

Faculty and Advising Guide to All Things Cal Maritime

Contents

Cal Maritime SSO (Single Sign-On)	4
Logging into PeopleSoft – Student Systems.....	4
PeopleSoft Faculty Center	5
How to View My Schedule and Class Roster(s).....	5
Downloading a Simple Excel Spreadsheet Roster	6
Printing Class Roster with Student Photos.....	8
Faculty Use of Waitlists and Permission Numbers.....	11
How to email my students.....	14
How to Enter Final Grades.....	15
FERPA – Permission to talk with a Parent, Spouse, or Named Other.....	17
Grades	18
Grade Definitions	18
Minimum Grades Needed for Courses.....	19
Incomplete Grade Contract	19
Change of Grade.....	20
Grade Appeals.....	20
Course Registration – Adding and Dropping of Courses	20
Adding and Dropping Courses during Appointments and Open Enrollment	20
Adding and Dropping Courses during Add/Drop	21
Adding and Withdrawing Courses After Add/Drop and before Census.....	21
Petition to Late Add a Course.....	21
Petition to Withdraw Course(s).....	21
Withdrawal from all Courses	21
Instructor Initiated Drop from Course - Withdrawal Unauthorized (WU) Grade.....	21
Registration Issues	21
Holds and Reminders	21
Class Requisites.....	22
Frequent Registration Issues:	23
Academic Awards and Honors	23
Academic Calendar.....	24
Academic Materials	24
How Long Do I Keep Exams, Final Projects, Etc.?	24
What Course Materials Need to be Kept for Audits?.....	24
PeopleSoft Tips and Tricks.....	24

Adding a Favorite in PeopleSoft	24
PeopleSoft Term Codes.....	25
PeopleSoft Course Catalog Search.....	25
Policies	25
Student Forms	25
Transcripts.....	26
Academic and Student Affairs Resources: Help your Students Utilize Available Resources.....	26
Behavior Intervention Team (BIT)	26
Counseling and Psychological Services (CAPS)	26
Progress Reports (Early Alert)	27
Faculty Advisors (Program Advisors).....	27
Red Folder: Helping Students in Distress	27
Resources	27
Educational Opportunity Program (EOP).....	27
Tutoring Services.....	27
Supplemental Instruction (SI).....	28
Community Engagement & Service-Learning	28
Accessibility and Disability Services Office (DSO)	28
Library	28
Student Conduct	28
Student Health Services.....	29
University Advisors.....	29
Brightspace	29
Faculty Program Advisors	30
How do I become a Faculty Program Advisor?	30
Key Advising Resources.....	30
The Passport	30
Curriculum Roadmaps.....	30
Elective and GE Breadth Map.....	30
Graduate Writing Exam (GWE).....	30
Department Specific Resources	30
Minimum Grades Needed for Courses.....	31
Course Equivalency.....	31
Course Equivalency Request	31
CLEP	31
Course Challenge Exam	31
PeopleSoft Advisor Center (Student Center).....	31

Academic Requirements Report.....	33
Searching for Classes and “Requisite” Information	37
Lifting an Advisor Hold.....	38
Schedule Planner.....	40
Smart Planner.....	40
Satisfactory Academic Progress (SAP)	40
Repeat/Withdrawal Count: EO 1037	40
Academic Standing Policy	42
Student Advisement Meetings	43
What Should the Student do in Preparation for Academic Advising?	43
Meeting Topics.....	43
Registration - Helpful Hints for Students.....	43

Cal Maritime SSO (Single Sign-On)

Cal Maritime’s [intranet website](#), Common Management System (PeopleSoft), and Learning Management System (BrightSpace) are managed through Single Sign-On. You will utilize your Cal Maritime username and password to access these sites and tools.

Logging into PeopleSoft – Student Systems

PeopleSoft, our Common Management System (CMS) may be accessed several ways:

- 1) through the [Cal Maritime intranet](#),
- 2) through a shortcut you establish on your desktop,
- 3) through a saved bookmark on your favorite browser, or
- 4) the link on the bottom of every Cal Maritime webpage (“PeopleSoft”).

*Make sure you allow pop-ups. You will not be able to download rosters or permission numbers otherwise.

Cal Maritime Intranet:

From the main Cal Maritime intranet [site](#), under “Important Links”, select “PeopleSoft - Student Systems”, then log in with your Cal Maritime Username and Password:

Important Links

- [Daily COVID-19 Symptom Check](#)
- [Facilities Service Request \(includes COVID-19 cleaning & supplies\)](#)
- [HR COVID-19 Employee Resources](#)
- [Office 365 Email](#)
- [Peoplesoft - HR](#)
- [Peoplesoft - Finance](#)
- [Peoplesoft - Student Systems](#)

Desktop Shortcut:

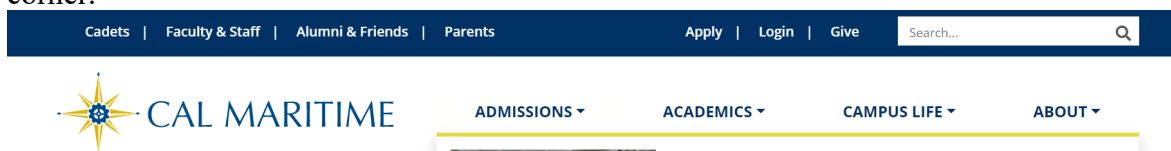
Once you have successfully logged into PeopleSoft, click on the URL of the website once to highlight it. Then drag the URL to your desktop. This creates a desktop shortcut you can then use the next time you need to log on.

Bookmark:

Once you have successfully logged into PeopleSoft, save the website to your favorites or bookmarks, depending on the browser.

Portal Navigation:

1. From the main Cal Maritime website, log in to the Intranet – by clicking on “Login” on the upper right corner.



2. Enter your Cal Maritime Username and Password.

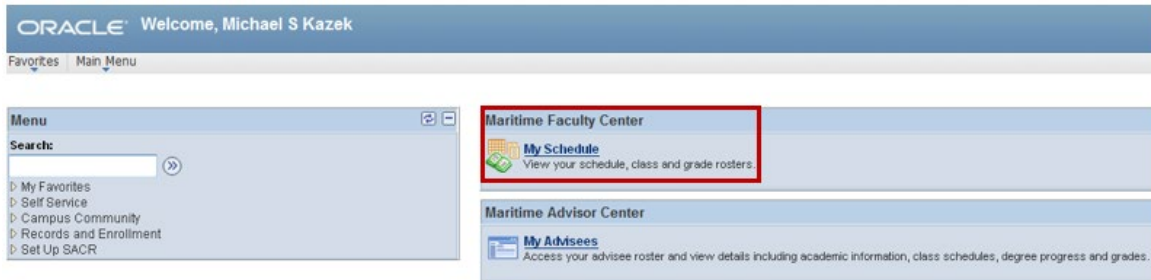
- 3. Once logged in to myCALMARITIME portal, select “PeopleSoft-Student Systems”.

PeopleSoft Faculty Center

Faculty Center is your home base for viewing your assigned classes, class schedule, class rosters, and grade rosters.

How to View My Schedule and Class Roster(s)

- To view your teaching schedule, class rosters, etc., click the “My Schedule” link under Maritime Faculty Center.



- You can view your teaching schedule, which shows days and times of each class, location, and dates. You can also view your "weekly teaching schedule".

My Schedule

Fall 2012 | California Maritime Academy [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2012 > California Maritime Academy						
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENG 430-1 (1162)	NAVAL ARCHITECTURE (Lecture)	20	MoWeFr 10:00AM - 10:50AM	Technology Center (Room 104)	Aug 27, 2012- Dec 21, 2012
	ENG 430-2 (1163)	NAVAL ARCHITECTURE (Lecture)	27	MoWeFr 12:30PM - 1:20PM	Classroom Building (Room 103)	Aug 27, 2012- Dec 21, 2012
	ET 110-1 (1168)	INTRO TO ENGINEERING TECH (Lecture)	35	Tu 8:00AM - 8:50AM	Technology Center (Room 146)	Aug 27, 2012- Dec 21, 2012
	ET 110-2 (1412)	INTRO TO ENGINEERING TECH (Lecture)	35	We 8:00AM - 8:50AM	Classroom Building (Room 103)	Aug 27, 2012- Dec 21, 2012
	ET 344-1 (1178)	THERMODYNAMICS (Lecture)	40	MoWeFr 2:30PM - 3:20PM	Classroom Building (Room 201)	Aug 27, 2012- Dec 21, 2012

[View Weekly Teaching Schedule](#)

[Go to top](#)

- Click the Class Roster icon to view a list of students in each class.

My Schedule

Fall 2012 | California Maritime Academy

[change term](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster





Grade Roster



Learning Management

My Teaching Schedule > Fall 2012 > California Maritime Academy

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 ENG 430-1 (1162)	NAVAL ARCHITECTURE (Lecture)	20	MoWeFr 10:00AM - 10:50AM	Technology Center (Room 104)	Aug 27, 2012- Dec 21, 2012
 ENG 430-2 (1163)	NAVAL ARCHITECTURE (Lecture)	27	MoWeFr 12:30PM - 1:20PM	Classroom Building (Room 103)	Aug 27, 2012- Dec 21, 2012

Class Roster

Fall 2012 | Regular Academic Session | California Maritime A

▼ [ENG 430 - 1 \(1162\)](#)

[change class](#)

NAVAL ARCHITECTURE (Lecture)

Days and Times

MoWeFr 10:00AM-10:50AM

Room

Technology Center (Room 104)

- The roster will default to "enrolled" students, but if you click the Enrollment Status drop-down arrow you can view different categories of students, including dropped, waitlisted, or all students. More information on waitlists and their relation to permission numbers is provided in another section.

*Enrollment Status:

Enrollment Capacity: Enrolled: 40

Select	ID	Name	Grade Basis	Units
1			Graded	3.00
2			Graded	3.00

Downloading a Simple Excel Spreadsheet Roster

To download an Excel version of your roster, select the identified icon below.

Class Roster

Spring 2017 | Regular Academic Session | California Maritime Academy | Undergraduate

▼ BUS 165 - 2 (1502)			
BUSINESS DECISION ANALYSIS (Lecture)			
Days and Times	Room	Instructor	Dates
MoWe 12:30PM-1:45PM	Classroom Building (Room 103)	Tony Lewis	01/03/2017 - 04/20/2017

*Enrollment Status:

[Class Permissions](#)

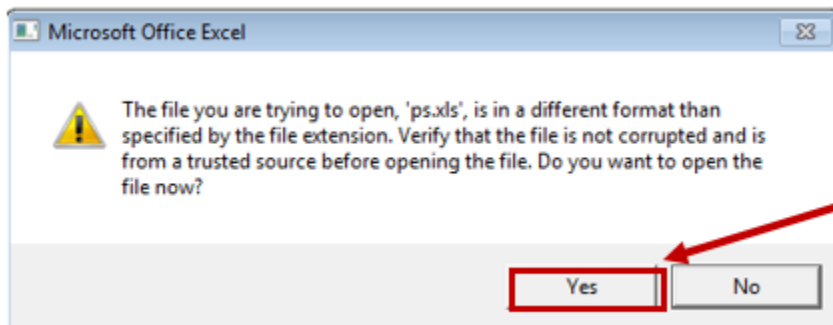
Enrollment Capacity: 31 Enrolled: 32

Enrolled Students Personalize Find  First 1-32 of 32 Last

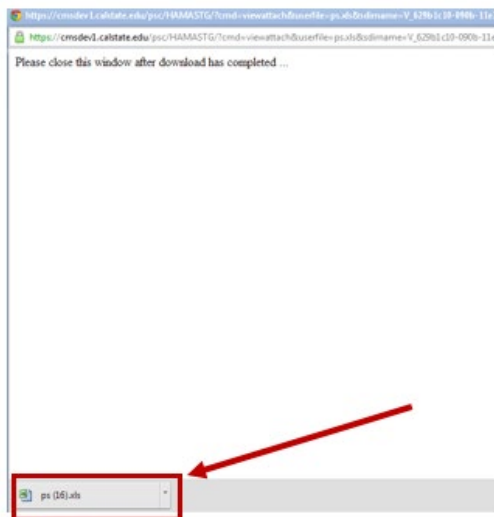
1. If you are using Internet Explorer, you may see the following message upon downloading the roster. You will want to click “yes” to the message in the pop-up window; then you will receive your excel spreadsheet.

