

# How to Register and Enroll in Classes

Log into PeopleSoft

Click on The hyper link **Enroll**

The screenshot shows the Maritime Student Center website. At the top, there is a dark blue header with the text "Maritime Student Center". Below this, the page title is "Santiago's Student Center". A navigation bar labeled "Academics" is visible. On the left side, there is a search bar with the text "other academic..." and a search button. Below the search bar, there are several links: "Search", "Enroll" (highlighted with a red box), "My Academics", "Enroll in CSU Fully Online", and "Schedule Planner". To the right of the search bar, there are two icons: "Deadlines" and "URL". Below these icons, there is a section titled "Fall 2016 Schedule" which contains a table with four rows of class information. At the bottom right of the table, there is a link "weekly schedule" with a right-pointing arrow.

| Fall 2016 Schedule |                         |  |
|--------------------|-------------------------|--|
|                    | Class                   | Schedule   |
|                    | ET 250-2<br>LEC (1314)  | TuTh 09:30 - 10:45<br>Classroom Building<br>(Room 103) |
|                    | ET 250L-2<br>LAB (1145) | Mo 19:00 - 20:50<br>Technology Center<br>(Room 103)    |
|                    | MSC 380-1<br>LEC (1439) | Fr 19:00 - 21:50<br>Classroom Building<br>(Room 103)   |
|                    | MTH 107-1<br>LEC (1189) | TuTh 13:30 - 14:45<br>Technology Center<br>(Room 102)  |

Select the appropriate term then click continue

The screenshot shows the PeopleSoft interface with three tabs: "Search", "Enroll", and "My Academics". Under the "Search" tab, there are buttons for "my class schedule" and "add". Under the "Enroll" tab, there are buttons for "drop" and "swap". Under the "My Academics" tab, there are buttons for "edit" and "term information".

## Add Classes



## Select Term

| Select a term then select Continue. |             |               |                             |
|-------------------------------------|-------------|---------------|-----------------------------|
|                                     | Term        | Career        | Institution                 |
| <input type="radio"/>               | Summer 2016 | Undergraduate | California Maritime Academy |
| <input checked="" type="radio"/>    | Fall 2016   | Undergraduate | California Maritime Academy |



You can look up classes two different ways. If you know the class number (this is a 4 digit number that is assigned to classes each term) or you can do a class search. Click on search.

Fall 2016 | Undergraduate | California Maritime Academy change term

Open   
  Closed   
  Wait List

**Add to Cart:**

Enter Class Nbr

 enter

Find Classes

Class Search

search

| Fall 2016 Shopping Cart |   |                         |                                     |            |       |                                      |
|-------------------------|---|-------------------------|-------------------------------------|------------|-------|--------------------------------------|
| Delete                  | Class   | Days/Times              | Room                                | Instructor | Units | Status                               |
| 🗑️                      | <a href="#">ET 332-2</a><br><div style="border: 2px solid red; padding: 2px; display: inline-block;">(1320)</div> | MoWeFr 12:30<br>- 13:20 | Classroom<br>Building (Room<br>201) | M. Strange | 3.00  | <span style="color: green;">●</span> |

Use the class search by **subject**

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Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

**Subject**

Business (BUS)  
Chemistry (CHE)  
 Computers (COM)  
 Coop. Education Prog (CEP)  
 CourseMatch (CM)  
 Deck Labs (DL)  
 Economics (ECO)  
 Engineering (ENG)  
 Engineering Plant Ops (EPO)  
 Engineering Technology (ET)  
 English (EGL)  
 Firefighting (FF)  
 Global Studies/Mar Aff (GMA)  
 Government (GOV)  
 History (HIS)  
 Humanities (HUM)  
 Language (LAN)  
 Law (LAW)  
 Library (LIB)

[Return to Add Classes](#)

CLEAR
SEARCH

[Search](#)  
 [Enroll](#)  
 [My Acad](#)  
[My Class Schedule](#)  
 [Add](#)  
 [Dr](#)

go to ...

The drop down box will default to “is exactly” for **course number**, type the 3 digit course number click search.

**Search for Classes**

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Select at least 2 search criteria. Select Search to view your search results.

**Class Search**

**Subject** Chemistry (CHE) ▼

**Course Number** is exactly ▼

**Course Career** ▼

**Show Open Classes Only**

**Open Entry/Exit Classes Only**

**Additional Search Criteria**

[Return to Add Classes](#)

As you see below your search results for CHE 105, click select.

