

## How to Register for Classes Using myPPCC Portal

1. From [www.pccc.edu](http://www.pccc.edu) - in the top right corner, select Login.
2. Log in using your student number including the capital S.
  - a. First time log in: Temporary password = 6 digit birth date: MMDDYY. If you have not yet logged in, you will be prompted to set up a recovery answer and a new password.
  - b. Returning Login: Password you created.
  - c. Forgot Password? Follow prompts to create a new password.
3. Once you are logged into the portal, click on Look Up Classes/Class Search.
4. A new browser window will open. Select the Term you want to register in and click Submit.
5. Read through the payment information and click I Accept to continue.
6. Click on Class Search.
7. On the next screen (Look Up Classes) scroll to the bottom and click Advanced Search.
8. On the Advanced Search screen select a subject in the Subject box.
9. In the Course Number box, enter the course number. (ex: 221,050)
10. You have two choices for course method and/or location:
  - a. For Online only or other methods select from Instructional Method. —OR—
  - b. Select your desired campus in the Campus box. Tip: Hold down the Control Key (Ctrl) to select multiple methods or campus options.
11. At the bottom of the screen click Section Search.
12. Review the Sections Found screen making sure to note the campus, days, times and dates that sections are available.
  - a. In the Select column you will either see a checkbox (open), C (closed), NR (class has started) or SR (student hold).
  - b. If you see an SR, you have a hold that will need to be addressed either in Enrollment Services or Advising before you can register.
13. Click in the box of your desired course, scroll to the bottom of the screen and click Register.
14. 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.
15. If registration was not successful, a registration error will be listed.
  - a. Prerequisite and Test Error – You have not met the pre-requisite for the course either by placement testing or completing the previous course. Go to Testing or Advising for help.
  - b. Co-requisite Error – The selected course requires that you enroll concurrently with another course. Typically, this course is listed on the screen. Enter both CRN numbers in the boxes at the bottom and click on the “Submit Changes” button.
  - c. Instructor Signature Required – You must use a paper registration form and get a signature from the instructor.
  - d. Closed—Waitlisted – You can be notified if a spot opens in a course. (See page 4 for Waitlist instructions.)

16. To view your schedule, close the Add or Drop Classes screen and go back to the portal dashboard for My Schedule to see your class list. You can also go to the top Student tab to see your drop and withdrawal dates.
17. To find your books, please print a copy of your schedule and visit the PPCC Bookstore online or in person.
18. If you have not been awarded Financial Aid, remember to pay in full or set up a payment plan to avoid getting dropped from your classes!

### Code Key for myPPCC Registration

**Cmp:** Campus. Where the course is being offered. PCE – Centennial Campus, PRR – Rampart Range, PDO – Downtown Studio Campus, PCR – Creekside Success Center, PFC – Fort Carson Education Center, PZZ—Unique Location, PON – PPCC Online (Always taught by PPCC 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 numbers) - 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.

*Go to class every day of your schedule. It is part of your grade!  
Have a great semester!*