If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File..."

Please close this window after download has completed ...

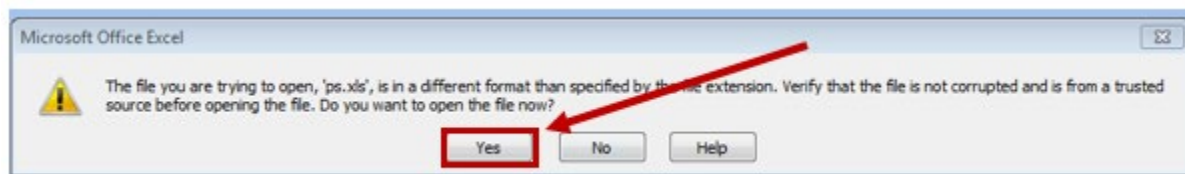
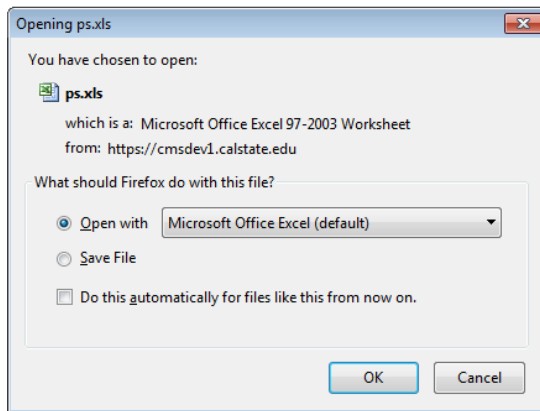


2. If you are using Google Chrome, you should receive a pop-up window shown below. You will have to click on the Excel icon at the bottom of the pop-up window.



3. If you are using Mozilla Firefox, you should receive a pop-up window shown below. Selecting the “OK” button will open Excel, prompting you to make sure you want to open the file. Select the “Yes” button to this prompt.

Please close this window after download has completed ...



Printing Class Roster with Student Photos

Printed class rosters can include student photos as well. Individual student photos can also be viewed on the student overview page in [The Passport](#). To print class rosters with photos:


- Go to the “My Schedule” screen, then select the Class Roster Icon next to the class you want to see:








Fall 2016 | California Maritime Academy [change term](#) [My Exam S](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend:  Class Roster  Grade Roster  Learning Management

My Teaching Schedule > Fall 2016 > California Maritime Academy



	Class	Class Title	Enrolled	Days & Times	View All 
	 DL 105-1 (1004)	MARINE SURVIVAL (Lecture)	36	Mo 10:00AM - 10:50AM	
	 DL 105-2 (1005)	MARINE SURVIVAL (Lecture)	34	Tu 2:00PM - 2:50PM	
	 DL 105-3 (1006)	MARINE SURVIVAL (Lecture)	17	Fr 2:30PM - 3:20PM	

- In the Class Roster screen, click on “Include photos in list”

DL 105 - 1 (1004) [change class](#)

MARINE SURVIVAL (Lecture)

Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Training Ship (Ericcson)	[REDACTED]	08/29/2016 - 12/24/2016

*Enrollment Status [Class Permissions](#)

Enrollment Capacity 34 Enrolled 36

Select display option: Link to Photos Include photos in list

Enrolled Students								Find View All [Grid Icon] [List Icon]	First [1] 1-36 of 36
	Notify	Photo	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Add Dt	
1	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Graded	1.00	Undergraduate - Marine Transportation	09/01/2016	
2	<input type="checkbox"/>		[REDACTED]	[REDACTED]	Graded	1.00	Undergraduate - Marine Transportation	06/07/2016	

- Once the photo shows, click on “View All” to show all students on roster

DL 105 - 1 (1004) [change class](#)

MARINE SURVIVAL (Lecture)

Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Training Ship (Ericcson)	[REDACTED]	08/29/2016 - 12/24/2016

*Enrollment Status

Enrollment Capacity 34 Enrolled 36

Select display option: Link to Photos Include photos in list

Find | View 1 First [1] 1-36 of 36 Last

Notify

	ID	[REDACTED]
	Name	[REDACTED]
	Grade Basis	Graded
	Units Taken	1.00
	Program & Plan	Undergraduate - Marine Transportation
	Level	Freshman
	Status	Enrolled Status Note

- To Print Class Roster with pictures, please take the steps below for different browsers.
 - Chrome:
 - Select all content on the page by using keyboard shortcut “Ctrl + A”,

Class Roster

[View FERPA Statement](#)

Fall 2016 | Regular Academic Session | California Maritime Academy | Undergraduate

<input checked="" type="checkbox"/> DL 105 - 1 (1004) change class			
MARINE SURVIVAL (Lecture)			
Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Training Ship (Ericcson)		08/29/2016 - 12/24/2016

*Enrollment Status

Enrollment Capacity 34 36

Select display option: Link to Photos Include photos in list

Find | View 1 | First | 1-36 of 36

Notify



ID

Name

Grade Basis

Units Taken

Graded

1.00

Program & Plan

Undergraduate - Marine Transportation

- To initiate print by using keyboard shortcut “Ctrl + P” or right click on the highlighted text and select Print

<input checked="" type="checkbox"/> DL 105 - 1 (1004) change class			
MARINE SURVIVAL (Lecture)			
Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM			

*Enrollment Status

Enrollment Capacity 34 36

Select display option: Link to Photos Include photos in list

Find | View 1 | First | 1-36 of 36 | Last

Notify

Copy Ctrl+C

Search Bing for Faculty Center...

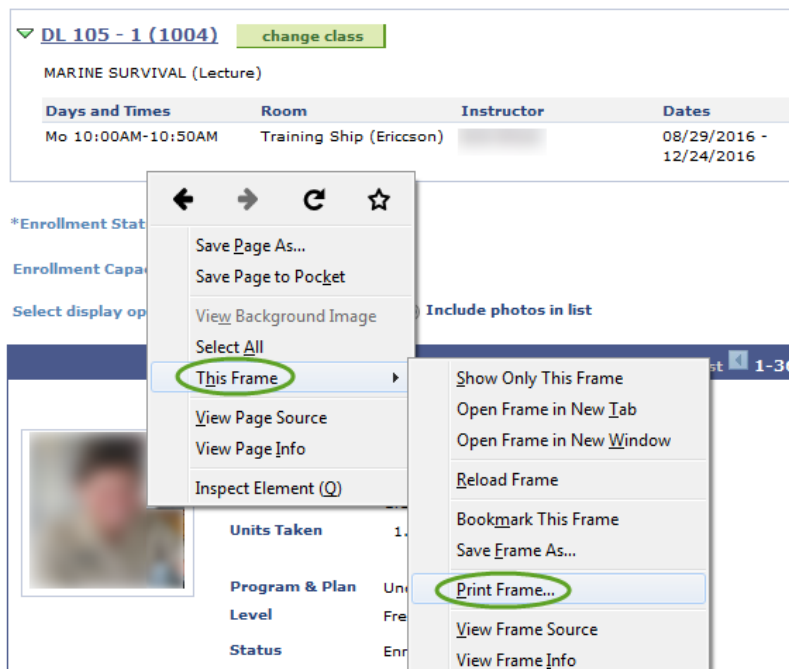
Print... Ctrl+P

Remove Overlay

Inspect Ctrl+Shift+I

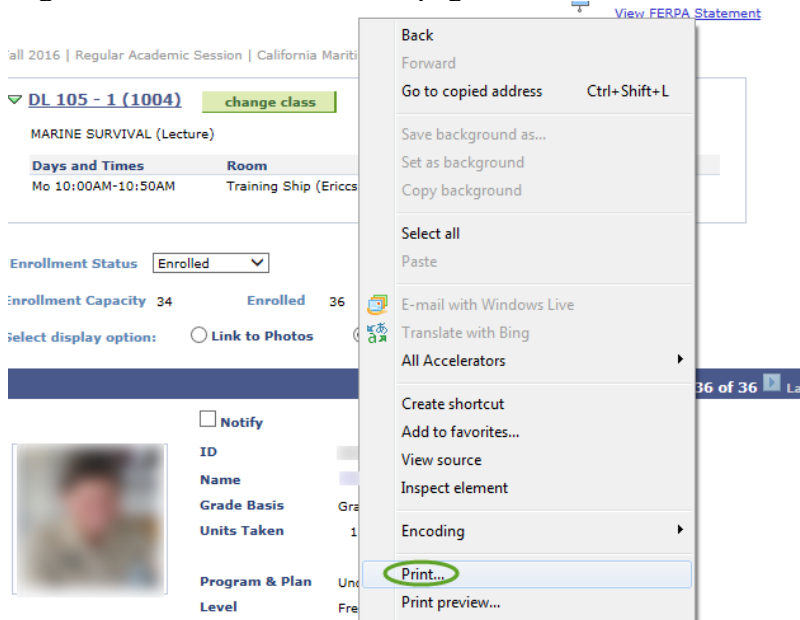
○ Firefox:

- Right click in a blank area on the page > select “This Frame” > select “Print Frame...”



○ **Internet Explorer:**

- Right click in blank area on the page > Select “Print”



Faculty Use of Waitlists and Permission Numbers

Waitlists may be used as tools to determine who may add the course if space is available. Talk with your department chair to determine the student population and who is to be given priority for entry into the class, and when a class may be over enrolled.

After classes have begun, students add classes by Permission Number up until the add/drop deadline – see also [Course Registration – Adding and Dropping of Courses](#) for more details.

- Permission numbers may be accessed through your class schedule: Faculty Center > My Schedule.
- Click on the Class Permissions link and the number symbol next to the class name, to view the available permission numbers for your course.

- Permission numbers may also be accessed from the class roster:

Faculty Center

My Schedule

Fall 2013 | California Maritime Academy [change term](#) [My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > Fall 2013 > California Maritime Academy

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
GOV 200-1 (1454)	AMERICAN GOVERNMENT (Lecture)	37	MoWeFr 9:00AM - 9:50AM	Technology Center (Room 146)	Aug 29, 2013- Dec 19, 2013

Or

Class Roster

[View FERPA Statement](#)

Summer 2017 | Regular Academic Session | California Maritime Academy | Undergraduate

BUS 300 - 1 (1039) [change class](#)

INTERNATIONAL BUSINESS (Lecture)

Days and Times	Room	Instructor	Dates
TBA	On-Line Course	Peggy Solveson	05/15/2017 - 08/19/2017

*Enrollment Status

[Class Permissions](#)

Enrollment Capacity 40 Enrolled 11

- Please note: permission numbers will show a status of “Not Used” until a student has used the permission number to enroll in class in PeopleSoft. You may also notice that a student will show a status of dropped if they drop after using a permission number.
- An Excel spreadsheet of the available permission numbers may be downloaded by selecting the spreadsheet icon (noted in below screenshot).
- Please be aware that permission numbers expire and cannot be used after their expiration date.
- Permission numbers are course section specific and have a one-time use only.
- Make sure and use permission numbers that are “current” and have not “expired” when you issue them.
- Contact the Office of the Registrar (registrar@csum.edu) if you need additional permission numbers.

