

## Adding, Dropping, and Swapping Classes

The courses required for your major can be found under [Curriculum Roadmaps](#).

**Note:** Office of the Registrar will block-enroll new incoming students into their first term classes. No action is required for a student's first term enrollment.

### Changing Your Schedule (Add/Drop/Swap Classes)

During open enrollment periods (refer to your email and the [Academic Calendar](#) for registration dates), you can add a course, drop a course, or swap sections in your [PeopleSoft Student Systems > Student Center](#).

1. From your PeopleSoft Student Center, click on the Enroll link.

The screenshot shows the 'Maritime Student Center' interface. At the top, there is a dark blue header with the text 'Maritime Student Center'. Below this is a white header with 'Santiago's Student Center'. A dark blue navigation bar contains the word 'Academics'. On the left side, there is a search bar with the word 'Enroll' highlighted in a red box. Below the search bar are links for 'My Academics', 'Enroll in CSU Fully Online', and 'Schedule Planner'. A dropdown menu is open, showing 'other academic...' with a search icon. On the right side, there is a 'Fall 2016 Schedule' table with columns for 'Class' and 'Schedule'. The table lists four courses: ET 250-2 LEC (1314), ET 250L-2 LAB (1145), MSC 380-1 LEC (1439), and MTH 107-1 LEC (1189). Below the table is a 'weekly schedule' link with a right-pointing arrow.

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

2. Once there, choose the appropriate semester (term). At the top, be sure to select the appropriate tab.
  - Add: Add a new course to your schedule
  - Drop: Drop an existing course from your schedule
  - Swap: Switch sections of the same course

Search	Enroll	My Academics
my class schedule    add	drop    swap	edit    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

**Note:** To add or swap a class once the semester has started, PeopleSoft will require that you get a "Permission Number" directly from the instructor.

### Adding Courses:

To add courses, after completing Steps 1 & 2 above, follow the instructions below.

A. Find the class you want to enroll in. There are two ways to do this:

- Enter the unique 4-digit number for the specific course and section (1320 in the example below), or
- Do a class search by hitting the Search button.

Fall 2016 | Undergraduate | California Maritime Academy

Open   
  Closed   
  Wait List

Fall 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ET 332-2 <b>(1320)</b>	MoWeFr 12:30 - 13:20	Classroom Building (Room 201)	M. Strange	3.00	<input checked="" type="radio"/>

Add to Cart:  
 Enter Class Nbr:    
 Find Classes:  
 Class Search

Then finding the correct Subject from the drop-down menu, entering the course number, and hitting Search

**Search for Classes**

California Maritime Academy | Fall 2016

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

**Class Search**

**Subject** 
  
**Course Number**  
  
**Course Career**

**Show Open Classes Only**
  
 **Open Entry/Exit Classes Only**

**Additional Search Criteria**

[Return to Add Classes](#)

From the search result, select the section that you want to enroll in. If the section you are looking for is not listed, it might be Wait List or Closed. To find those sections, uncheck the box for "Show Open Classes and Only" and review the search results.

B. Once you select the course, you should see the screen below. If you are doing this after the classes have started, you will need to get a Permission Number from the instructor and enter it here. Click next to add the course to your shopping cart.

## Add Classes



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

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#### CHE 105 - INTRODUCTORY CHEMISTRY

##### Class Preferences

**CHE 105-1**    **Lecture**    ● **Open**    **Wait List**     Wait list if class is full

**Session**    Regular Academic Session    **Permission Nbr**   

**Career**    Undergraduate    **Grading**    Graded

**Enrollment Information**    **Units**    3.00

- Course Corequisite: CHE 105L
- Physical Science Elective

**Requirement Designation**  
 Area B1: Physical Science

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

C. The course should now be in your shopping cart. You can continue to add courses. Once you are done, click on the Proceed to Step 2 button to do a final review of your cart. Finally, click on 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	<span style="color: green;">●</span>
ET 332-2 (1320)	STRENGTH OF MATERIALS (Lecture)	MoWeFr 12:30 - 13:20	Classroom Building (Room 201)	M. Strange	3.00	<span style="color: green;">●</span>

CANCEL
PREVIOUS
FINISH ENROLLING

D. A confirmation screen will appear showing your results. A green check indicates that you have successfully enrolled. A red x means that there was an error with registration, and an issue needs to be addressed.

## 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.	<span style="color: red; font-size: 1.5em;">✘</span>

MY CLASS SCHEDULE
ADD ANOTHER CLASS

Some common errors are:

- For classes where there is a lecture and lab, you may get an error about a co-requisite. For a co-requisite, seats need to be available in both courses for you to register. For example, if a lab section is closed, you can enroll by finding an open lab section.
- If you get an error about a pre-requisite, ensure that you have completed the requirements to take the course.
- If you get an error about a permission number after the 1st day of classes, please ensure that you have entered the correct permission number given to you by the instructor.
- If you get multiple errors, try limiting the cart to one to two classes at a time.

If you continue to experience an error, please reach out to University Advising ([advising@csum.edu](mailto:advising@csum.edu)) or your faculty advisor.