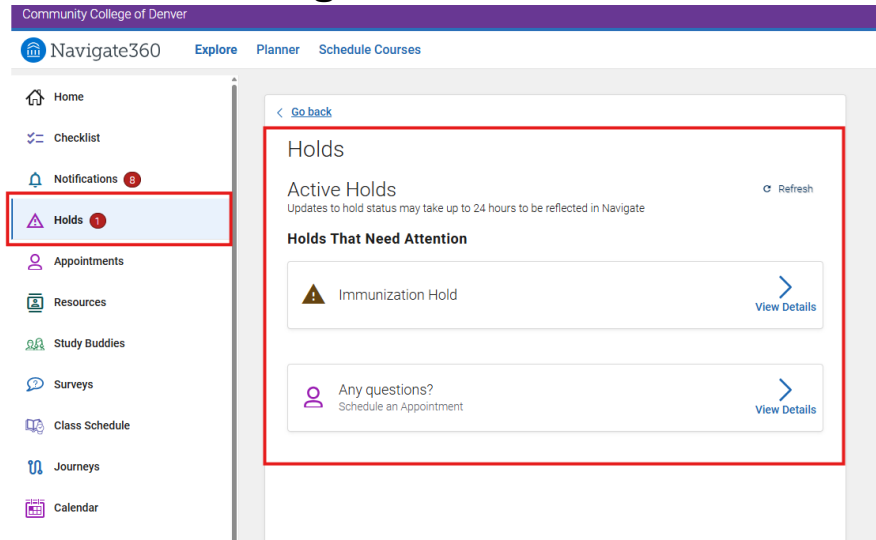


##### 1.2. Check Holds

On the left-hand side, select the **Holds** icon to open the **holds** section. Review any holds and contact the displayed office to resolve prior to attempting to register.

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### 1.3. Access the Planner Section

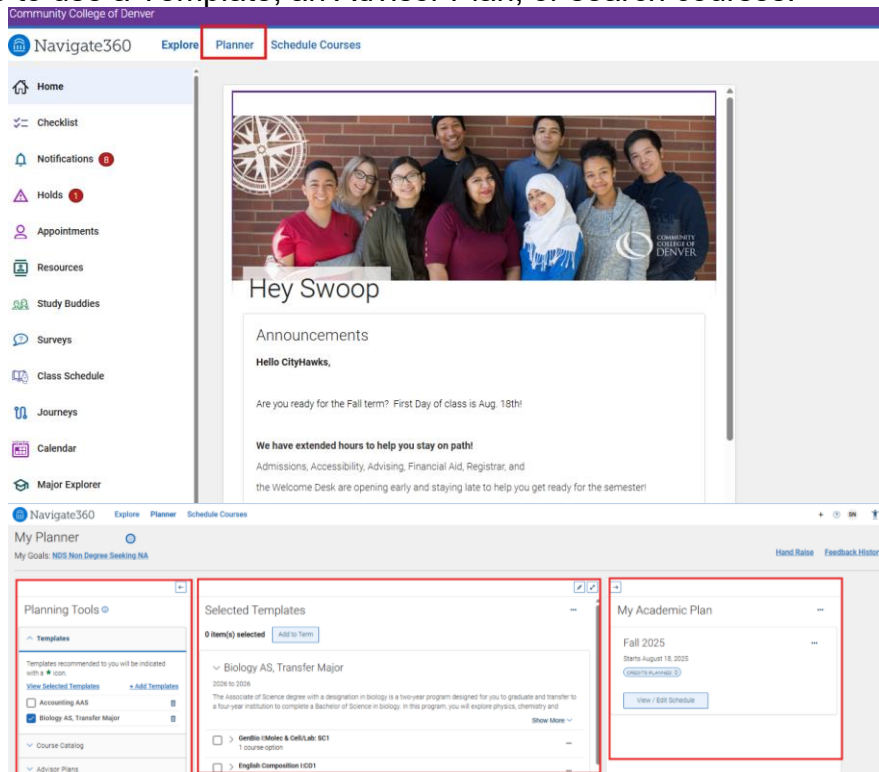
On the left-hand side top of the explore page, select the 'Planner' tab to open the **Planner** section. The planner consists of three columns:

**Left:** Planning Tools

**Middle:** Course Planning Playground

**Right:** My Academic Plan

You can choose to use a Template, an Advisor Plan, or search courses.



