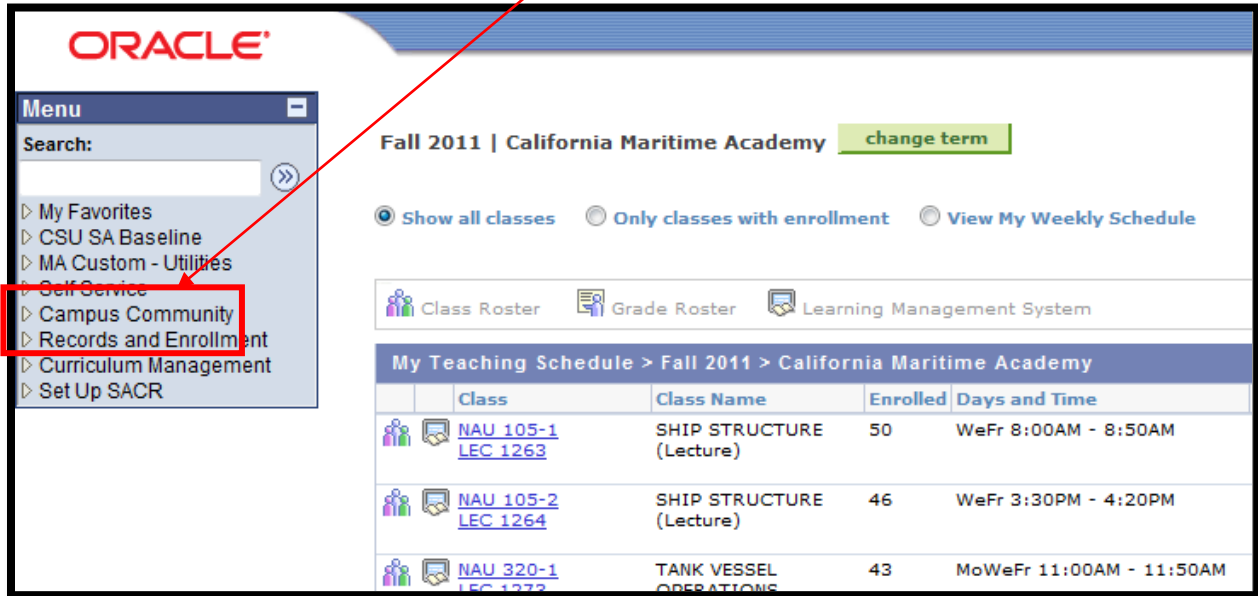


Step 1: Log in to www.csum.edu; select PeopleSoft, enter your login and password.

Step 2: In the left navigation, click on Self Service.



ORACLE

Menu

Search:

- ▷ My Favorites
- ▷ CSU SA Baseline
- ▷ MA Custom - Utilities
- ▷ **Self Service**
- ▷ Campus Community
- ▷ Records and Enrollment
- ▷ Curriculum Management
- ▷ Set Up SACR

Fall 2011 | California 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 > Fall 2011 > California Maritime Academy

	Class	Class Name	Enrolled	Days and Time
	NAU 105-1 LEC 1263	SHIP STRUCTURE (Lecture)	50	WeFr 8:00AM - 8:50AM
	NAU 105-2 LEC 1264	SHIP STRUCTURE (Lecture)	46	WeFr 3:30PM - 4:20PM
	NAU 320-1 LEC 1272	TANK VESSEL OPERATIONS	43	MoWeFr 11:00AM - 11:50AM

Step 3: In the left navigation click on Faculty Center or in the body of the page, click on the Faculty Center Icon.



Search:

- ▷ My Favorites
- ▷ CSU SA Baseline
- ▷ MA Custom - Utilities
- ▼ **Self Service**
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Campus Personal Information
 - ▷ Advisement
 - ▷ **Faculty Center**
 - ▷ [Class Search/Browse Catalog](#)
- ▷ Campus Community

