ENROLLMENT: How to Add a Class

Once you log into PeopleSoft, check for any holds that may prevent you from registering.

Once your holds are cleared, and, if it is your enrollment date and time (or open registration,) you may begin adding classes.

On the left menu bar, click on "Self Service" > "Enrollment" > "Enrollment: Add Classes".
Once you are at the “Add” page, select the proper term from the menu, then hit “CONTINUE”.

Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Undergraduate</td>
<td>California Maritime Academy</td>
</tr>
<tr>
<td>Fall</td>
<td>Undergraduate</td>
<td>California Maritime Academy</td>
</tr>
</tbody>
</table>

CONTINUE
You may start adding classes by either one of the two following methods.

1. The first is to search for a class by clicking on the "Search" button.
2. The second method is if you know the class Nbr, you can enter it in the "Enter Class Nbr" field. (See figure below.)
If the class is full, and you'd like to be placed on the Waiting List, check the “Wait list if class is full” box. Otherwise, click “Next”.

1. Select classes to add - Enrollment Preferences

Spring 2018 | Undergraduate | California Maritime Academy
DL 100 - SMALL CRAFT OPERATIONS

**Class Preferences**

<table>
<thead>
<tr>
<th>DL 100-01</th>
<th>Laboratory</th>
<th>Open</th>
</tr>
</thead>
</table>

**Course Prerequisites:** DL 105, DL 105L, and must pass swimming assessment test or PE 101 or PE 102

**Enrollment Information**

- Wait List: [ ]
- Permission Number: [ ]
- Grading: Graded
- Units: 1.00

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Laboratory</td>
<td>Tu 1:30PM - 4:20PM</td>
<td>Boathouse</td>
<td>Fred Reiman</td>
<td>01/09/2018 - 04/26/2018</td>
</tr>
</tbody>
</table>

**Next**
Each class that you select will be kept in your Shopping Cart.

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

NOTE: The classes listed in your Shopping Cart have NOT been added yet.
The Shopping Cart will remain active until you either delete or successfully add the classes, even after you log off (see figure below). Be sure the classes being added are not closed. Continue by clicking on "Proceed to Step 2 of 3".
Proceeding to step 2 will bring you to the Confirmation page. Review your selections and click on "Finish Enrolling" to finalize your selections.

**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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### Spring 2016 | Undergraduate | California Maritime Academy

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DL 100-01</td>
<td>SMALL CRAFT OPERATIONS</td>
<td>Tu 1:30PM - 4:20PM</td>
<td>Boathouse</td>
<td>F. Reiman</td>
<td>1.00</td>
<td>Open</td>
</tr>
</tbody>
</table>

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![Finish Enrolling button highlighted](image-url)
VIEWING RESULTS

If you are unable to add a class, the reason will be displayed following an "Error:" message.

You may add another course by clicking "Add Another Class" or try to fix the errors by clicking “Fix Errors”.

IMPORTANT NOTE: If you see classes listed in your Shopping Cart, they have NOT been registered. You can either click on the Trash Can to delete them, or click “Proceed to Step 2 of 3” to Confirm and Enroll.
Finally, view your Class Schedule for accuracy. A checkmark indicates that you are “enrolled” in the course. If a course is not listed in your Class Schedule, it may still be in your Shopping Cart. Continue the Add process until you are either “enrolled” or “wait listed” in your courses.