### 1.4. Add Courses to Terms

Check the boxes next to the courses you want to add. Click **Add to Term** and choose the correct academic term or upcoming semester. Alternatively, use the dropdown menu to add

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the entire Advisor plan or Template. After these steps your selected courses will appear in the **My Academic Plan** pane on the right.

The screenshot displays the 'My Planner' interface. On the left, the 'Planning Tools' pane includes 'Templates' and 'Advisor Plans'. The 'Selected Templates' pane shows '2 Item(s) selected' with a red box around the 'Add to Term' button. Below, 'Biology AS, Transfer Major' is expanded, showing 'GenBio I:Molec & Cell/Lab: SC1' and 'English Composition I:CO1' with checkboxes. The 'My Academic Plan' pane on the right shows 'Fall 2025' starting on August 18, 2025, with 'CREDITS PLANNED: 11'. Under 'Courses (3)', three courses are listed: 'BIO1111 - GenBio I:Molec & Cell/Lab: SC1', 'ENG1021 - English Composition I:CO1', and 'PSY1001 - General Psychology I: SS3', each with 'No Scheduled Sections' and a three-dot menu. A 'View / Edit Schedule' button is at the bottom. Two green-bordered pop-up messages are overlaid: the first confirms pinning 'GenBio I:Molec & Cell/Lab: SC1' to 'GenBio I:Molec & Cell/Lab: SC1, General Psychology I: SS3' and 'General Psychology I: SS3' to 'General Psychology I: SS3'; the second confirms adding 'GenBio I:Molec & Cell/Lab: SC1, English Composition I:CO1, General Psychology I: SS3' to the 'Fall 2025' term.

Note: Duplicate courses will not be added. If duplicated are attempted, a red pop-up will appear. If you're unsure how to add classes, refer to our videos: *Accepting an Advisor Plan, or Using a Template*.

### 1.5. Select Sections and Build Your Schedule

Once Courses are added to the 'My Academic Plan' portion of the Planner section, click View/Edit Schedule under the selected term.

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### My Academic Plan

Fall 2025

Starts August 18, 2025

CREDITS PLANNED: 11

Courses (3)

[BIO1111 - GenBio I:Molec & Cell/Lab: SC1](#)

No Scheduled Sections

[ENG1021 - English Composition I:CO1](#)

No Scheduled Sections

[PSY1001 - General Psychology I: SS3](#)

No Scheduled Sections

View / Edit Schedule

This opens the schedule courses view, which consists of two columns:

Left: My Planned Courses

Right: Timeline and Calendar

1.5.1. Enable Calendar View: On the right, toggle on the option for 'Show Timeline and Calendar.' If this is not activated, drag and drop scheduling will not work.

1.5.2. Accept the Payment Agreement: If you see a yellow banner about a payment agreement, pause here and view the 'Payment Agreement' video.

Screenshot of the Navigate360 'Schedule Classes' interface. The left column shows 'My Planned Courses' with three entries: BIO1111 GenBio I:Molec & Cell/Lab: SC1, ENG1021 English Composition I:CO1, and PSY1001 General Psychology I: SS3. The right column shows 'My Schedule' with a toggle for 'Show timeline and calendar' and a 'Print Schedule' link. Below this is a yellow banner with a warning about financial aid. The main area displays a 'Fall 2025 timeline' and a 'Weekly Calendar' for August 17 - August 23, 2025.

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On the left under ‘My Planned Courses’, click ‘View Sections’ for each course. Review available sections and learning options to find the best fit for yourself.

1.5.3. Course Location Key: Auraria Campus: In-person at Community College of Denver, CO  
Online: Online courses hosted by Community College of Denver, CO Online Consortium:  
online courses hosted by partner colleges (e.g., Front Range, Red Rocks etc.).  
Click, hold, and drag the section to the calendar on the right. Alternatively, click the three dots next to each section and choose “Add Section”. For more detail on learning formats, see the video: ‘Course Registration Process for Selecting a Learning Option.’

