

How to register for EMT certificate courses (EMS 121, EMS 122, EMS 123, EMS 124, EMS 170) in the myPPCC student portal

1. After logging into your student portal, select **add/drop classes**.
2. Select your term and click **submit**.
3. Select **class search**, and then select **advanced search**.
4. In the subject box, select **Emergency Medical Service**, and then click on **section search** at the bottom of the page.
5. To verify that you have chosen the correct paired sections, click on the **blue CRN number** next to EMS 121.

Emergency Medical Service									
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	12594	EMS	121	EM1	PCR	3.000	EMT Fundamentals	TWRF	08:00 am-12:00 pm

6. The next screen will state the section number you must choose for EMS 122, EMS 123, EMS 124, & EMS 170. This screen also gives you the date for NREMT testing and the location of the courses.

Sections Found

EMT Fundamentals - 12594 - EMS 121 - EM1
 EMS 121-EM1 students must also register for EMS 122-EM1, EMS 123-EM1, EMS 124-EM1, and EMS 170-EM1. NREMT testing will be on 8/4/18.

Associated Term: Summer 2018
Registration Dates: Mar 19, 2018 to May 28, 2018
Levels: Undergraduate
Attributes: Career and Technical Ed Course, Instructional Program Fee H

PPCC Creekside
 Lecture/Lab Schedule Type
 Traditional Instructional Method
 3.000 Credits
[Syllabus/Textbook Information](#)
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 12:00 pm	TWRF	Creekside Success Center 205	May 29, 2018 - Jun 20, 2018	Lecture/Lab	Benjamin Matthew Roberts (P) (S)

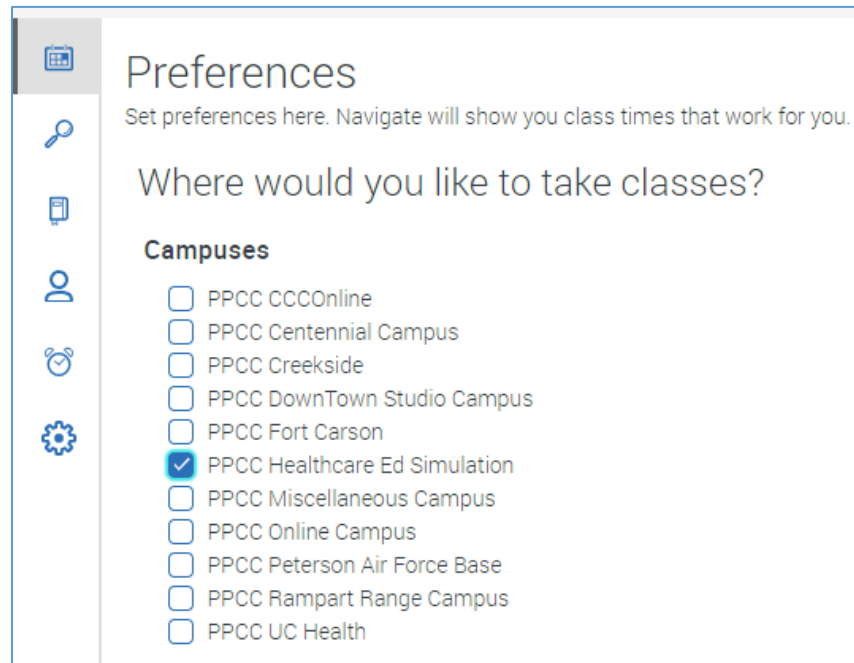
7. Select **Return to Previous** at the bottom of the screen.
8. When registering for the EMT certificate courses, you must register for **EMS 121, EMS 122, EMS 123, EMS 124, and EMS 170 concurrently**. Thus, when selecting the EMS 121 course first, you will need to also register for the EMS 122, EMS 123, EMS 124, and EMS 170 courses that it is paired with, which is indicated by the section number. The section number can be found under the "Sec" column. Make sure to look at the days/times for all five classes, as they are not all the same.

