

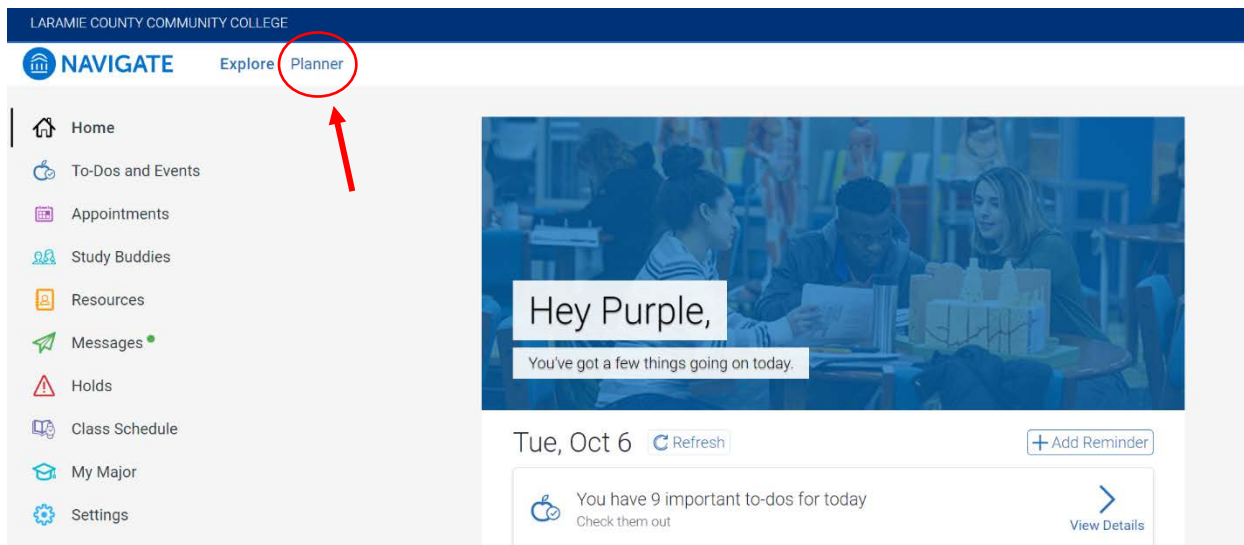
Waitlist for a class in Navigate Using Your Laptop or Desktop Device

Google Chrome is the preferred browser

1. Login to your Navigate application located in your myLCCC portal.

Once there, you should see your home screen that has important reminders and messages that will help you stay on track toward your academic goals. Pay special attention to the "Planner" menu option (circled) at the top of the screen. This is where your Academic Plan is housed and can be maintained throughout your time at LCCC.

2. Press on the "Planner" menu option *circled below*.



3. After you have selected the planner option, you should see your academic plan, including the courses you are already registered for. You can use this template to plan your classes, plan from scratch, or create a custom template. For various instructions, please reference the other video tutorials and related PDFs.
4. To drop or waitlist for a course, press **View/Edit Schedule** circled below.

Current and Upcoming Terms

☰ Spring Semester 2021

Term Status: Registration Open

Time Selected (Not Yet Registered)

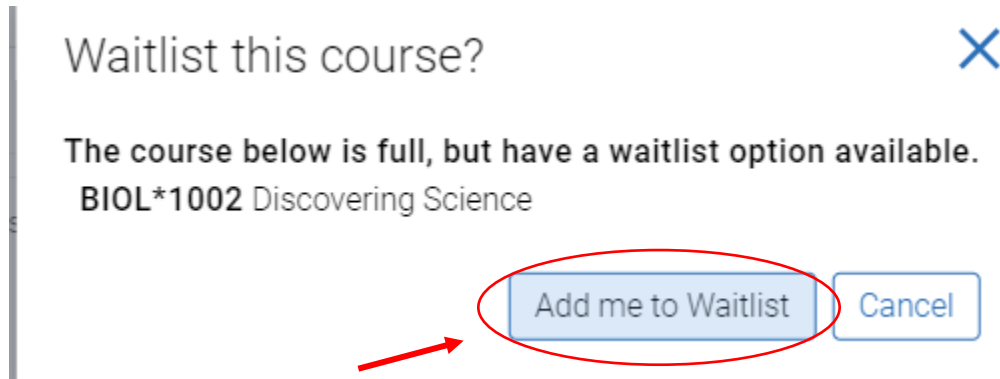
- ☰ MATH*1400 College Algebra
Complete MATH 1400
- ☰ PSYC*1000 General Psychology
Complete the followign courses:: PSYC*1000
- ☰ ZOO*2010 Anatomy and Physiology I
Complete ZOO 2010 or ZOO 2015
- ☰ COMM*2010 Public Speaking
Complete the following courses:: COMM*2010
- ☰ ENGL*1010 English Composition I
Complete the following courses:: ENGL*1010

View / Edit Schedule 16 - 18 Credits

- Each course planned or registered for the upcoming semester will have an arrow next to it labeled as "sections". Press this to begin the search.