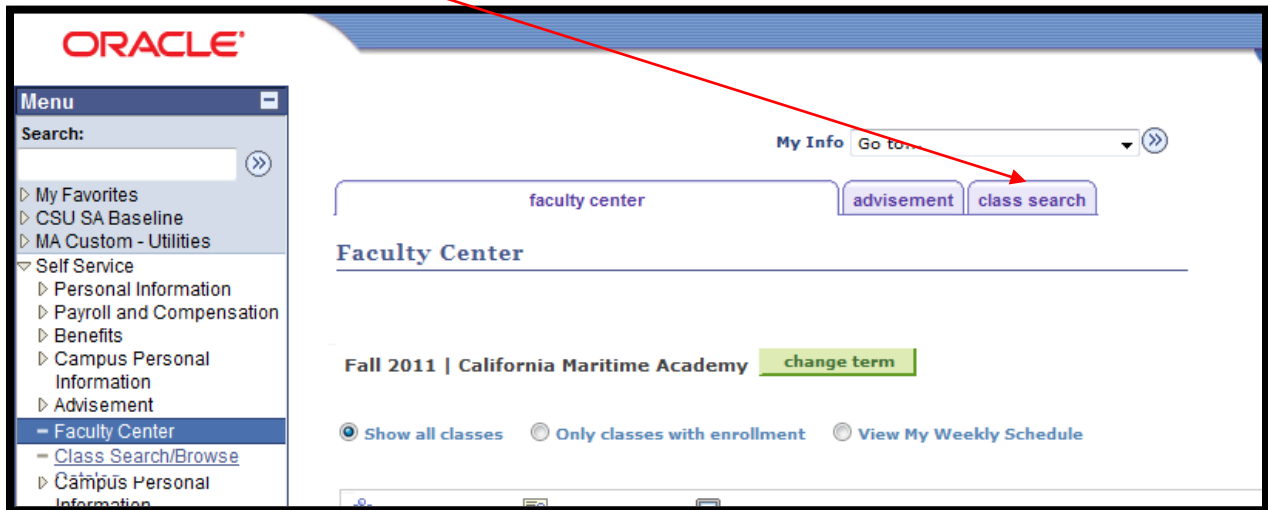
Main Menu >

Faculty Center
Use the Faculty center to manage all your class, student and advis related activities.

Benefits
Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary person information.

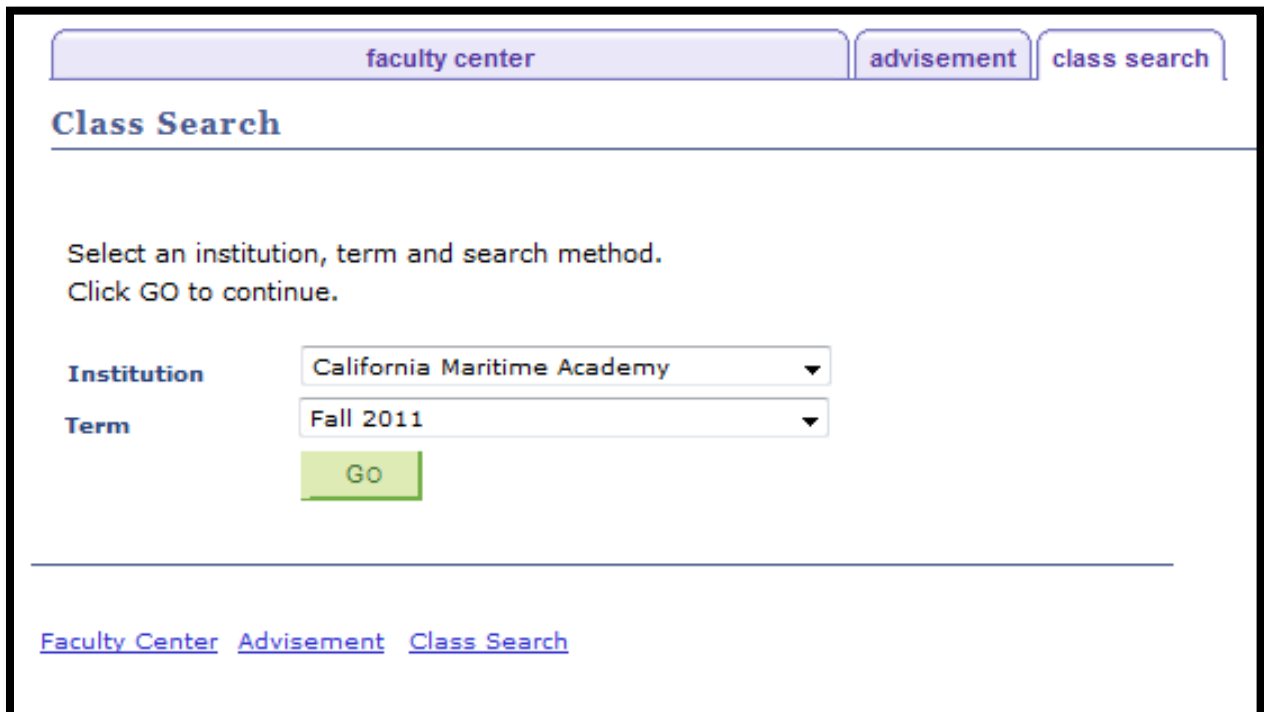
[Benefits Summary](#)
[Dependent/Beneficiary Info](#)

Step 4: Click on the CLASS SEARCH tab:



The screenshot shows the Oracle Faculty Center interface. On the left is a navigation menu with 'Faculty Center' expanded to 'Class Search/Browse'. At the top right, there is a 'My Info' dropdown menu. Below this, three tabs are visible: 'faculty center', 'advisement', and 'class search', with 'class search' being the active tab. The main content area displays 'Faculty Center' and 'Fall 2011 | California Maritime Academy' with a 'change term' button. Below this are three radio buttons: 'Show all classes' (selected), 'Only classes with enrollment', and 'View My Weekly Schedule'.