Class Permission Numbers

HIS 101 - 1 (1653) U. S. HISTORY (FROM 1877) (Lecture)

Fall 2013 | Regular Academic Session | California Maritime Academy | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM-10:45AM	Classroom Building (Room 202)	Nomi Malone	08/29/2013 - 12/19/2013

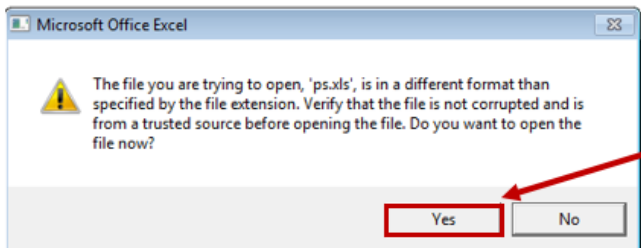
The campus should place information in this message that is relevant to helping users understand the data that is shown in the Class Permissions Grid. (30500,3)

Class Permission Numbers							
Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1	204412	Dropped	A	09/12/2013	08/12/2013	002797228	
2	360711	Used	A	09/12/2013	08/12/2013	002100584	
3	125914	Not Used	A	09/12/2013			
4	412860	Not Used	A	09/12/2013			
5	143550	Not Used	A	09/12/2013			
6	202005	Not Used	A	09/12/2013			
7	510570	Not Used	A	09/12/2013			
8	376608	Not Used	A	09/12/2013			
9	360855	Not Used	A	09/12/2013			
10	388620	Not Used	A	09/12/2013			

- If you are using Internet Explorer, you may see the following message when downloading the list of permission numbers. You will want to click “Yes” to the message in the pop-up window to access your Excel spreadsheet.

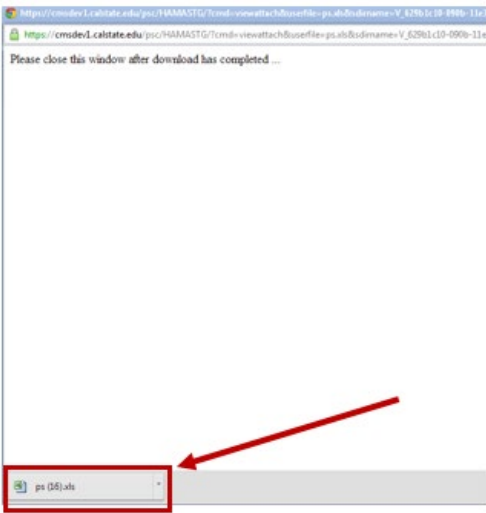
If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting "Download File..."

Please close this window after download has completed ...



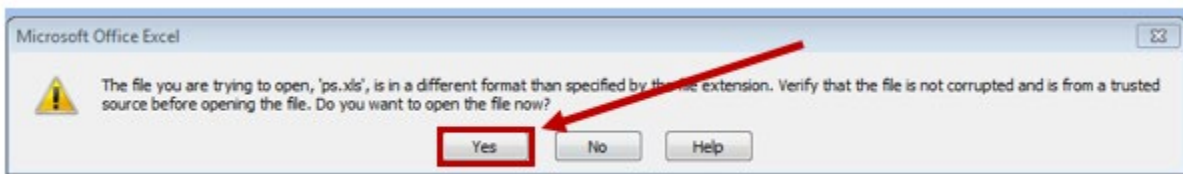
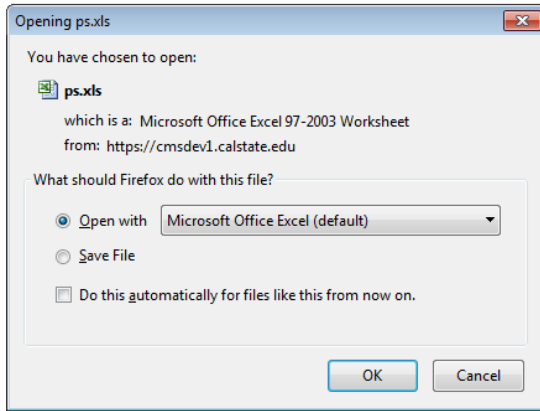
	A	B	C	D	E	F	G	H
1	Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
2	1	136914	Not Used	A	9/12/2013			
3	2	271323	Not Used	A	9/12/2013			
4	3	186240	Not Used	A	9/12/2013			
5	4	396060	Not Used	A	9/12/2013			
6	5	531342	Not Used	A	9/12/2013			
7	6	314115	Not Used	A	9/12/2013			
8	7	440682	Not Used	A	9/12/2013			
9	8	372870	Not Used	A	9/12/2013			
10	9	390057	Not Used	A	9/12/2013			
11	10	511548	Not Used	A	9/12/2013			

- If you are using Google Chrome, you should receive a pop-up window shown below. You will have to click on the Excel icon at the bottom of the pop-up window.



- If you are using Mozilla Firefox, you will receive the pop-up window shown below. Selecting the “OK” button will open Excel, which will prompt you to confirm you want to open the file. Select the “Yes” button.

Please close this window after download has completed ...



How to email my students

- From your class roster in Peoplesoft, if you wish to email a student or students, you have three options:
 - To email an individual student, select their hyperlinked name.
 - To email a select group of students, use the check box in front of their name to “select” them, and use the “notify selected students” button at the bottom of the page.
 - To email all the students on the class roster, use the “notify all students” button at the bottom of the page.

18	<input type="checkbox"/>		Graded	3.00	Undergraduate - Marine Engineering Technology
19	<input type="checkbox"/>		Graded	3.00	Undergraduate - Marine Engineering Technology
20	<input type="checkbox"/>		Graded	3.00	Undergraduate - Marine Engineering Technology

[Select All](#) [Clear All](#)

[notify selected students](#) [notify all students](#)

- Emails will be sent to the student’s Cal Maritime email. Make sure and complete the subject line.
- Emails can also be sent to class rosters through [The Passport](#).

How to Enter Final Grades

Grade Rosters are generated by the Office of the Registrar during the final weeks of the term. If you are teaching a course which is condensed, or in any other modality that requires less than the full 15 weeks of the term and need a grade roster sooner than finals week, contact the Office of the Registrar at registrar@csum.edu.

The [Academic Calendar](#) is updated annually and will reflect when final grades are due each term.

When Grade Rosters have been generated, you can access the Grade Roster in two ways:

- From the Faculty Center: click on the Grade Roster icon for individual classes

faculty center [advisement](#) [class search](#)

Faculty Center

Spring 2008 | TheCalifornia Maritime Academy [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#) [Learning Management System](#)

My Teaching Schedule > Spring 2008 > TheCalifornia Maritime Academy

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
DL 240L-7 LAB 1310	GMDSS LAB (Laboratory)	13	Fr 7:50AM - 9:40AM	Technology Center (Room 101)	Jan 7, 2008- Apr 23, 2008
DL 320-01 LEC 1133	INTRO TO BRIDGE SIMULATOR (Lecture)	5	Mo 7:50AM - 11:40AM	Technology Center (Room 143)	Jan 7, 2008- Feb 25, 2008
DL 320-02 LEC 1134	INTRO TO BRIDGE SIMULATOR (Lecture)	5	Th 10:50AM - 11:40AM	Classroom Building (Room 101)	Jan 7, 2008- Feb 25, 2008
DL 320-02 LEC 1134	INTRO TO BRIDGE SIMULATOR (Lecture)	5	Mo 12:30PM - 4:20PM	Technology Center (Room 143)	Jan 7, 2008- Feb 25, 2008

- From the Class Roster, click on “Grade Roster” tab at the top right, or the Grade Roster link from the very bottom of the page.

Faculty Center [Advisor Center](#) [Search](#)

[my schedule](#) [class roster](#) [grade roster](#)

Class Roster

Select All Clear All

▼ <- add this grade to selected students

If your class has earned mostly the same grade, you can use the Select All at the bottom left of the roster, then use the pull-down menu to assign the same grade for all students. You can then alter students with a different grade individually.

Alternately, you can individually select students and assign a particular grade. You must then Clear All before selecting your next set of students to assign a different grade.

Grades can also be assigned on a one-by-one basis using the Roster Grade pull-down menu to enter the appropriate grade:

Grade Roster [View FERPA Statement](#)

DL 240L - 7 **GMDSS LAB**

Laboratory (1310)

Spring 2008 | Regular Academic Session | TheCalifornia Maritime Academy | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Fr 7:50AM - 9:40AM	Technology Center (Room 101)	William Schmid	1/7/2008 - 4/23/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

A ▼ <- add this grade to all students

ID	Name	Roster Grade	Official Grade	Academic Program	Grading Basis
1	[blurred]	▼		UGRD	Graded
2	[blurred]	▼		UGRD	Graded
3	[blurred]	▼		UGRD	Graded

Note: The Official Grade field remains empty until the Student Records Office has posted all final grades.

Name	Roster Grade	Official Grade	Academic Program	Grading Basis
[blurred]	A ▼		UGRD	Graded
[blurred]	A ▼		UGRD	Graded
[blurred]	A ▼		UGRD	Graded

If you are interrupted before entering all grades, click "Save." You can return later to finish grading.

RETURN SAVE

After all grades are entered and reviewed, and you are ready for them to be posted to student's record, change the approval status to "Approved".

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> ▼ <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Approved"/> ▼ <input type="button" value="save"/>
--	--

Student Grade							
	ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis	
<input type="checkbox"/>	1		A-		Undergraduate	Graded	
<input type="checkbox"/>	2		B+		Undergraduate	Graded	
<input type="checkbox"/>	3		C		Undergraduate	Graded	
<input type="checkbox"/>	4		A-		Undergraduate	Graded	

Click "Save." You will see this message:

Message

You have successfully completed Grading for this class (30500,1)

The grades for this class have been submitted to the Student Records Office, which will post the grades. Once grades are posted, all changes require a Change of Grade form. Please call the Student Records Office at 707.654.1200 with any questions.

Click "OK" and then "Return".



All grades can be edited until the grades are "posted" by the Office of the Registrar. To change a grade, go to the grade roster action, change the status to "not reviewed" and you may now change a grade.

Once grades have been set to Approved, a nightly batch process in the Office of the Registrar will "Post" the grades. Grades may post more frequently towards the end of finals week.

To change a grade after the roster has been posted, a Change of Grade Form will need to be obtained from the Office of the Registrar. Please email registrar@csum.edu to receive the form, as forms are not available online.

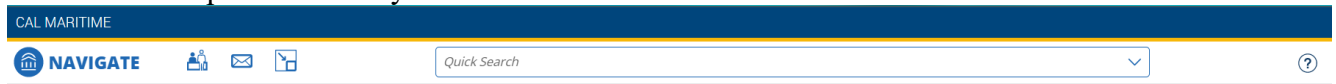
FERPA – Permission to talk with a Parent, Spouse, or Named Other

The Family Educational Rights and Privacy Act of 1974 (FERPA) and CSU Maritime Academy protects the privacy of student educational records and generally limits access to the information contained in those records by third parties, including parents and relatives of the student.