ENG1021 English Composition I:CO1

Section Times

Filters

Available (7)	Conflicting (0)	Full (51)
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✔ Section availability updated! ✕

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

- ✔ CCD Auraria Campus (3)
- ✔ CO Online @ CCD (1)
- ✔ CO Online @ Consortium (3)

^ CCD Auraria Campus (3)

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ENG1021 - 1LC ...

**Sep 2nd - Dec 8th 2025, 14 Weeks**

ENGLISH W Co REQU... GT INTRO WRITING GUARANTEED TRANSF... ON CAMPUS IN PERSON REQUISITE

3 seats available  
**Mon Wed 11:00 am - 12:30 pm**  
Ervin, Shawna  
CCD Auraria Campus | Cherry Creek Room# 145

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ENG1021 - 2LC ...

**Sep 2nd - Dec 8th 2025, 14 Weeks**

ENGLISH W Co REQU... GT INTRO WRITING GUARANTEED TRANSF... ON CAMPUS IN PERSON REQUISITE

5 seats available  
**Mon Wed 9:30 am - 11:00 am**  
Chrzanowski, Michael  
CCD Auraria Campus | Cherry Creek Room# 157

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My Planned Courses

BIO1111 GenBio I Molec & Cell/Lab: SC1 View Sections

PSY1001 General Psychology I: SSC View Sections

Scheduled Courses (Not Registered)

ENG1021 English Composition I:CO1:1LC

Sep 2nd - Dec 8th 2025, 14 Weeks

ENGLISH W Co REQU... GT INTRO WRITING GUARANTEED TRANSF... ON CAMPUS IN PERSON REQUISITE

3 seats available  
**Mon Wed 11:00 am - 12:30 pm**  
Ervin, Shawna  
CCD Auraria Campus | Cherry Creek Room# 145  
CCD Auraria Campus | Address Not Available  
The last day to drop without penalty: Sep 17th 2025 | Last day to withdraw: Nov 19th 2025

Reminder: This course must be taken with 1 prerequisite course.

This course has corequisite(s) that must be scheduled to register.

