

How to Register for Classes Using myPikesPeak Portal

1. From www.pikespeak.edu, select myPikesPeak Portal Login in the top right corner.
2. Log in using your student number (including the S).
 -First time log in: Temporary password = StudentMMDDYYYY where MMDDYYYY is your date of birth. *If you have not yet logged in, you will be prompted to set up a new password.*

Dashboard

Student Tools

3. Once you are logged into the portal, select the **Withdraw from Classes** icon. (You can register through this icon even though it says "withdraw.")

4. A new browser window will open. Select the Term you want to register for and click "Submit."

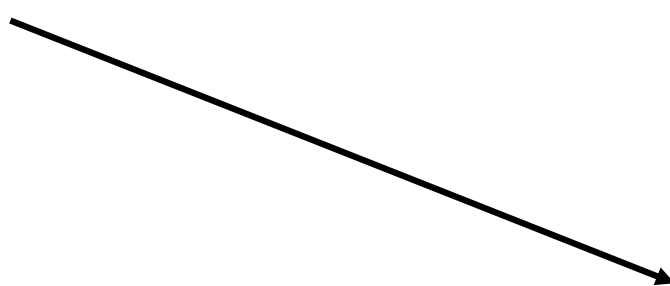


5. Read through the payment agreement and click "I Accept" to continue.

6. Select **Class Search**.

7. On the next screen (*Look Up Classes*), select a subject and then select **Course Search**.

Tip: To select multiple subjects, hold down the Control Key (Ctrl).



8. Select **View Sections** next to the course you would like to add.

Advancing Academic Achievement

1009

Advanced Academic Achievement

View Sections 

9. Review the Sections Found screen making sure to note the campus, days, times and dates that sections are available. In the Select column you will either see a checkbox (open), C (closed), or NR (class has started).

| Sections Found | | | | | | | | | | | | | | | | | | | |
|--------------------------------|-------|------|------|-----|-----|-------|-------------------------------|------|-------------------|-----|-----|-----|-----|-----|-----|--------------------------------|-------------|----------|--|
| Advancing Academic Achievement | | | | | | | | | | | | | | | | | | | |
| Select | CRN | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | WL | WL | WL | Instructor | Date | Location | Attribute |
| | | | | | | | | | | | | | Cap | Act | Rem | | (MM/DD) | | |
| <input type="checkbox"/> | 34996 | AAA | 1009 | 011 | PCE | 3.000 | Advanced Academic Achievement | TR | 05:30 pm-06:45 pm | 24 | 7 | 17 | 0 | 0 | 0 | David Boyd (P) | 01/18-05/09 | PA 254 | General Ed Non-GT Pathways and Instructional Program Fee L |
| <input type="checkbox"/> | 33523 | AAA | 1009 | 022 | PCE | 3.000 | Advanced Academic Achievement | F | 09:00 am-11:45 am | 24 | 10 | 14 | 0 | 0 | 0 | Nicole Jolyn (P) | 01/20-05/09 | PA 219 | General Ed Non-GT Pathways and Instructional Program Fee L |
| <input type="checkbox"/> | 34937 | AAA | 1009 | 023 | PCE | 3.000 | Advanced Academic Achievement | S | 09:00 am-11:45 am | 24 | 10 | 14 | 0 | 0 | 0 | Nekedra Bullock (P) | 01/20-05/09 | PA 364 | General Ed Non-GT Pathways and Instructional Program Fee L |
| <input type="checkbox"/> | 34938 | AAA | 1009 | 024 | PCE | 3.000 | Advanced Academic Achievement | S | 01:00 pm-03:45 pm | 24 | 3 | 21 | 0 | 0 | 0 | Sarah Groh Correa (P) | 01/20-05/09 | PA 364 | General Ed Non-GT Pathways and Instructional Program Fee L |
| <input type="checkbox"/> | 34939 | AAA | 1009 | 026 | PRR | 3.000 | Advanced Academic Achievement | F | 09:00 am-11:45 am | 24 | 9 | 15 | 0 | 0 | 0 | Matthew Christopher Conner (P) | 01/20-05/09 | PRR E116 | General Ed Non-GT Pathways and Instructional Program Fee L |