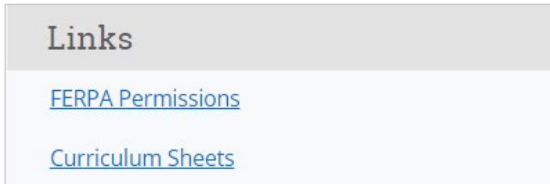
Students may choose to grant Cal Maritime permission to disclose educational records to certain individuals in accordance with FERPA and University policy by completing an "Authorization to Release Information" in their PeopleSoft Student Systems > Student Center.

To view if a student has given permission for their records to be accessed by a named person, log into [The Passport](#):

- Once logged into The Passport, search the student you are looking for by clicking the “quick search” bar at the top and search by student name



- Once on the student’s profile, scroll down to the “Links” section on the lower right side of the screen. Select the “FERPA Permissions” link.



- You will be redirected to the “Authorization to Release Info” page in PeopleSoft. Be sure that the correct student is reflected before confirming FERPA permission.
- If the release does not list any names, the student has not given permission for their information to be released to any individual and information cannot be shared.



- As academic faculty, it is expected that you will only be speaking, when permission is granted, about academic matters specifically listed (i.e., grades, resources, attendance, etc.). Please ask the individual you speak with to confirm their access code listed on the release page. This ensures you are speaking with the right person. Please contact your Department Chair, Academic Dean, University Advisor (advisor@csum.edu) or the Office of the Registrar (registrar@csum.edu) if you have any questions.

Grades

Grade Definitions

Cal Maritime’s grade definitions and explanations can be found under the [AA 03-002 Grading System policy](#):

Letter Scale Definition:

A+, A, A-	Performance has been of the highest level showing sustained course requirements.
B+, B, B-	Performance has been good.
C+, C, C-	Performance has been adequate, satisfactorily meeting the course requirements.
D+, D, D-	Performance has been less than satisfactory.
F	Performance has been poor, such that course requirements have not been met.
CR	A credit grade equates to a grade of “C” or better (See section B: Grade Explanations); also used for transfer courses.
NC	No credit grade equates to a grade below C-, (See section B: Grade Explanations).
I	Incomplete. Course must be completed by sixth week of the following semester (may be extended in extraordinary cases).
IC	Incomplete Charged. Counts as a failing grade for grade point average computation.
RD	Report Delayed.
RP	Report in Progress

W	Withdrawal after add/drop (after Census, only for serious and compelling reasons).
WU	Withdrawal Unauthorized. Counts as a failing grade for grade point average computation.

Courses are assigned to the following categories:

- Graded, CR/NC or ABC/NC
 - ABC/NC means grades of A, B, or C may be given in any of their permutations (A-, B-, C-). If a student does not earn the minimum of a C- they will receive an NC.
 - Students may request to audit a course or take a graded course as CR/NC if they are not using the course to meet their degree requirements.
 - Courses must be taken and passed in their defined pattern (i.e., A, B, C, CR, NC, etc.) stipulated by the catalog to meet degree requirements.

Minimum Grades Needed for Courses

The minimum grade a student must earn in a course depends on several factors:

- For most courses a “D” grade is passing and meets the requirements of the degree.
- Math courses which are a pre-requisite to another math class require a minimum grade of a C- in the pre-requisite course.
- STCW courses must be passed with a minimum grade of a C-. However, a grade of “D” in a STCW course is sufficient to meet the pre-requisite requirement to take the follow-on course (and the student will still need to repeat the course).
- The golden four courses (Areas A1, A2, A3, B4) must be passed with a minimum grade of a C-.
- The graduate writing course must be passed with a minimum grade of C-.

Incomplete Grade Contract

An Incomplete (I) grade can be issued to a student whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances beyond the student’s control, has been unable to complete a portion of the coursework. In no case should the grade of “I” be recorded for a student who has not completed the majority of the work in the course. The student must request the Incomplete (I) grade from faculty before final grades are posted. Incomplete grades are not guaranteed; it is up to the instructor whether they will grant an “I” grade or not.

- Instructions for entering an Incomplete Grade in PeopleSoft are located on the Office of the Registrar website under [Faculty Academic Resources](#).
- The incomplete grade must be submitted in the PeopleSoft Final Grade Roster on or before the final grade submission deadline (see the [Academic Calendar](#) for deadline).
- It is the student’s responsibility to submit completed final work to the faculty based on the remaining requirements outlined in the contract by the due date. If the student is not enrolled in the proceeding semester, they are still responsible for the work due to the faculty by the deadline.
- If the remaining work for the course, as defined in the contract, is not completed the grade will automatically convert to an “IC”. The value of an “IC” grade is equivalent to an “F” grade and is calculated as such in the GPA calculation.
- It is the responsibility of the faculty to submit a final grade promptly to the Office of the Registrar when the student completes the conditions of their Incomplete Grade Contract. Faculty should request a Change of Grade form from the Office of the Registrar (registrar@csu.edu) to update the “I” grade.
- Students are not permitted to re-register for the course while an “I” is recorded for a prior term.
- If the student registers for the post-requisite of the course under contract, and the incomplete course is not passed, the student may be required to withdraw from the post-requisite course.

Change of Grade

To change a grade after it has been posted, please request a change of grade form from the Office of the Registrar (email registrar@csu.edu). This form is not available on the website.

Grade Appeals

A student may request a change of grade if they feel there is an issue with the posted grade. Please refer to the [AA 03-020 Student Originated Request for Change of Grade policy](#) for more details.

Course Registration – Adding and Dropping of Courses

Cal Maritime is unique among the CSU campuses in that it provides a four-year “Curriculum Roadmap” for each of its majors. Each student should have the expectation that upon completion of appropriate coursework each semester, the student will be able to enroll in prescribed courses in the succeeding semesters and complete their coursework within the 4-year track provided.

If a student fails, withdraws, does not enroll, or misses a prescribed course for any reason, the student may not be able to complete follow-up courses and may extend their time to degree. Please note - not all courses are offered every semester, and courses to be repeated cannot be scheduled to avoid conflicts with current required courses. Additionally, due to classroom and faculty availability, certain courses such as labs and simulators are scheduled to accommodate “on track” students, and space may be limited for students taking courses early or late according to their roadmap.

Certain courses may be available only to a specific group of students (i.e., class of 2021, 2022, 2023, etc.) or a specific major (ME, MT, etc.). Students not meeting the prescribed “class requisite” (determined by the Chair of the department) will not be able to enroll in the course until after the “class of” requisite is removed. If the class requisite is not removed, students will need to submit a [waiver of pre-requisite/co-requisite](#) electronic form during the add/drop period.

Adding and Dropping Courses during Appointments and Open Enrollment

The Office of the Registrar will offer a registration period each term in which students will have the opportunity to register for the next term’s courses. A limited number of students have Priority Registration (i.e., students working with Accessibility and Disability Services, NAIA athletes, etc.) and will be able to register ahead of all students. Registration appointments then proceed each day with those having senior academic standing, followed by juniors, sophomores, and freshmen.

- Senior standing: 90 or more completed units
- Junior standing: 60 – 89.9 completed units
- Sophomore standing: 30 – 59.9 completed units
- Freshman standing: less than 30 completed units

After each group of students has had their initial appointment, they remain in an open enrollment period and can continue to adjust their schedule: adding and dropping courses as requisites are lifted/changed, sections are added, or seats become available. The [Office of the Registrar](#) website will list when class requisites are scheduled to be lifted.

Summer term registration occurs during the spring term (usually in January, February or March of each year).

New incoming students are block registered by the Office of the Registrar prior to fall term according to their curriculum sheet (usually in late June/July/early August).

Adding and Dropping Courses during Add/Drop

The first two weeks of each term is called the Add/Drop period. See the [Academic Calendar](#) for specific dates.

- Students may drop courses through their PeopleSoft self-service portal.
- Students may add courses to their schedules through the PeopleSoft self-service portal utilizing Permission Numbers.
 - See [Permission Numbers](#)

Adding and Withdrawing Courses After Add/Drop and before Census

After the end of Add/Drop and by Census (20th day of instruction, see the [Academic Calendar](#) for dates), students may petition to late add or withdraw classes from their schedules.

Petition to Late Add a Course

After Add/Drop a student may petition to late add a course until census by submitting the [Petition to Late Add after the Add/Drop Deadline](#). A permission number is required for students to submit this request. Courses cannot be added to a student's schedule after Census.

Petition to Withdraw Course(s)

Students may not withdraw from classes after Census unless they have serious and compelling reasons. Students must complete a [Petition to Withdraw](#) and potentially provide evidence for their reason.

Withdrawal from all Courses

A student may petition to withdraw or take a leave of absence from all courses after Census for serious and compelling reasons. Students seeking to leave Cal Maritime through a leave of absence or withdrawal should contact a University Advisor (advisor@sum.edu) for guidance.

If a student has financial aid, withdrawing from all courses may have a financial impact. Students are encouraged to contact the [Financial Aid Office](#) for advisement prior to withdrawing from courses.

Instructor Initiated Drop from Course - Withdrawal Unauthorized (WU) Grade

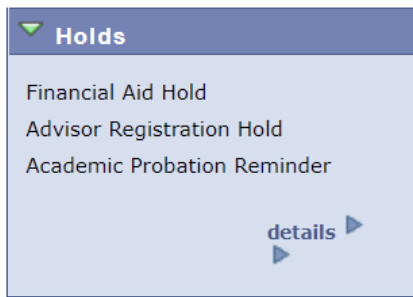
A grade of "WU" (equivalent to an "F" grade for cumulative grade point average computation) will be assigned to a student who is enrolled after add/drop and does not officially withdraw and fails to complete the course or has a significant number of class absences after the second week. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit, use of the symbol "WU" is inappropriate and "NC" should be used instead. It is the student's responsibility to officially withdraw from a course in which he/she is registered but has never attended or has stopped attending.

An instructor who wishes to drop a student who has not attended, has not turned in sufficient work to determine an earned grade, or has violated a term of the syllabus (e.g., excessive absences) may initiate a [Withdrawal Unauthorized form](#). Completed forms should be submitted to the Office of the Registrar (registrar@sum.edu) for processing.

Registration Issues

Holds and Reminders

There can be several reasons a student may be unable to register for a class. A common reason is a hold on that student's account that prevents registration. The student should log into their account to view any holds that are in place. Students can click on these holds to view details on how to have the hold lifted. There is common confusion between *holds* and *reminders* since they are listed in the same area of the PeopleSoft Student Services Center:



- A hold may prevent a student from registering for courses.
- A reminder is for informational purposes only and does not prevent a student from registering for courses.

Common Holds and Reminders:

Note: FAH/SAP holds do not block registration.

Service Ind. Code	Reason Code:	Service Ind. Code Long Description	Details:
ACH	OWES	Accounting Hold	You have an outstanding obligation with the Accounting department. Please see that department to clear up your hold.
ADV	<u>OWES</u>	Advisor Registration Hold	In order for this Advisor Registration Hold to be removed, please see your Academic Advisor in advance of your upcoming Enrollment Appointment. You will not be allowed to register for the upcoming semester until your advisor has removed this hold.
COH	OWES	Commandant's Office Hold	You have an outstanding obligation with the Commandant's Office. Please see that department to clear up your hold.
EMR	WARN	Emergency Contact Reminder	THIS IS NOT A HOLD; ONLY A REMINDER! All students should have at least one emergency contact on file, including phone numbers and address. Please remember to add and/or update this information by navigating to Self-Service > Campus Personal Information > Emergency Contacts. Additionally, be sure to update your own address, phone, and email information as it changes.
FAH	SAP	Financial Aid Hold	Failed Financial Aid Satisfactory Academic Progress Standard. Not eligible for Financial Aid disbursement. Awaiting results of Appeal Process.
HCH	IMMUN	Health Center Hold	You have not met the state-mandated immunization requirements to continue enrollment at Cal Maritime. Please contact the Student Health Center as soon as possible to find out how to clear this up. Their phone number is 707-654-1170.
HCH	HLTH	Health Center Hold	The Student Health Center has placed a hold on you. You must contact them as soon as possible to clear this up. Otherwise, depending on the specific hold, you will not be able to register for classes, or your admission/enrollment may be rescinded. Please contact the Student Health Center at 707-654-1170 as soon as possible.