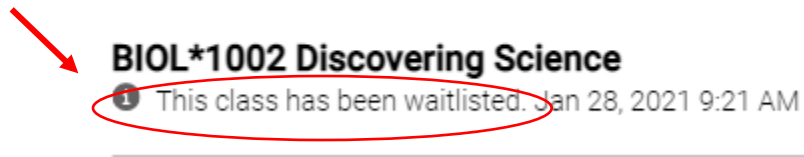
- Once you are searching for sections, the Navigate registration portal will show you courses that fit with your availability you entered in preferences. **Note:** Once you have selected a section for a course, this will automatically alter your available sections for other planned courses as to avoid conflicting sections. You are able to register for courses listed under conflicting ***circled below***, but may consider adjusting your preferences to find available courses.
- If there is not an available course that fits within your availability, you can consider wait listing for a course. You will do this by searching under the "Full" category, ***circled below***. Next to the full course will be a three-bar menu. To waitlist for a course, click on this and select "Add to Waitlist", ***circled below***.

8. Once you select add to waitlist, Navigate will confirm that you would like to waitlist for the course.

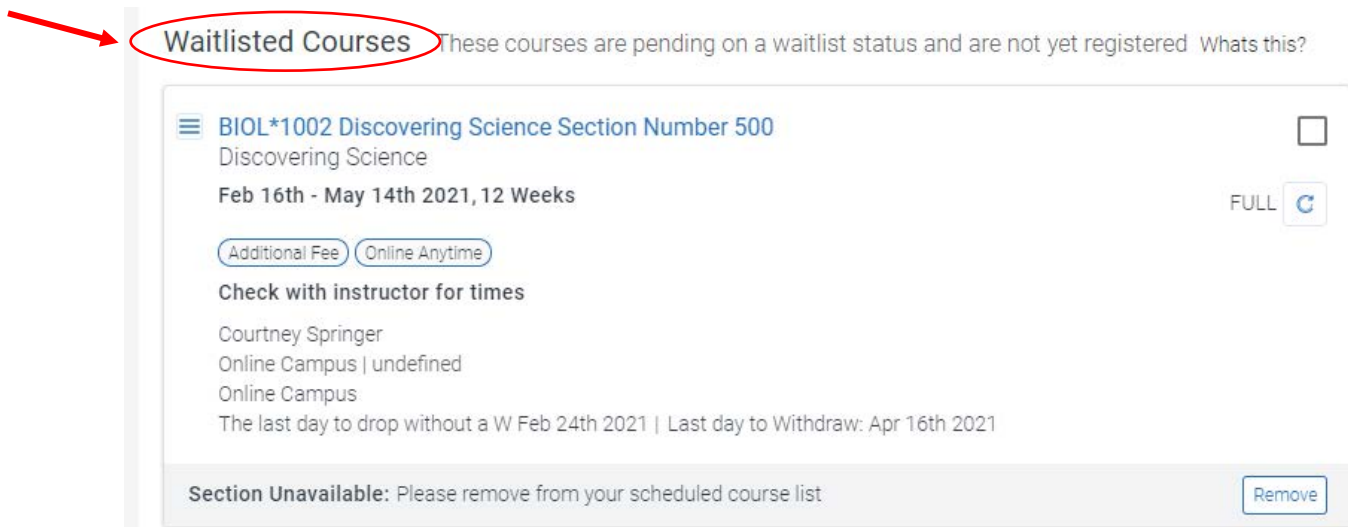


9. After you select "Add me to Waitlist" you will receive a transaction summary that confirms you have been waitlisted for the course. See example below.