Emergency Medical Service															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
<input checked="" type="checkbox"/>	12594	EMS	121	EM1	PCR	3.000	EMT Fundamentals	TWRF	08:00 am-12:00 pm	24	20	4	0	0	0
<input type="checkbox"/>	12681	EMS	121	EM2	PCR	3.000	EMT Fundamentals	MTWRF	06:00 pm-09:15 pm	24	18	6	0	0	0
<input type="checkbox"/>	12606	EMS	121	EM3	PCR	3.000	EMT Fundamentals	TWRF	05:00 pm-09:00 pm	24	8	16	0	0	0
<input checked="" type="checkbox"/>	12607	EMS	122	EM1	PCR	4.000	EMT Medical Emergencies	TWRF	08:00 am-12:45 pm	24	20	4	0	0	0
<input type="checkbox"/>	12682	EMS	122	EM2	PCR	4.000	EMT Medical Emergencies	MTWRF	06:00 pm-09:50 pm	24	19	5	0	0	0
<input type="checkbox"/>	12608	EMS	122	EM3	PCR	4.000	EMT Medical Emergencies	TWRF	05:00 pm-09:45 pm	24	8	16	0	0	0
<input checked="" type="checkbox"/>	12609	EMS	123	EM1	PCR	2.000	EMT Trauma Emergencies	TWRF	08:00 am-10:35 am	24	20	4	0	0	0
<input type="checkbox"/>	12683	EMS	123	EM2	PCR	2.000	EMT Trauma Emergencies	MTWRF	06:00 pm-08:05 pm	24	19	5	0	0	0
<input type="checkbox"/>	12610	EMS	123	EM3	PCR	2.000	EMT Trauma Emergencies	TWRF	04:30 pm-07:05 pm	24	8	16	0	0	0
<input checked="" type="checkbox"/>	12611	EMS	124	EM1	PCR	2.000	EMT Special Considerations	TWRF	10:40 am-01:15 pm	24	20	4	0	0	0
<input type="checkbox"/>	12684	EMS	124	EM2	PCR	2.000	EMT Special Considerations	MTWRF	08:10 pm-10:15 pm	24	19	5	0	0	0
<input type="checkbox"/>	12612	EMS	124	EM3	PCR	2.000	EMT Special Considerations	TWRF	07:10 pm-09:45 pm	24	8	16	0	0	0
<input checked="" type="checkbox"/>	11614	EMS	170	EM1	PZZ	1.000	EMT Clinical		TBA	24	20	4	0	0	0
<input type="checkbox"/>	12685	EMS	170	EM2	PZZ	1.000	EMT Clinical		TBA	24	18	6	0	0	0
<input type="checkbox"/>	11754	EMS	170	EM3	PZZ	1.000	EMT Clinical		TBA	24	8	16	0	0	0

9. After the required paired section is checked for all five courses (EMS 121, EMS 122, EMS 123, EMS 124, & EMS 170), click the **Register** button at the bottom of the page.

How to register for EMT courses (EMS 121, 122, 123, 124, & 170) in Navigate

1. Open **Navigate** from your student portal.
2. Under the “To Do’s” list, be sure to Accept the Payment Agreement”. If not, you will be prevented from registering.
3. Click the “**Plan**” tab.
4. Click “**Add Term**” and select the semester for which you wish to register.
5. Under Preferences, found through the cog icon on the left, click on the choice of campuses. Choose PPCC Healthcare Ed Simulation. If you have chosen other preferences, you may need to click on the Conflicting tab on the registration screen to see this option.



Preferences
Set preferences here. Navigate will show you class times that work for you.

Where would you like to take classes?