Class Requisites

A student may not be able to register for a class due to a class requisite hold:

- Course Pre-requisite
- Course Co-requisite
- Class Of requisite (the class year they are scheduled to graduate)
 - Some Class Of requisites are lifted during the open registration period. Student can view the release dates of requisites on the [Office of the Registrar webpage](#).
- Students with these types of holds will need to fill out a [waiver of pre-requisite or co-requisite](#) during the add/drop period.

Frequent Registration Issues:

Students who are having difficulty adding a class often have one of the following issues:

- Student has a hold preventing registration – see [Holds and Reminders](#)
- Student was given an incorrect permission number for the section
- Student is trying to add a lecture/lab combination and one course does not have open seats (both courses must have open seats to ensure student meets the co-requisite requirement)
- Student is trying to add a lecture/lab combination and only has a permission number for one of them
- Student is trying to add a course without its co-requisite in the shopping cart at the same time
- Student is trying to overload (all students must request permission to enroll in more than 20 units by filling out an [Overload/Underload Request form](#))

Academic Awards and Honors

Cal Maritime recognizes matriculating students who have demonstrated academic excellence through the following programs:

President's List:

The President's List is published at the end of every fall and spring semester to honor students who have earned the highest academic achievement. The student must meet the following criteria:

- have a minimum semester GPA of 3.75
- have no grade lower than a C
- have a minimum of 12 graded units (excluding CR grades)
- have no incomplete grades

Dean's List:

The Dean's List is published at the end of every fall and spring semester to honor students who have excelled academically. The student must meet the following criteria:

- have a minimum semester GPA of 3.25
- have no grade lower than a C
- have a minimum of 12 graded units (excluding CR grades)
- have no incomplete grades

Honors:

At commencement, Cal Maritime recognizes academically outstanding students who are receiving baccalaureate degrees with the distinction of academic honors. Each honor is based on all academic degree work completed at Cal Maritime and indicates a high level of scholastic achievement:

- cum laude, 3.25-3.49 GPA
- magna cum laude, 3.50-3.74 GPA
- summa cum laude, 3.75-4.00 GPA

Honor Societies

Business Administration

Membership in Sigma Beta Delta is by invitation only. The requirements for membership in Sigma Beta Delta as specified in their Board of Directors Policy Manual are: Junior or Senior standing and rank in the upper 20% of their class at the time of invitation to membership. Transfer students must complete at least one term of work at Cal Maritime before they are inducted, provided their overall record in the judgment of the collegiate chapter, is of Sigma Beta Delta caliber.

Engineering Technology

Students who achieve a GPA in the upper 25% of their class for three or more consecutive semesters are awarded membership in the Engineering Technology national honor society, TAU ALPHA PI.

Mechanical Engineering

PI TAU SIGMA members are chosen on a basis of sound engineering ability, scholarship, personality, and probable future success in their chosen field of Mechanical Engineering. There are minimum GPA requirements and a requirement to be in the top 35% of their class for seniors and top 25% for Juniors, set by the PTS Constitution.

Academic Calendar

The [Academic Calendar](#) is updated annually and can be referenced for specific deadlines, such as:

- First Day of Instruction
- Last Day of Add/Drop
- Census Date
- Last Day of Instruction
- Final Exam Period

Please note that the Academic Calendar is different than the faculty work calendar.

Academic Materials

How Long Do I Keep Exams, Final Projects, Etc.?

It is strongly recommended to keep all exams, final projects, and any major grade impacting assignments for at least one year (AACRAO best practice recommendation).

What Course Materials Need to be Kept for Audits?

ABET (accreditor for Engineering degrees)

A portfolio (electronic preferred) for every course in the program should be retained.

IACBE (accreditor for Business degrees)

Capstone projects and other course materials used for program assessment should be retained by the department for two years.

STCW Courses – Special Requirements

STCW portfolios are created and turned over to the major department each term. The portfolio has specific requirements for retention of materials. The Director of USCG Licensing and Department Chair can provide information and training.

PeopleSoft Tips and Tricks

Adding a Favorite in PeopleSoft

You can develop a “Favorites” menu in PeopleSoft so you can easily navigate to commonly used pages. “My Favorites” is the first item in the “Home” menu, on the far left. Once past home, you can also find “Favorites” on the top left of your screen.

When you are on the search page, or the landing page of an area that you use a great deal, add it to your favorites using the “Add to Favorites” link on the top right. Make sure all the data areas are cleared, or that information will be stored in your favorites as well. You can also “Edit Favorites” under the “Favorites” menu

to sort or delete pages from your Favorites menu.

PeopleSoft Term Codes

PeopleSoft identifies terms by the following coding:

- 2XXX – millennium
- X21X – last two digits of year – 2021
- XXX3 – semester code – 3 spring, 5 summer, 7 fall

Examples of terms:

- 2207 Fall 2020
- 2213 Spring 2021
- 2215 Summer 2021
- 2217 Fall 2021
- 2223 Spring 2022
- 2225 Summer 2022
- 2227 Fall 2022

PeopleSoft Course Catalog Search

All faculty and staff can search the course catalog through PeopleSoft Self Service: Main Menu > Self Service > Search > Class Search. Students also have this search function in their PeopleSoft Student Center.

Policies

Cal Maritime university policies can be found on the [Cal Maritime Policies webpage](#). Many of the academic policies that are used in reference to course registration are found under the “Academic Affairs” policy section.

Student Forms

Most of the forms that students need to submit when making changes to their program can be found under the Office of the Registrar’s [Student Forms and Resources](#) webpage.

When a student wants to late add a class, petition to overload, petition to withdraw from a course, or make various other changes, the forms they need are usually found on this site. There are several forms that have specific deadlines and will only be active during their open submission times.

Tip: If a student is trying to find the student forms page, instruct them to type student forms into the search bar.

Student Forms Library

- [Academic Requirements Report](#)
- [Advance In Class](#)
- [Authorization to Release Information](#)
- [Catalog Year - Change](#)
- [Commencement Participation Application](#)
- [Course Challenge](#)
- [Course Equivalency Request](#)
- [Course Substitution Request](#)
- [Double Major Application](#)
- [Drop for Summer Only Course](#)
- [Elective Course List](#)
- [Incomplete Grade Information](#)
- [Independent or Individual Study](#)
- [Graduation Matriculation Form](#)
- [Overload/Underload Request](#)
- [Major Change Request Form](#)
- [Minor Declaration Form](#)
- [Petition for Exception - Undergraduate Course Repeat Policy](#)
- [Withdrawal from a Course \(Not Accepted After Census\)](#)
- [Petition to Withdraw from Course After Census \(Serious and Compelling Reasons\)](#)
- [Petition to Late Add after the Add/Drop Deadline](#)
- [Petition to Audit](#)
- [Request for Preferred Name Update](#)
- [Residence Reclassification](#)
- [Student Originated Request for Change of Grade](#)
- [Time Conflict Override Request \(available during the drop/add period\)](#)
- [University Leave of Absence Form](#)
- [University Withdrawal Form](#)
- [Yoter Registration Link](#)
- [Waiver of Pre-requisite/Co-requisite \(available during the drop/add period\)](#)

Transcripts

Active students may view their unofficial transcript through their PeopleSoft Student Center.

Official transcripts are processed through the National Student Clearinghouse (NSC). Students can access the [NSC website](#) directly or use the link embedded in the [Transcripts webpage](#).

Academic and Student Affairs Resources: Help your Students Utilize Available Resources

Behavior Intervention Team (BIT)

Cal Maritime's Student and Academic Affairs professional staff gather on an as-needed basis when a student is identified as needing assistance. If you are concerned for a student's well-being, please contact the Dean of Cadets with any concerns.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS), located in the Student Health Center, offers counseling, crisis intervention, consultation, mental health assessment, education, prevention, outreach, and linkage to community resources at no additional charge to Cal Maritime students. CAPS helps students experiencing a range of concerns including personal, academic, interpersonal/relationship, family, social, and other psychological difficulties.

Students can schedule an appointment by calling (707) 654-1170 or do so in person at the Student Health Center. Students may contact CAPS for consultation about concerns for a friend or peer as well. Consultation services are also available to faculty and staff who may have questions or concerns regarding students.

CAPS and Health Center Hours:

- Regular Hours - Monday to Friday 0830-1700 (closed for lunch 1300-1400)
- Walk-In Urgent Counseling (*no appointment needed*) – Monday to Friday 1400-1500

- After Hours Assistance – available after regular/walk-in hours and on weekends
 - call (707) 654-1170, ext. 1, to confidentially speak with a health professional about psychological, and medical, concerns. There is no additional charge for this service.

For more information about CAPS please click [here](#).

Progress Reports (Early Alert)

Progress reports is a system that provides support to struggling students. Instructors are asked to report current grades early in the term for any student that is not passing their class through the Progress Report feature in [The Passport](#). Directions can be found in The Passport instruction manual on the University Advisor webpage, under [Passport for Faculty and Staff](#). Students will then receive an auto-generated email alert for the at-risk class and outreach from staff offering resources and extra support.

Faculty Advisors (Program Advisors)

Every student is assigned a faculty program advisor who is responsible for meeting with students and confirming they have a clear academic plan. Each term an advisor registration hold is placed on all student accounts, which prevents registration until the hold is lifted by the faculty advisor. This allows faculty advisors to meet with and confirm that their students are planning to register for the courses that will keep them on track for graduation. Faculty advisors are also the experts in the student's chosen program.

Red Folder: Helping Students in Distress

The [Red Folder](#) is an electronic reference guide that contains safety tips and contact information for a wide variety of emergency campus resources to immediately help students in distress. It also provides guidance on responding to incidents in which a student might be a danger to themselves or to others. The Red Folder was developed by a CSU system wide workgroup consisting of Counseling and Psychological Services (CAPS) directors, counselors, student conduct administrators and health educators.

Resources

Educational Opportunity Program (EOP)

Established at Cal Maritime in 2015, the Educational Opportunity Program provides academic, social, and financial support to students from low-income and historically disadvantaged backgrounds. Academic support services offered to EOP students include access to tutors, study skills workshops, and assistance for students in meeting their academic needs.

EOP staff works closely with EOP students to monitor their progress and provide holistic support, and may reach out to faculty members with concerns about participants' class attendance, performance, advising needs, etc. Faculty members are encouraged to contact EOP staff as questions arise about EOP students. Many EOP students face additional barriers to success such as working while in school, family responsibilities, insufficient secondary preparation, etc. A conversation between an EOP staff member and a faculty member can help clarify obstacles to success and facilitate a pathway for that student. For more information, please click [here](#).