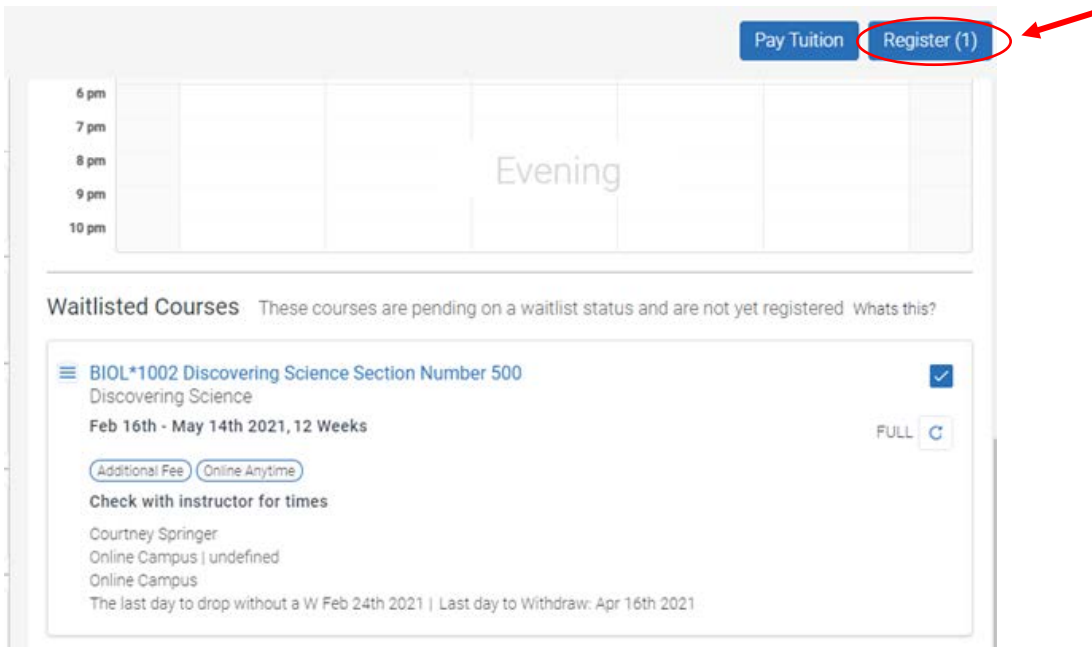
Transaction Summary



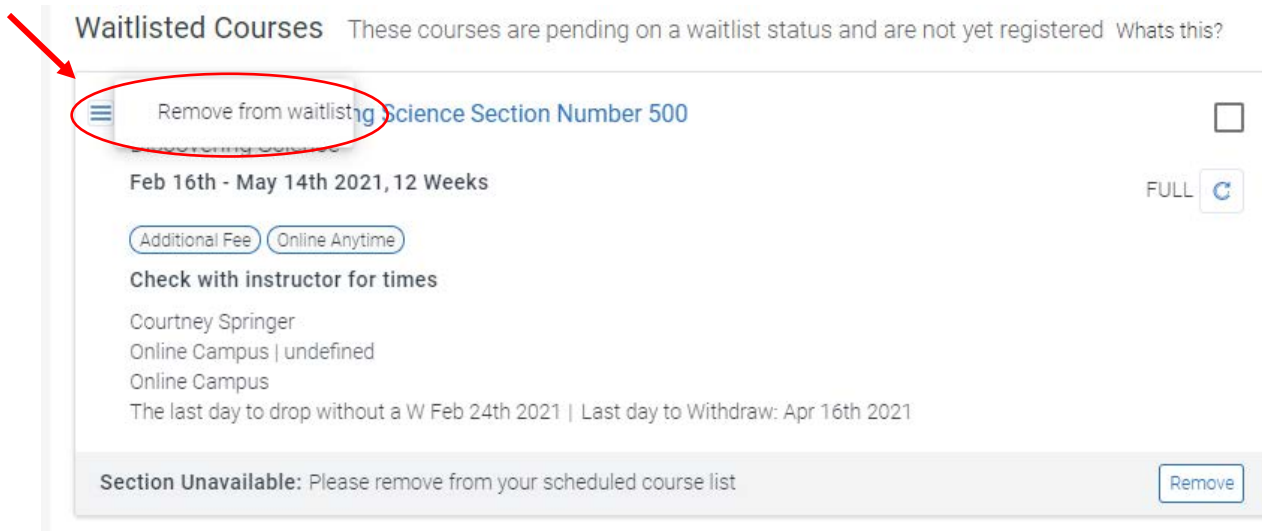
10. If you scroll down, the course should also show up underneath "Waitlisted Courses". Be sure to check your LCCC student email once a day to check on your waitlist status. If a spot opens up, you will have 24 hours to register for the waitlisted course.



11. Once you receive permission to enroll in the course, you will want to follow instructions 1-4 to return to the registration screen. On this page you can scroll down to your waitlisted courses (shown in the screenshot from step 10) and select the waitlisted course with the box in the top right corner and ***circled below*** and press the blue register button next to it. If successful, your transaction summary should show that you have registered for the waitlisted course it will show under your registered courses.



12. If you wish to remove yourself from the waitlist, you can use the three-bar menu, ***circled below***, to select the "Remove from Waitlist" button.



**For questions, schedule an appointment with your advisor through Navigate
or call 307.778.1214.**