Campuses

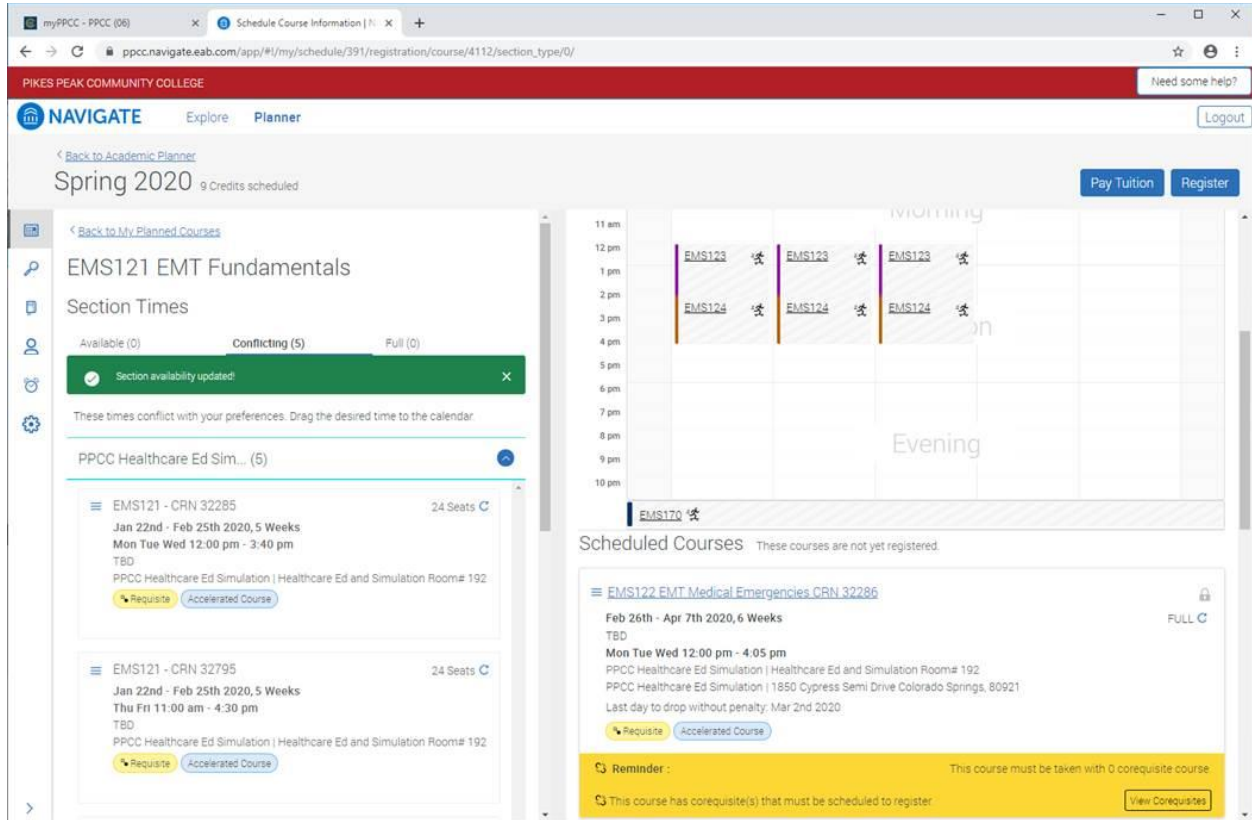
- PPCC CCCOnline
- PPCC Centennial Campus
- PPCC Creekside
- PPCC DownTown Studio Campus
- PPCC Fort Carson
- PPCC Healthcare Ed Simulation
- PPCC Miscellaneous Campus
- PPCC Online Campus
- PPCC Peterson Air Force Base
- PPCC Rampart Range Campus
- PPCC UC Health

- Return to the current term of registration and click on the magnifying glass and it will display a box. Type the course subject and number into the box and drag the result into the term you added. Note: You may need to type EMS 121, 122, 123, 124 and 170 into the box individually if all options do not populate with one search.