View Corequisite

✔ You have scheduled ENG1021 English Composition I:CO1 ✕

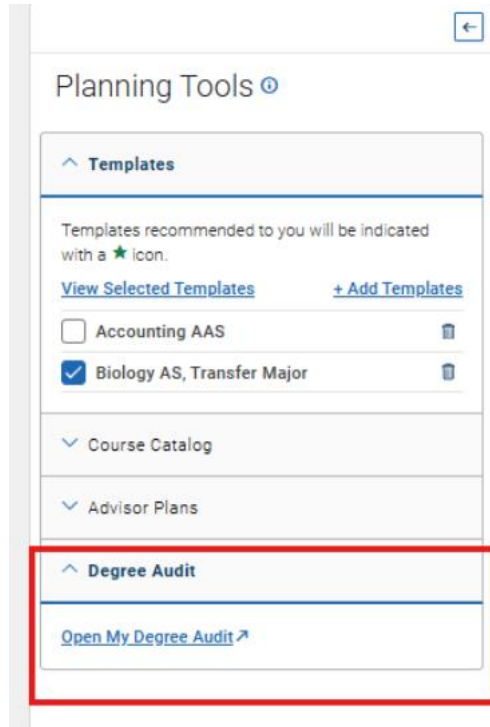
1.6. Confirm Degree Audit Alignment

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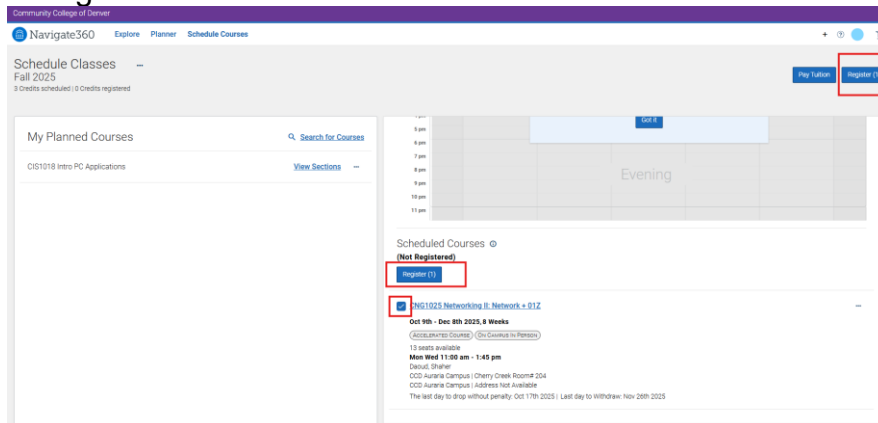
Verify the courses and sections you selected align with your Degree Audit. This is essential for maintaining financial aid eligibility. You can do so by selecting the hyperlink listed at the top right as 'Degree Audit'. Or locate the option within the planner section, under the planning tools, and selecting the degree audit hyperlink.

Need Help? Watch the 'Degree Audit' Video.



### 1.7. Register for Courses

On the right-hand side underneath the calendar, ensure all desired courses are selected with a checkmark next to them. If not, check the boxes to add them to your registration cart. Then a blue 'Register' button will appear at the top right of the screen above the calendar column. Click the button to register.

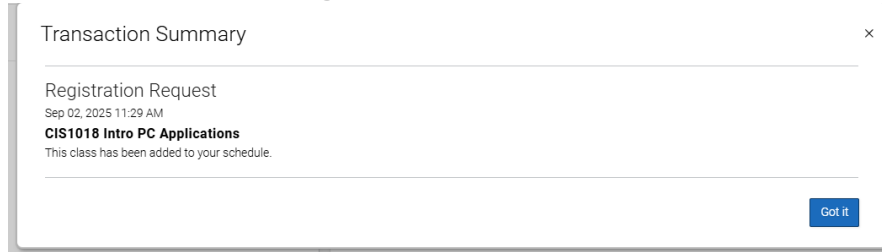


### 1.8. Confirm Registration

After clicking register, a green pop-up will confirm your successful registration. You're now officially registered for your courses!

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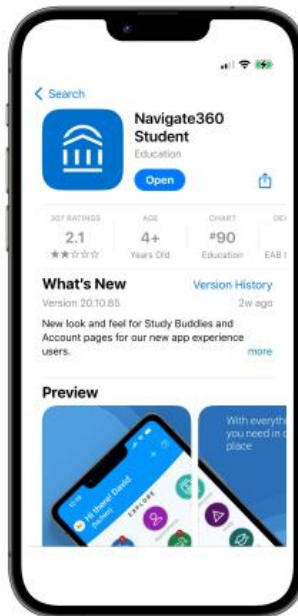


## 2. Accessing Course Registration on Mobile

### 2.1. Access Navigate Three Sixty Mobile Application

Download our mobile app from the app store.

Once downloaded, select the application from your mobile device.



### 2.2. Check Holds

On the left-hand side, select the **Holds** icon to open the **holds** section. Review any holds and contact the displayed office to resolve prior to attempting to register.

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### 2.3. Access the Planner Section