Tutoring Services

Accessible academic support is offered free of cost to students. Students can make appointments with a tutor by subject through [The Passport](#). Tutoring is designed to assist students in becoming independent learners. Tutoring support is available in most subject areas, including math, writing, science, foreign language, and major-specific coursework. Tutoring Services welcomes feedback, input, referrals, and communication from faculty members regarding course needs. For more information and tutoring schedules, click [here](#).

Supplemental Instruction (SI)

The Supplemental Instruction (SI) program provides additional support through trained peer facilitators in traditionally difficult courses every semester.

Community Engagement & Service-Learning

Community engagement and service-learning have existed within the CSU from the time that the first campus opened in 1857. Through community engagement and reflective activities, students enhance their understanding of course content and develop their civic responsibility, self-awareness, and leadership skills. Courses with embedded service-learning teach real world application of classroom theory and build a sense of community and shared values. The Community Engagement Coordinator works with faculty members on the development and execution of service-learning curricula. For more information, click [here](#).

Accessibility and Disability Services Office (DSO)

The [Office of Accessibility & Disability Services](#) is committed to supporting the academic success of Cal Maritime's students with disabilities. They provide support services and serve as an informational resource to individual students with disabilities and to the entire campus community.

Information for faculty can be found [here](#), including:

- Role of Accessibility and Disability Services
- Diagnosis and Documentation
- Evaluation of Students with Disabilities and Undergraduate Admissions
- Typical Reasonable Accommodations and How They Are Determined
- Faculty Responsibilities for Providing Accommodations
- FAQ's from Faculty

Library

Study Space and Equipment: The library is open seven days a week with a variety of spaces for quiet study and group work. Hours are extended during the last week of classes and finals week. The library provides desktop and laptop computers, wireless printing, cameras, headphones, mobile white boards, and calculators for student use. Most equipment may be borrowed for short loan periods outside the library building.

Reserve Textbooks: The library collaborates with faculty to provide copies of required texts for short-term loan to students. Some books must remain in the Library when used.

Research Assistance: Students are encouraged to consult with librarians to get help with their research projects. Librarians are available in-person on a drop-in or appointment basis, or by email or phone. Librarians can help students with developing and focusing on research topics, navigating databases, evaluating open web sources, and citing sources. Librarians also create class-specific and project-specific online research guides upon request. For more information, click [here](#).

Student Conduct

Admission to a campus of the California State University (CSU) carries with it the assumption of a sense of responsibility for the welfare of the community. Also assumed are obligations on the part of each individual to respect the rights of others and to protect the Academy as a forum for the free expression of ideas. Therefore, conduct, which violates CSU and/or Cal Maritime policy, is considered a detriment to the learning environment and the members of the Academy.

For information about the Discipline Standards and Procedures for students at Cal Maritime, refer to the appropriate sections in the [Student Handbook](#) for Cal Maritime.

Student Health Services

All students (excluding Open University) have paid SHC fees and are eligible to use Student Health Services at no additional fee. Hours, contact information, and types of services can be found [here](#).

University Advisors

University Advisors support all Cal Maritime undergraduate students by helping them navigate university requirements, policies, and resources to achieve their academic goals. Areas of focus include:

- Developing a plan to complete all university requirements for graduation based on each student's individual situation and goals.
- Coaching college skills: goal setting, time management, staying motivated, etc.
- Informing students about all campus resources and services.
- Partnering with Faculty Advisors for academic and major course advisement.
- Collaborate with campus departments to provide students with appropriate support:
 - School Deans
 - Dean of Cadets
 - Academic Department Chairs
 - Course Instructors
 - Admission Office
 - Career Services
 - Commandants Office
 - Counseling and Psychological Services(CAPS)
 - Accessibility and Disability Services Office (DSO)
 - Housing and Residence Life
 - Office of the Registrar
 - Student Affairs
 - Student Health Services
 - Financial Aid

University Advisors are responsible for academically advising students, focusing predominantly on at-risk students. Students who are on academic and administrative academic probation are required to meet with a University Advisor throughout the term of probation to review their academic progress.

- Academic probation refers to a student who's cumulative, campus, major, and/or two terms' GPA is below a 2.0.
- Administrative Academic Probation most commonly refers to a student who has exceeded their 16 unit repeat limit.

Additional resources for students and faculty can be found on the [University Advising webpage](#) (i.e. time management tools, motivation advice, studying guidance, etc).

If you have a student who is not on probation but is at-risk and could use additional academic support, please contact a University Advisor at advisor@csum.edu.

Brightspace

Brightspace is the learning management system used to organize course syllabi, documents, facilitate quizzes, accept assignment submissions, and allow students to track their learning and grades.

Faculty can login to Brightspace at <https://csum.brightspace.com>. Please contact infotech@csum.edu for support with Brightspace.

Faculty Program Advisors

How do I become a Faculty Program Advisor?

Full time faculty serve as faculty advisors and are normally assigned incoming students during their first year as an instructor. Within departments, there is an attempt to keep a balance of students between all the faculty advisors. Students may request to change advisors by sending an email to their Academic Chair.

Key Advising Resources

The Passport

[The Passport](#) gives advisors and faculty the ability to look at a dashboard that quickly and succinctly summarizes a student's progress and helps to identify areas that need focus for academic success. Key benefits of the platform include:

- Easily set up student appointments and office hours
- Get a quick overview of students' progress and records
- Alert support departments when a student needs help
- Stay up to date on students with notes
- Verify FERPA information
- Submit progress reports (early alerts)
- Confirm a student's tutoring activity

For questions and training regarding this system, please view the [instruction manual](#) or email advisor@csu.edu to reach a University Advisor.

Curriculum Roadmaps

Every cohort is given a curriculum roadmap when they enroll at Cal Maritime. This roadmap outlines their four-year course plan. Curriculum roadmaps can be found [here](#).

The roadmaps are essential for keeping a student on track toward earning their degree. Due to prerequisites, co-requisites, and the limited number of certain course offerings, students are directed to follow their roadmap when registering for courses. Many courses are offered only once a year, and even if a course is offered more than once a year, the course may be reserved for a specific cohort.

Elective and GE Breadth Map

Students must satisfy a variety of General Education and CSU requirements as part of their overall education. Students, depending on major, must also satisfy elective areas within their course of study. In some cases, a particular course will be prescribed by their Curriculum Roadmap. In these instances, students must take the specifically named course. In other areas, students will have the opportunity to choose from multiple course offerings. A list of all courses and the areas they fulfill can be found [here](#).

Graduate Writing Exam (GWE)

All CSU graduates must satisfy the Graduation Writing Assessment Requirement. Cal Maritime students may:

- Pass the graduate writing course (i.e., EGL 300, EGL 302).
- Transfer their certification of graduation writing competence from another CSU campus

Department Specific Resources

There may be additional resources that can be obtained through your Department Chair. For example, the engineering departments have program specific roadmaps that identify critical paths and pre-requisite courses.

Minimum Grades Needed for Courses

The minimum grade a student must earn in a course depends on several factors:

- For most courses a “D” grade is passing and meets the requirements of the degree.
- Math courses which are a pre-requisite to another math class require a minimum grade of a C- in the pre-requisite course.
- STCW courses must be passed with a minimum grade of a C-. However, a grade of “D” in a STCW course is sufficient to meet the pre-requisite requirement to take the follow-on course (and the student will still need to repeat the course).
- The golden four courses (Areas A1, A2, A3, B4) must be passed with a minimum grade of a C-.
- The graduate writing course must be passed with a minimum grade of C-.

Course Equivalency

Course Equivalency Request

Students may take a course(s) at another regionally accredited college if the student finds an equivalent course, and approval is given prior to enrolling in the course. Students must complete a [Course Equivalency Request](#) by using the form on the Office of the Registrar’s webpage. Please note, some departments require online courses to have a live proctor when taking exams. Students should expect to provide a course description and other information, if needed, prior to enrolling in the course as part of the approval process. Course equivalencies are determined by the number of units and the content covered in the course.

The student must have an official transcript sent to the Office of the Registrar (registrar@csun.edu) upon completion of the course, regardless of the grade earned. Grades earned in transferable courses are not used in calculating the Cal Maritime campus grade point average but are included in the student’s overall cumulative grade point average.

CLEP

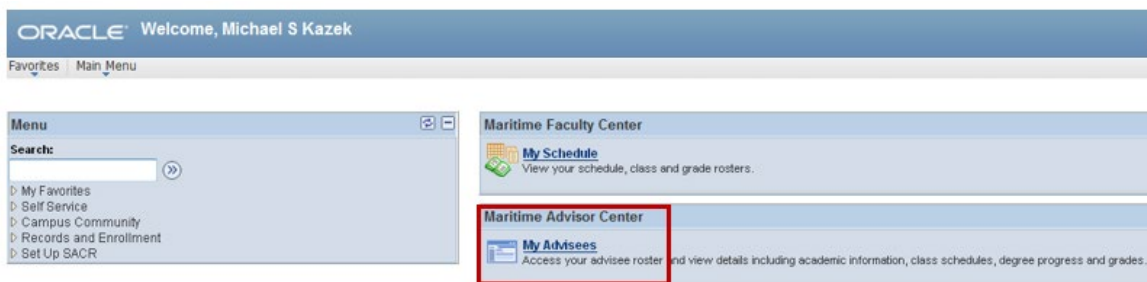
In limited cases, students may be able to receive credit for courses through external exams such as the College Level Examination Program (CLEP) <https://clep.collegeboard.org/>. Please review the [Academic Catalog](#) to confirm which CLEP exams fulfill degree requirements.

Course Challenge Exam

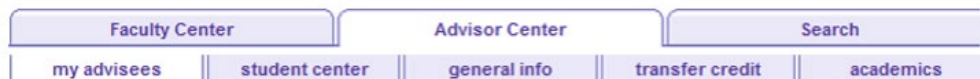
Students who believe they have substantial knowledge and background in specific subject matter may request to take a Challenge Exam. Challenge Exams are only allowed if the student is not currently enrolled, nor has ever attempted the course previously, at Cal Maritime. Not all courses are available for challenge. The Course Challenge form is available [here](#).

PeopleSoft Advisor Center (Student Center)

To see your advisees in [PeopleSoft – Student Systems](#), login and under the “Maritime Advisor Center”, click the “My Advisees” link. You should also be able to see this information through Student Center (Main Menu > Campus Community > Student Services Ctr (Student)).



There are four key areas (tabs) in the My Advisees area pertinent to faculty advisors:



Student Center tab:

- Student schedule – use weekly schedule hyperlink to in a calendar view
- Holds and reminders
- Enrollment dates
- Advisor
- Shopping cart access
- Schedule planner access
- Academic requirements report (pull-down)
- Transcript, view unofficial (pull-down)
- Withdrawals/repeats (EO 1037)
- Student address
- Student personal email
- Demographic data link

General Info tab:

- Service indicators (holds and reminders)
 - this is the area where you will lift advisor holds, see [Lifting an Advisor Hold](#)
- Student groups (Class of, and Divisions)
- Addresses
- Email addresses
- Personal data
- Names
- Phone numbers

Academics tab:

- Admit term
- Expected graduation term (*not actual, projected as four years when admitted*)
- Plan (major)
- Requirement term (indicates the curriculum sheet the student must comply with for degree)
- Term summary
 - click on each term to see course enrollment, units, grade, and status
- Statistics

Transfer Credit tab

- Course credits (transfer credit from accredited institutions)

- Test credits (AP, CLEP, IBL, Challenge Exams)
- Other credits (credit for a course, often without units, based on entrance exam scores)

To view details on a particular student, click the “View Student Details” link.