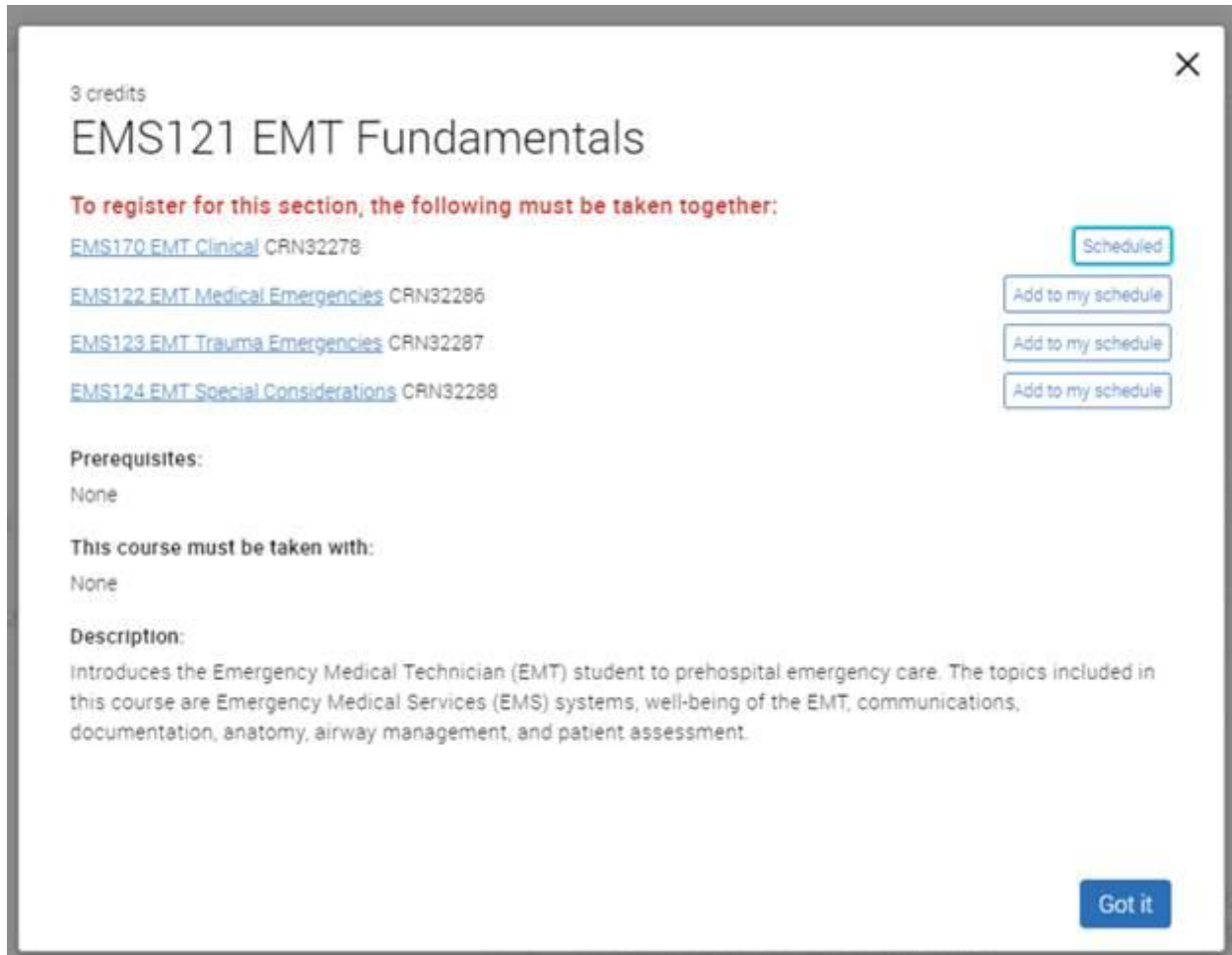
The screenshot shows the NAVIGATE student portal interface. At the top, there are browser tabs and a URL bar showing the address: <https://ppcc.navigate.eab.com/app/#/my/planner/plan/default/>. The page header includes the PIKES PEAK COMMUNITY COLLEGE logo and a "Need some help?" button. Below the header, the user is logged in as "Associate of General Studies AGS" with 60 Credits. The main content area is divided into two panels. The left panel, titled "Search", has a search bar with the text "Find Course" and a search button. Below the search bar, it says "Showing 7 results for 'EMS 121'". A red circle highlights the first result, "EMS121 EMT Fundamentals", which has a red arrow pointing to the right panel. The right panel, titled "My Plan", shows a "Spring 2020" term with a status of "Registration Open". Under the "Planned" section, the course "EMS121 EMT Fundamentals" is listed, along with other courses: "EMS122 EMT Medical Emergencies", "EMS123 EMT Trauma Emergencies", "EMS124 EMT Special Considerations", and "EMS170 EMT Clinical". A "View / Edit Schedule" button is visible at the bottom of the plan, and the total credits for the plan are 12.

- Once the classes have been added into the proper term, click the blue "Pick Times" button within that box. It will take you to the next screen where you choose the date, time, and location of your class.

- Click on the EMS 121 from your course list to display the available sections. Choose the date, time, and location that works best for your schedule by dragging your preferred section of EMS 121 into the weekly calendar. To register for the correct co-requisites, click on "View Co-requisites" in the bottom, right, yellow area.



9. Another screen opens showing you what you also need for this program. Click on “Add to my schedule” button for each class. NOTE: All of these courses must be taken in the same semester and in the way that they are scheduled.



3 credits

EMS121 EMT Fundamentals

To register for this section, the following must be taken together:

- [EMS170 EMT Clinical](#) CRN32278
- [EMS122 EMT Medical Emergencies](#) CRN32286
- [EMS123 EMT Trauma Emergencies](#) CRN32287
- [EMS124 EMT Special Considerations](#) CRN32288

Prerequisites:
None

This course must be taken with:
None

Description:
Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

Scheduled

Add to my schedule

Add to my schedule

Add to my schedule

Got it

10. Once all of your courses have been selected, you will be returned to the current semester registration screen. Click **Register**. Note: Clinicals hours may not appear in the weekly calendar, as they will be at an off-site location. If you go back to the PPCC student portal, select the **Student** tab, and then select **Detailed Student Schedule (with Drop-Withdrawal dates)** under **Registration tools**, your schedule will be displayed with days/times.
11. If all courses are not yet listed when registering, keep checking daily to see when they post. Then officially register when they are listed.