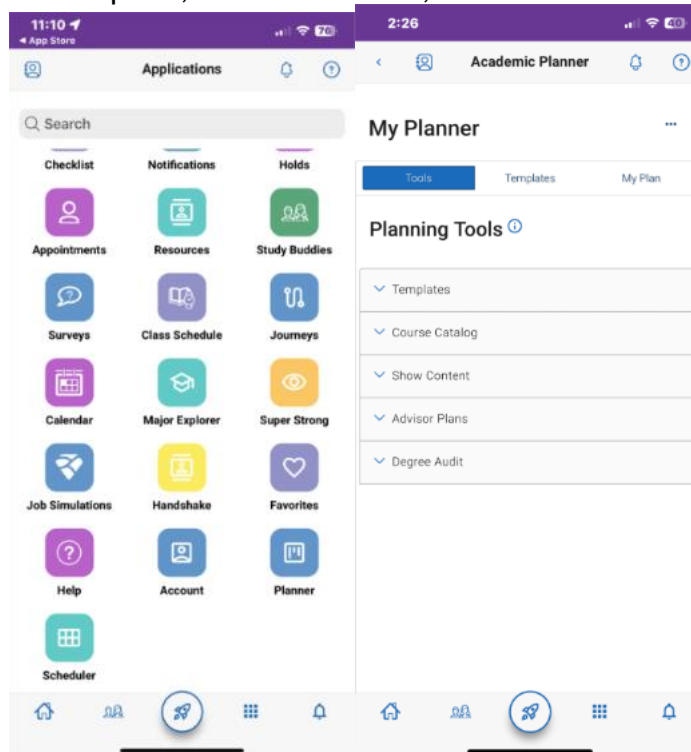
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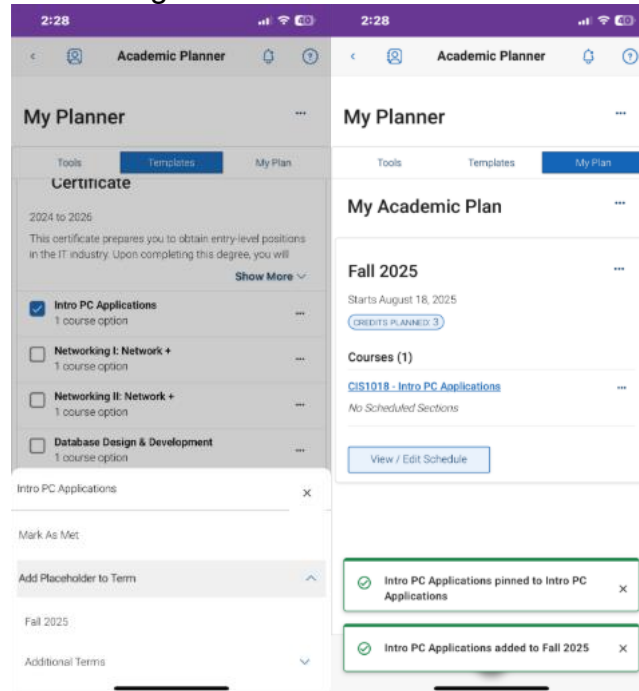


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Check the boxes next to the courses you want to add. Click **Add to Term** and choose the correct academic term or upcoming semester. Alternatively, use the dropdown menu to add the entire Advisor plan or Template. After these steps your selected courses will appear in the **My Academic Plan** pane on the right.



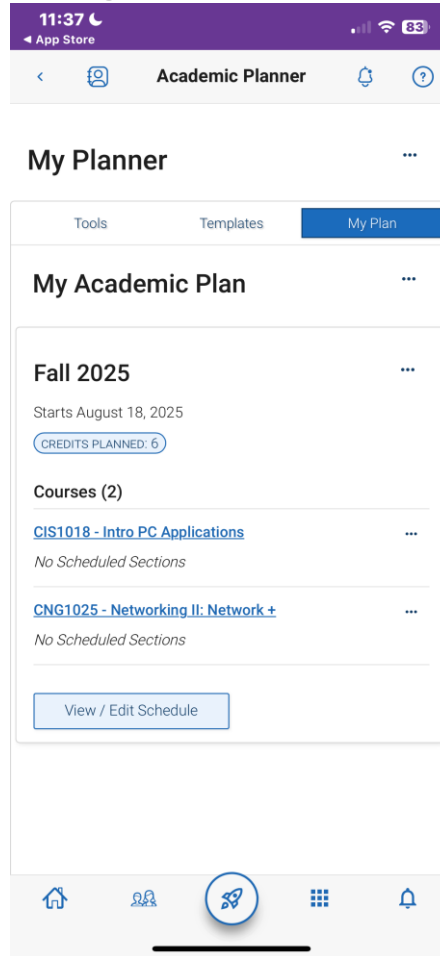
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### 2.5. Select Sections and Build Your Schedule

Once Courses are added to the 'My Academic Plan' portion of the Planner section, click **View/Edit Schedule** under the selected term.