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

My Advisees

	Notify	Name	ID	View Student Details
1	<input type="checkbox"/>	[blurred]	[blurred]	View Student Details
2	<input type="checkbox"/>	[blurred]	[blurred]	View Student Details
3	<input type="checkbox"/>	[blurred]	[blurred]	View Student Details
4	<input type="checkbox"/>	[blurred]	[blurred]	View Student Details

To find another student, you can "change advisee" by using the drop-down arrow.

Faculty Center | Advisor Center | Search

my advisees | student center | general info | transfer credit | academics

Advisee Student Center

*Change Advisee [dropdown menu]

If you want to contact advisees via email, you will see boxes to "Notify Selected Advisees" or "Notify All Advisees" at the end of your advisee list.

23	<input type="checkbox"/>	[blurred]
24	<input type="checkbox"/>	[blurred]
25	<input type="checkbox"/>	[blurred]
26	<input type="checkbox"/>	[blurred]

You can also view information on a student who is not assigned to you.

Academic Requirements Report

Within the Student Center tab, use the drop-down menu to select “Academic Requirements”. Then click the “>>”.



Here you can view a student's current major (Plan), Expected Grad Term, Academic Standing (i.e., probation, etc.), Overall GPA, Major GPA and Cal Maritime GPA.

My Academic Requirements

[Print Report](#)

Current Academic Objective		
Requirement (Catalog)		
Term		
Career:	Undergraduate	Fall 2010
Program:	Undergraduate	Fall 2010
Plan:	Facilities Engineering Tech	Fall 2010
Expected Grad Term:	Spring 2014	
Graduation Status:	Not Applied	

Current Academic Summary	
Last Term Registered:	Fall 2012
Academic Standing:	
Overall GPA:	3.063
CMA GPA:	2.676

It is recommended that students review and/or print their Academic Advisement Report each semester prior to advising and registration.

General Information

Academic Advisement Reports are maintained by the Office of the Registrar.

You are encouraged to monitor this report each semester, prior to registration, to ensure you are on track to graduate in your Expected Grad Term. Be sure to visit your Academic Advisor for questions regarding your degree progress.

To print your Academic Advisement Report, click the Print Report link above.

Keep in mind that zero-unit labs, such as Navigation Lab that carry 0 units, will show as "In Progress", even though the student has completed the course (so don't be concerned when you see that!).

Degree Audit Icons

	Requirements Met
	In Progress; (or zero-unit lab)
	N/A
	Requirements Not Met
	Substituted Course

Course Icons

	Requirements Met
	In Progress; (or zero-unit lab)
	N/A
	Transfer/Test/Other Credit
	N/A

A student's Overall, Campus, and Major grade point average (GPA) needs to be at least a 2.00 to be eligible for degree completion.

Overall GPA

OVERALL GPA REQUIREMENT

Overall GPA

- GPA: 2.000 required, **3.063 actual**

Campus GPA

CAMPUS GPA REQUIREMENT

Campus GPA

- GPA: 2.000 required, **2.869 actual**

FET Major Courses

CMA MAJOR REQUIREMENTS

- GPA: 2.000 required, **2.950 actual**

Click "View All" to see all required courses within each category.

CMA Major Courses

CMA Major Courses

- Courses: 36 required, 14 taken, 22 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
EPO 395	SPECIAL TOPICS	1.00	Spring 2011	CR	01	✓
EPO 214	BOILERS	3.00	Fall 2011	C+		✓
EPO 220	DIESEL ENGINEERING I	2.00	Spring 2011	C		✓
EPO 312	TURBINES	3.00	Spring 2012	B-		✓
EPO 230	STEAM PLANT SYSTEM OPERATIONS	1.00	Fall 2011	B+		✓
ET 110	INTRO TO ENGINEERING TECH	1.00	Fall 2010	B		✓
EPO 235	STEAM PLANT WATCH TEAM MGMT	1.00	Spring 2012	A		✓
ET 232	STATICS	3.00	Spring 2012	A		✓
ET 230	PROPERTIES OF MATERIALS	2.00	Fall 2012			⬡
ET 230L	PROPERTIES OF MATERIALS LAB	1.00	Fall 2012			⬡

View All First 1-10 of 36 Last

You now can view all "completed" courses, "in progress" courses, and "needed" courses.

EPO 395	SPECIAL TOPICS	1.00	Spring 2011	CR	01	✓
EPO 214	BOILERS	3.00	Fall 2011	C+		✓
EPO 220	DIESEL ENGINEERING I	2.00	Spring 2011	C		✓
EPO 312	TURBINES	3.00	Spring 2012	B-		✓
EPO 230	STEAM PLANT SYSTEM OPERATIONS	1.00	Fall 2011	B+		✓
ET 110	INTRO TO ENGINEERING TECH	1.00	Fall 2010	B		✓
EPO 235	STEAM PLANT WATCH TEAM MGMT	1.00	Spring 2012	A		✓
ET 232	STATICS	3.00	Spring 2012	A		✓
ET 230	PROPERTIES OF MATERIALS	2.00	Fall 2012			◇
ET 230L	PROPERTIES OF MATERIALS LAB	1.00	Fall 2012			◇
ET 250	ELECTRICAL CIRCUITS	3.00	Fall 2012			◇
ET 250L	ELECTRICAL CIRCUITS LAB	1.00	Fall 2012			◇
ET 330	DYNAMICS	3.00	Fall 2012			◇
ET 344	THERMODYNAMICS	3.00	Fall 2012			◇
CHE 205	CHEM OF POWER PLANT PROCESSES	3.00				
ENG 470	ENGINEERING MANAGEMENT	3.00				
ENG 472	FACILITIES MANAGEMENT	3.00				

Check each category for outstanding requirements.

▶ **American Institutions (Hist)** ✓

▶ **American Institutions (Gov)** ✓

▶ **Humanities (lower division)** ✓

▼ **Humanities (upper division)** ◇

Humanities (Upper Division)

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
HUM 300	ART OF THE CINEMA	3.00	Fall 2012		◇

View All | First 1 of 1 Last

Be sure to review the last category “Additional Courses not Meeting Requirements” with students when reviewing their progress. This is commonly referred to as “The Bucket”; these courses do not meet the requirements of the degree. These could be failed courses, additional courses taken outside the major, or transfer courses which do not apply to the degree.

If there is a course in “The Bucket” that you feel meets a degree requirement, a course substitution may be submitted so Office of the Registrar can review the requirement. Students should fill out a [Course Substitution Request](#) to confirm a course meets the degree requirement.

ADDITIONAL COURSES NOT MEETING REQUIREMENTS

Add Crs Not Meeting Req

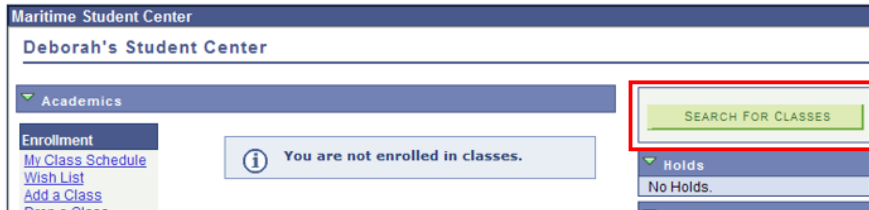
Additional Courses Not Meeting Requirements

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Requirement Designation	Status
EPO 322	DIESEL ENGR II/SIMULATOR	1.00	Spring 2012	C		
EPO 322L	DIESEL ENGR II/SIMULATOR LAB	1.00	Spring 2012	C		
NSC 100	NAVAL SCIENCE FOR THE MMO	3.00	Spring 2011	A-		
EPO 413	ADV WELDING & FABRICATION	1.00	Spring 2011	A+		
ELEC 31	SOCIAL SCIENCE ELECTIVE	3.00	Fall 2010	A		

Searching for Classes and “Requisite” Information

From the Student Center in PeopleSoft, click the “Search for Classes” link.



Enter Term, then click “Go”.

Class Search

Select an institution, term and search method.
Click GO to continue.

Institution:

Term:

Choose a Course Subject from the drop-down menu. Enter a course number. Then click “Search” (make sure to unselect “show open classes only” or classes that are full will not appear).

Course Subject:

Course Number:

Course Career:

Show Open Classes Only

Meeting Start Time: (example: 1:00PM)

Meeting End Time:

Day of Week:

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name:

Class Nbr: (example: 1136)

Course Attribute: (example: Class Category)

Course Attribute Value: (example: GE Classes)

Course Title Keyword: (example: statistics)

Course Component:

Session:

Mode of Instruction:

Click the “Section” hyperlink to view Pre-requisites, Co-requisites, and Class requisites under Enrollment Information:

Class Search

Class Search Results

When available, click View All Sections to see all sections of the course.

California Maritime Academy | Fall 2011

The following classes match your search criteria Course Subject: **Deck Labs**, Course Number is exactly **'420'**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

Open
 Closed
 Wait List

DL 420 - WATCHSTANDING SIMULATION

View All Sections First 1-3 of 15 Last

Section **01-LEC(1377)** Status ●

Session: Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 8:00AM - 11:50AM	Simulator Center (Room 122)	Tuuli Messer-Bookman	9/6/2011 - 12/20/2011

Class Search

Class Detail

DL 420 - 01 WATCHSTANDING SIMULATION

California Maritime Academy | Fall 2011 | Lecture

[RETURN TO RESULTS](#)

CLASS DETAILS

Status	●	Career	Undergraduate
Class Number	1377	Dates	9/6/2011 - 12/20/2011
Session	Regular Academic Session	Grading	Credit / No Credit
Units	2 units		
Class Components	Lecture	Required	

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 8:00AM - 11:50AM	Simulator Center (Room 122)	Tuuli Messer-Bookman	9/6/2011 - 12/20/2011

ENROLLMENT INFORMATION

Enrollment Requirements Class Requisite: Class of 2012 MT's only
 Course Prerequisites: CRU 300, DL 240, DL 240L

Lifting an Advisor Hold

You can view a student’s hold on their Student Center page:

Michael Strange

Advisee Student Center

Michael Strange

*Change Advisee

Academics

[My Class Schedule](#)
[Showing Calc](#)
[Schedule Planner](#)

other academic...

Deadlines URL

Fall 2017 Schedule

Class	Schedule
EGL 395-1 LEC (1479)	MoWeFr 12:30PM - 1:20PM Technology Center (Room 106)
EPO 210-04 LAB (1220)	MoWeFr 9:00AM - 11:50AM Training Ship (Qtr.)

Hold
 Advisor Registration Hold
 Medical Insurance Reminder
[details](#)

To Do List
 No To Do's.

To lift the hold, you will need to go to “general info” tab, scroll down to the Service Indicator area, and select the “Advisor Registration Hold”. There may be more than one page of indicators. Make sure to view each page to confirm if an advisor hold is present.

Michael Strange

Faculty Center | Advisor Center | Search
my advisees | student center | **general info** | transfer credit | academics

Advisee General Info

XXXX-XXXX

*Change Advisee

- [Service Indicators](#)
- [Student Groups](#)
- [Addresses](#)
- [Email Addresses](#)
- [Initiated Checklists](#)
- [Personal Data](#)
- [Names](#)
- [Phones](#)

Service Indicators

Positive Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
<input type="radio"/>	Medical Insurance Reminder	Fall 2017	Fall 2017	06/07/2017	08/13/2017	Health Center
<input checked="" type="radio"/>	Advisor Registration Hold	Begin Term - Srvc Indicatr Use				Records

On the Edit Service Indicator page select the “Release” button, and when prompted, select “OK”.