Code Key for myPikesPeak Registration

Cmp: Campus. Where the course is being offered. PCE – Centennial Campus, PRR – Rampart Range, PDO – Downtown Studio Campus, PFC – Fort Carson Education Center, PPA - Peterson Space Force Base, PHC - Center for Healthcare Ed and Simulation (CHES), PZZ—Unique Location, PON – PPSC Online (Always taught by PPSC instructors), PCN – CCC Online (Taught by instructors in the Community College System)

CRN: Course Registration Number. Each section has a specific CRN number to identify it. Click on the number to get more information about the class set-up and to e-mail the instructor.

Crse: Course Number.

Date: Beginning and end dates for the course. Watch for short-term classes!

Days: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Instructor: If an instructor has not yet been chosen for the course it will read “TBA.”

Location: Campus and Classroom or Online.

Sec: A section number is used to distinguish specific sections of the same course. Examples: 101 (all num-bers) - Traditional Lecture course, C11 - CCC Online course, 1H1 - Hybrid course: combines online and in-class instruction, M01 - Open Entry course: No traditional lecture, computer based and self-paced, 1N1 - PPCC Online course, 2L1- Linked Course: you must take an associated course at the same time.

Subj: This refers to the subject of the course.

Rem: Remaining seats in course.

Title: Refers to the title of the course.

10. Select the checkbox next to your desired course, scroll to the bottom of the screen and click Register.

| Section Found | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|-----|------|------|-----|-----|-------|-----------------------|------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------------|--------------|----------|
| Art | | | | | | | | | | | | | | | | | | | | | |
| Select | N | Subj | Crse | Sec | Cmp | Cred | Title | Days | Time | Cap | Act | Rem | WL | WL | WL | XL | XL | XL | Instructor | Date (MM/DD) | Location |
| | | | | | | | | | | | | | Cap | Act | Rem | Cap | Act | Rem | | | |
| <input checked="" type="checkbox"/> | 139 | ART | 110 | 051 | PDO | 3.000 | Art Appreciation: AH1 | F | 05:30 pm-08:15 pm | 25 | 1 | 24 | 15 | 0 | 15 | 0 | 0 | 0 | Nancy Jean Coco (P) | 08/30-12/15 | PDO S230 |

11. If you were successfully registered into the class, **Web Registered** will show on the next *Add or Drop Classes* screen. *You may also drop courses in this screen.*

Current Schedule

| Status | Action | CRN | Subj |
|------------------------------------|--------|-------|------|
| **Web Registered** on Apr 12, 2013 | None | 21127 | HWE |

Total Credit Hours: 3.000
 Billing Hours: 3.000
 Minimum Hours: 0.000
 Maximum Hours: 18.000
 Date: Apr 12, 2013 10:48 am

If registration was not successful, a registration error will be listed.

Registration Add Errors

| Status | CRN |
|-----------------------------------|-------|
| Prerequisite and Test Score error | 21139 |

Prerequisite or Co-requisite Error – You may not have not met the pre-requisite for the course through either placement or completing a required course.

If you are registering for co-requisite classes (classes that are taken together in the same semester), select the five-digit CRN of the course to view co-requisite information. Add all CRNS to worksheet before selecting "Submit Changes." **Co-requisite registration must be approved by your high school before registration.**

Instructor Signature Required – You must use a paper registration form and get a signature from the instructor *or* submit the electronic Registration Add/Drop Form, which you can obtain from an advisor or Enrollment Services.

12. To view your schedule, close the Add or Drop Classes screen, go back to the portal dashboard and select My Schedule to see your class list. You can also go to the top Student tab to see your drop and withdrawal dates.

13. To find your books, please visit <https://ppsc.bncollege.com/> and select the Course Materials & Textbooks tab > Find Course Materials. You can also print a copy of your schedule and visit the PPSC Bookstore in person.