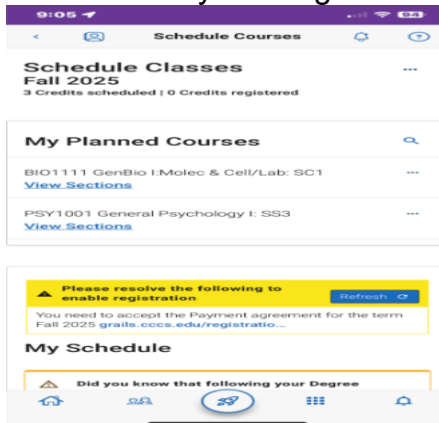
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This opens the schedule Courses view, which consists of 'My Planned Courses' section.

2.5.1. Accept the Payment Agreement: If you see a yellow banner about a payment agreement, pause here and view the 'Payment Agreement' video.

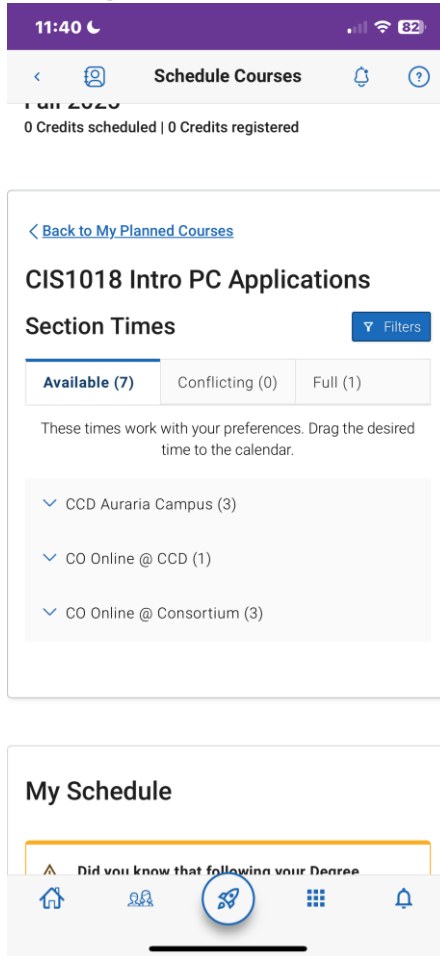


On the left under 'My Planned Courses', click 'View Sections' for each course. Review available sections and learning options to find the best fit for yourself.

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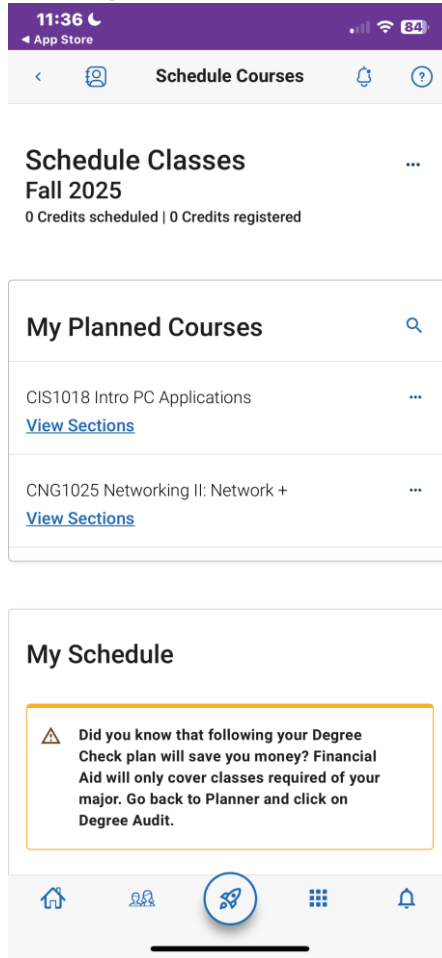
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Click the 'view section' link, then select the three dots next to each section and choose "Add Section". For more detail on learning formats, see the video: "Selection a Learning Option."