Edit Service Indicator

*Institution: California Maritime Academy

*Service Indicator Code: Advisor Registration Hold

*Service Ind Reason Code: Owes Department

Description:

Effect: Negative

Effective Period

Start Term: Begin Term End Term:

Start Date: End Date:

Assignment Details

*Department: Records

Reference:

Amount: Currency:

Contact Information

Contact ID: Contact Person:

Placed Person ID: Placed By:

Placed Method: Manual

Placed Process: Release Process:

Comments

Are you sure you want to release this Service Indicator?

Schedule Planner

Schedule Planner is a system in PeopleSoft – Student Systems that allows students to see all available schedules for the classes they plan on taking. Once a student has identified their chosen schedule, they can add it to their shopping cart and import it to their PeopleSoft Enroll Shopping Cart. Please see [Registration Resources](#) on the Office of the Registrar website for more details.

Smart Planner

Smart Planner is an interactive online degree planning tool in PeopleSoft to help students with their course planning. This tool can help students assign classes to specific terms and confirm they are meeting pre-requisites needed to stay on track for graduation. Please see [Registration Resources](#) on the Office of the Registrar website for more details.

Satisfactory Academic Progress (SAP)

Financial Aid Satisfactory Academic Progress is a federal requirement for students to maintain financial aid eligibility. It is based on two components: qualitative and quantitative criteria.

Students who fail to meet the SAP Standards will be SAP disqualified and ineligible for federal, state and university aid. If during the SAP review process, it is determined a student will not be able to meet the quantitative standard by graduation, the student will be ineligible for future aid.

The first term a student fails to make SAP, they are placed on probation and still receive their aid. The second term they fail SAP standards, students are given the opportunity to appeal for reinstatement of financial aid. If granted, they will receive their aid for one term. The third term they fail SAP standards, there is no appeal process.

Repeat/Withdrawal Count: EO 1037

Per Executive Order 1037 and the campus Repeat Policy, undergraduate students are eligible for grade forgiveness for up to 16 units in repeated courses taken at Cal Maritime. Grade forgiveness means that the course may be repeated, and the new grade earned will replace the GPA of the previous grade. Upon petition, additional units *may* be allowed. Repeat units in excess of 16 will be grade averaged. Students may not exceed 28 total repeat units. Students who exceed or may need to exceed 16 repeated units may be subject to action under the [Academic Standing Policy](#).

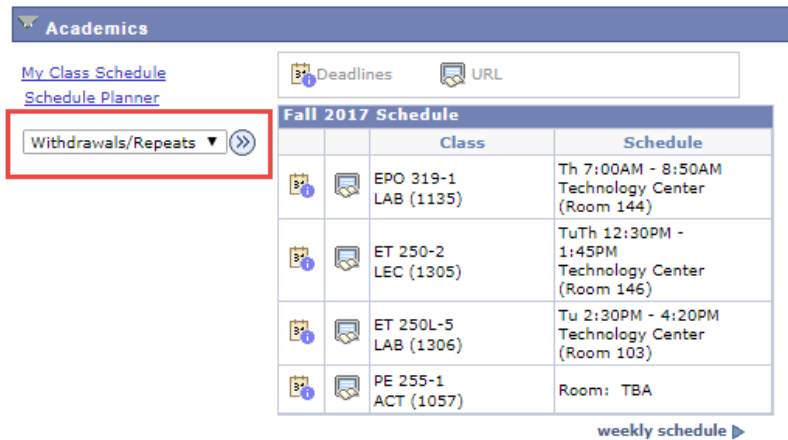
Repeat unit limits do not apply to courses for which multiple enrollments are allowed, i.e. Physical Education, Performing Arts, etc. Undergraduate students may repeat courses only if they earn a grade lower than a C-.

Students requesting to exceed 16 units of repeated courses must complete a [Petition for Exception-Undergraduate Course Repeat Policy](#) and be granted permission to enroll in the repeat units. Enrollment in repeat units in excess of 16 units is allowed on a case-by-case basis, where such enrollment, and subsequent course completion, moves the student significantly toward, or meets the students' final requirements for degree completion.

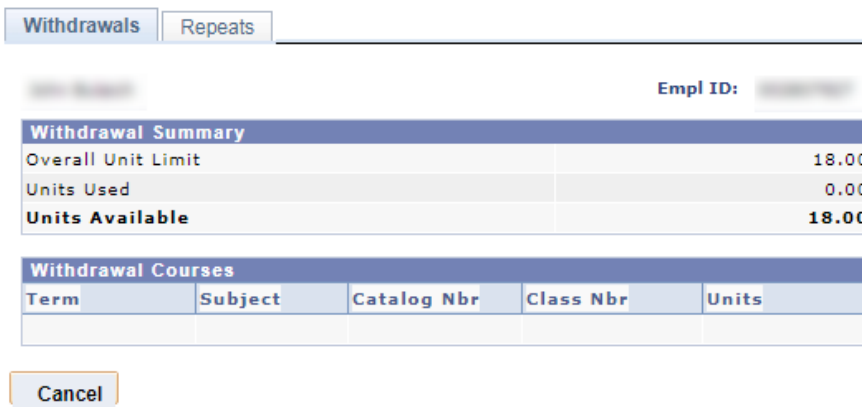
Undergraduate students may withdraw from no more than 18 total semester units of coursework attempted at Cal Maritime. Withdrawals for “serious and compelling” reasons, which are petitioned and approved for exemption, may not count toward the maximum of 18 semester units.

To review a student’s EO 1037 withdrawal/repeat count:

Go to the student’s Student Center in PeopleSoft, click on the “Withdrawal/Repeats” option from the drop-down menu and then click “>>”.



Two tabs will appear. The first tab will list the number of withdrawal units the student has used to date.



The second tab will list the number of repeated units and courses the student has earned to date. A student may be placed on Administrative Academic Probation if they have exceeded or need to exceed the 16 unit repeat limit to earn their degree.

Please note that the EO 1037 count only reflects courses that have been repeated or the student is currently repeating. It does not reflect the number of units and courses that a student may still need to repeat to earn their degree. Please contact a University Advisor (advisor@csum.edu) for an accurate count of repeat units.

Withdrawals Repeats

Empl ID: _____

Repeat Summary			
	Units Used	Units Available	Unit Limit
Grades Forgiven	7.00	9.00	16.00
Grades Averaged	0.00	0.00	0.00
Repeats From Enrollment	0.00	0.00	0.00
Total Repeats	7.00	9.00	16.00

Grades Forgiven					
Term	Subject	Catalog Nbr	Class Nbr	Grade	Units
Fall 2015	MTH	211	1242	F	4.00
Fall 2014	CHE	110	1453	F	3.00

Grades Averaged					
Term	Subject	Catalog Nbr	Class Nbr	Grade	Units

Repeats From Enrollment				
Term	Subject	Catalog Nbr	Class Nbr	Units

Individual Course Repeat Exceptions		
Term	Course ID	Subject and Catalog Number

Cancel

If a student has reached their repeat limit, they may receive an error when trying to register for a course they are trying to repeat. To register for the course, the student will need to submit a [petition for exception-undergraduate course repeat policy](#).

Academic Standing Policy

The [Academic Standing policy](#) outlines the different academic standings a student may be placed on and their potential outcomes.

There are two types of probation:

- Academic probation occurs when cumulative, campus, major, or two term GPAs fall below a 2.0
- Administrative Academic probation commonly refers to a student not making progress toward degree, such as, surpassing the [Executive Order 1037](#) limit. Administrative Academic Probation most commonly refers to a student who has exceeded their 16 repeat unit limit.

University Advisors are responsible for working closely with at-risk students each term for support.

- Academic and Administrative Academic Probation Support:
 - An initial meeting with the student is scheduled at the beginning of the term and the student signs paperwork acknowledging their academic standing and understanding of the policy. This paperwork is also signed by the student's Faculty Advisor, Department Chair, Academic Dean (for those on Administrative Academic Probation), and a University Advisor.
 - Students meet with a University Advisor every 2-3 weeks throughout the term to check-in and measure progress.
 - Disqualified students are given guidance on the readmission process.
- Probation Alerts/Warnings:
 - Students at-risk of being placed on probation are informed of potential policy impacts early on:
 - Warning emails are sent to students who receive below a 2.0 in one term informing them of their risk of being placed on academic probation.
 - Warning emails sent to students who have exceeded or will exceed 8 repeat units informing them of their risk of being placed on administrative academic probation.
 - Meeting invitations are sent out during Progress Report (Early Alert) to inform students about resources and guide action plans for grade improvement.

Student Advisement Meetings

What Should the Student do in Preparation for Academic Advising?

It is recommended that faculty advisors send advisees an email indicating how they want them to sign up for their advising appointments (the “Campaigns” feature through [The Passport](#) makes it easy to have students sign up for pre-determined meeting times! Contact advisor@csum.edu to learn more about how to use this!).

Be sure to make expectations clear (i.e., what should the student do in preparation for their appointment and what should they bring). Some items you might suggest include:

- Building their [Smart Plan](#) before the meeting for your review.
- Make sure the courses they plan on taking the next term are in their [Schedule Planner](#) and PeopleSoft shopping cart.
- Create a list of alternative courses/sections if first choice classes are full.

Meeting Topics

1. Review [Curriculum Roadmap](#) and [Smart Plan](#).
2. Review Searching for Classes and Requisite Information.
3. Review current course enrollment and anticipated grades so you can restructure their graduation plan if needed due to failed courses.
4. Review the Schedule Planner shopping cart with your student and confirm their schedule, or changes that need to be made.
5. Confirm with the student that waivers of prerequisites will not be available or accepted by the Office of the Registrar until the first day of instruction.

Registration - Helpful Hints for Students

6. Students should register for their courses as early as they can within their appointment window, as class sections can fill up quickly. Students can view their appointment time in their PeopleSoft Student Center.
7. Students should check their “Holds” before they attempt to register for courses. Holds such as judicial, accounting, advisor, or university advisor will prevent all course registrations.
8. Students cannot enroll in a course if they have not passed or are not currently enrolled in the prerequisite. Prerequisites and co-requisites can be found in the online PeopleSoft Course Catalog.
9. When adding courses with “co-requisites”, students should be sure to enroll in open sections for both co-requisite courses at the same time, otherwise the enrollment attempt will error out.
 - Examples of co-req courses: CHE 110 and CHE 110L; PHY 100 and PHY 100L; DL 105, DL 105L, and DL 105X.
10. Many courses have “class requisites” assigned to them. “Class requisites” may, for example, be built on a student’s major, sub-plan, class of, or corps division. Students can view all requisites in the PeopleSoft Course Catalog.
11. Students are limited to 20 units per term. [Overload/Underload Request forms](#) may be submitted to request additional units and is subject to Chair approval.
12. If a student gets an error message after they finish enrolling in classes, be sure they read the error message thoroughly.
 - Typical errors: class conflicts with another class, class is full, or requisites not met.
13. Sometimes, when errors occur for one of the first classes in a shopping cart, the error will stop any further transactions and give erroneous error messages for other classes. Students may have better success if this occurs by submitting smaller batches of classes. This may also help identify the actual error issue.
14. If a class section is “full”, students should always try to get into another open section of a class before placing themselves on a waitlist. If all sections of a required class are full, be sure to have students register for the waitlist for the section they prefer. If a course has a co-requisite and the co-requisite is full, a student will not be able to place themselves on the waitlists, as both sections must have open seats. Students should

be advised to continually check for open seats during open enrollment and if a seat does not become available, they should attempt to enroll in the courses during add/drop by requesting a permission number from the instructor.