The following classes match your search criteria Course Subject: **Chemistry (CHE)**, Course Number is exactly **'105'**, Show Open Classes Only: **Yes**

Open  Closed  Wait List

[Return to Add Classes](#)

**1 class section(s) found**

**CHE 105 - INTRODUCTORY CHEMISTRY**

| Class                | Section                       | Days & Times       | Room                          | Instructor    | Meeting Dates           | Status                              |                                       |
|----------------------|-------------------------------|--------------------|-------------------------------|---------------|-------------------------|-------------------------------------|---------------------------------------|
| <a href="#">1354</a> | <a href="#">1-LEC Regular</a> | TuTh 08:00 - 09:15 | Classroom Building (Room 103) | Steven Runyon | 08/29/2016 - 12/24/2016 | <input checked="" type="checkbox"/> | <input type="button" value="select"/> |

[Return to Add Classes](#)

Once you select the course you will see the screen below, click next.

## Add Classes



### 1. Select classes to add - Enrollment Preferences

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#### CHE 105 - INTRODUCTORY CHEMISTRY

##### Class Preferences

|  |                          |  |                                |   |
|--|--------------------------|--|--------------------------------|---|
| <b>CHE 105-1</b>   | <b>Lecture</b>           | <input checked="" type="radio"/> <b>Open</b> | <b>Wait List</b>               | <input type="checkbox"/> Wait list if class is full |
| <b>Session</b>   | Regular Academic Session |  | <b>Permission Nbr</b>          | <input type="text"/>                                |
| <b>Career</b>  | Undergraduate            |  | <b>Grading</b>                 | Graded  |
| <b>Enrollment Information</b>  |                          |  | <b>Units</b>                   | 3.00  |
| <ul style="list-style-type: none"><li>Course Corequisite: CHE 105L</li><li>Physical Science Elective</li></ul> |                          |  | <b>Requirement Designation</b> | Area B1: Physical Science                           |

CANCEL

NEXT

| Section | Component | Days & Times       | Room                          | Instructor    | Start/End Date          |
|---------|-----------|--------------------|-------------------------------|---------------|-------------------------|
| 1       | Lecture   | TuTh 08:00 - 09:15 | Classroom Building (Room 103) | Steven Runyon | 08/29/2016 - 12/24/2016 |

The course has been added to your shopping cart. Click on Proceed to step 2 of 3.

CHE 105 has been added to your Shopping Cart.

Fall 2016 | Undergraduate | California Maritime Academy [change term](#)

Open  Closed  Wait List

| <b>Add to Cart:</b><br>Enter Class Nbr<br><input type="text"/> <input type="button" value="enter"/><br>Find Classes<br><input checked="" type="radio"/> Class Search<br><input type="button" value="search"/><br><input type="button" value="schedule planner"/> | <b>Fall 2016 Shopping Cart</b>   |                      |                               |            |            |                                  |
|--|----------------------------------|----------------------|-------------------------------|------------|------------|----------------------------------|
|  | Delete                           | Class                | Days/Times                    | Room       | Instructor | Units                            |
|  | <a href="#">CHE 105-1 (1354)</a> | TuTh 08:00 - 09:15   | Classroom Building (Room 103) | S. Runyon  | 3.00       | <input checked="" type="radio"/> |
|  | <a href="#">ET 332-2 (1320)</a>  | MoWeFr 12:30 - 13:20 | Classroom Building (Room 201) | M. Strange | 3.00       | <input checked="" type="radio"/> |

PROCEED TO STEP 2 OF 3

Confirm the course information and click finish enrolling.

## 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

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● Open    ■ Closed    ▲ Wait List

| Class            | Description                      | Days/Times           | Room                          | Instructor | Units | Status |
|------------------|----------------------------------|----------------------|-------------------------------|------------|-------|--------|
| CHE 105-1 (1354) | INTRODUCTORY CHEMISTRY (Lecture) | TuTh 08:00 - 09:15   | Classroom Building (Room 103) | S. Runyon  | 3.00  | ●      |
| ET 332-2 (1320)  | STRENGTH OF MATERIALS (Lecture)  | MoWeFr 12:30 - 13:20 | Classroom Building (Room 201) | M. Strange | 3.00  | ●      |

CANCEL
PREVIOUS
FINISH ENROLLING

View your results and message.

## 3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

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✔ Success: enrolled    ✘ Error: unable to add class

| Class   | Message  | Status |
|---------|--|--------|
| CHE 105 | <b>Error:</b> This class requires permission to enroll. This class is scheduled in a session where permission is now required to enroll. | ✘      |

MY CLASS SCHEDULE
ADD ANOTHER CLASS

Some basic “**Rules**” of registering for classes –

- When a course has a “co-requisite” – both courses must be in your bucket and have available seats – or you will have errors when you attempt to submit. Example – CHE 105 and CHE 105L
- If you need to if a course has a co or pre requisite you can “drill” on the course hyperlink when searching for courses – look at the “enrollment information”
- If you wish to change to another section of the same course – always use the SWAP function – then you won’t lose your original seat, if someone else gets into the second class ahead of you.

If you get an ERROR – write the text down – it will help the Registrar’s office help you.

- If you have multiple errors in a row – for the first two or three courses in your shopping cart – sometimes it helps to take courses out of the cart – and try submitting them in smaller batches