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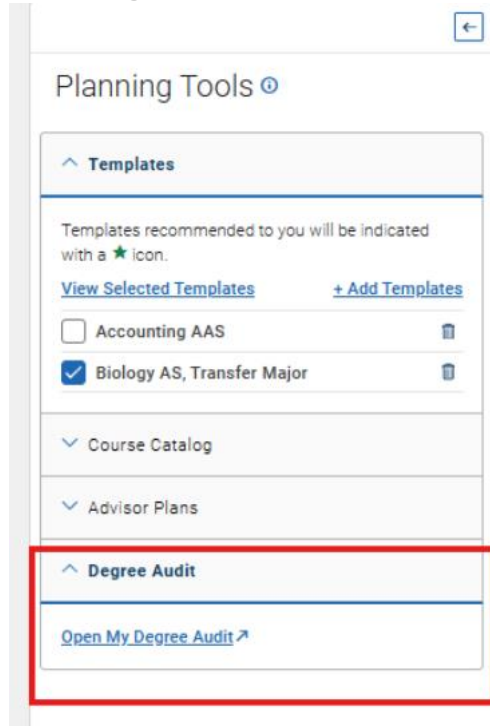


### 2.6. Confirm Degree Audit Alignment

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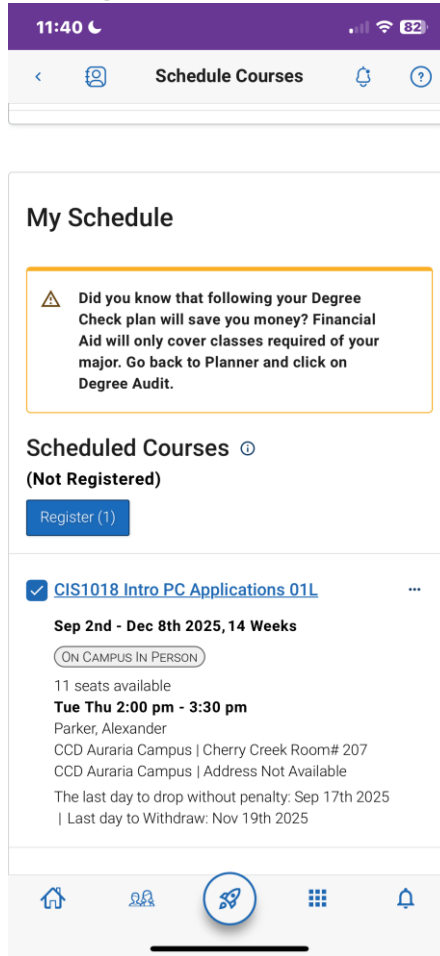


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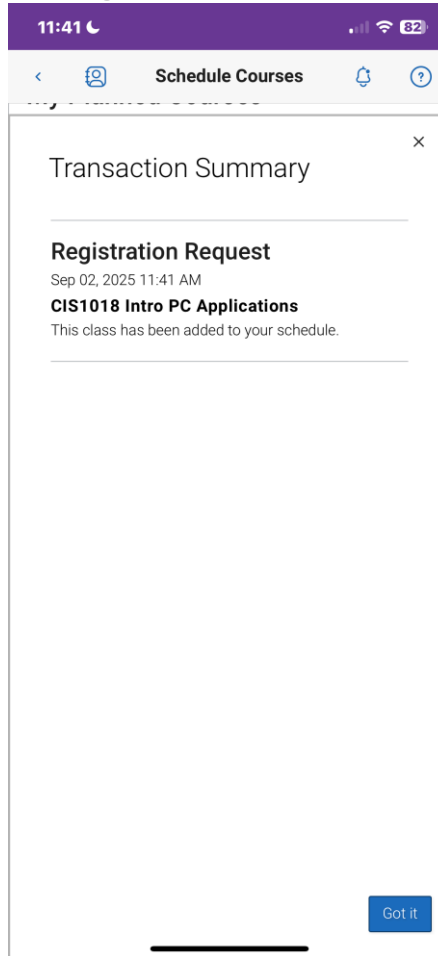


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### Additional Resources:

Provide links to additional resources, such as YouTube videos and email to contact for further help.

- Tutorial Videos: [CCD – Navigate360 - Course Registration Process](#), [CCD - Navigate360 - Payment Agreements](#), [CCD - Navigate360 - Degree Audit](#), [CCD - Navigate360 - Using a Template](#), [CCD - Navigate360 - Accepting An Advisor Plan](#)