Step 5: The default is California Maritime Academy; **select the appropriate term** in the pulldown menu.



The screenshot shows the Oracle Class Search interface. At the top, three tabs are visible: 'faculty center', 'advisement', and 'class search', with 'class search' being the active tab. Below the tabs is the heading 'Class Search'. The main content area contains the instruction: 'Select an institution, term and search method. Click GO to continue.' Below this are two dropdown menus: 'Institution' with 'California Maritime Academy' selected, and 'Term' with 'Fall 2011' selected. A green 'Go' button is positioned below the 'Term' dropdown. At the bottom of the page, there are three links: 'Faculty Center', 'Advisement', and 'Class Search'.

Step 6: Begin your **Search for Classes**.

Search for Classes

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

California Maritime Academy | Fall 2011

Class Search Criteria

Course Subject	<input type="text"/>	
Course Number	is exactly <input type="text"/>	<input type="text"/>
Course Career	Undergraduate <input type="text"/>	
	<input type="checkbox"/> Show Open Classes Only	
Meeting Start Time	greater than or equal to <input type="text"/>	(example: 1:00PM)
Meeting End Time	less than or equal to <input type="text"/>	
Day of Week	include only these days <input type="text"/>	
	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	
Instructor Last Name	is exactly <input type="text"/>	
Class Nbr	<input type="text"/> (example: 1136)	
Course Attribute	<input type="text"/>	(example: Class Category)
Course Attribute Value	<input type="text"/>	(example: GE Classes)
Course Title Keyword	<input type="text"/> (example: statistics)	
Course Component	<input type="text"/>	
Session	<input type="text"/>	
Mode of Instruction	<input type="text"/>	

CHANGE INSTITUTION OR TERM
CLEAR CRITERIA
SEARCH

TIPS:

Course Subject – Select the subject from the drop down box

Course Number – If you are searching for a specific course number (i.e. 101, 395, etc.) enter it in the box. If you are searching for all classes within a discipline, leave the course number field empty.

Course Career – You can lessen the search results of a discipline search by selecting Undergraduate or Pastbaccalaurate from the drop down menu.

Show Open Classes Only – have this checked on to show only open classes and check it off to show all classes regardless of status.

Click on the green search button.

Step 7: All courses will have a status of Open, Closed, or Waitlist.



faculty center
advisement
class search

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: **Engineering Technology (ET)**, Course Career: **Undergraduate**, Show Open Classes Only: **No**

● Open
■ Closed
▲ Wait List

CHANGE INSTITUTION OR TERM
START A NEW SEARCH

▼ **ET 110 - INTRO TO ENGINEERING TECHNOLOGY**

View All Sections
First ◀ 1 of 1 ▶ Last

Section [1-LEC\(1192\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 8:00AM - 8:50AM	Technology Center (Room 146)	Michael Kazek	9/6/2011 - 12/21/2011

▼ **ET 230 - PROPERTIES OF MATERIALS**

View All Sections
First ◀ 1 of 1 ▶ Last

Section [1-LEC\(1193\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWe 1:30PM - 2:20PM	Classroom Building (Room 202)	Michael Strange	9/6/2011 - 12/21/2011

▼ **ET 230L - PROPERTIES OF MATERIALS LAB**

View All Sections
First ◀ 1-3 of 3 ▶ Last

Section [1-LAB\(1194\)](#) Status ●

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 9:00AM - 10:50AM	Lab Building (Room 118)	Michael Kazek	9/6/2011 - 12/21/2011

Section [2-LAB\(1195\)](#) Status ■

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 12:30PM - 2:20PM	Lab Building (Room 118)	Michael Strange	9/6/2011 - 12/21/2011

Section [3-LAB\(1196\)](#) Status ■

Session Regular

Days & Times	Room	Instructor	Meeting Dates
Tu 2:30PM - 4:20PM	Lab Building (Room 118)	Michael Kazek	9/6/2011 - 12/21/2011

Step 8: When you click on the section with the hyperlink, more information will display, such as enrollment requirements, class capacity, enrollment total, and waitlist total.

ET 442L - 1 HEATING, VENTILATING, A/C LAB
 California Maritime Academy | Fall 2011 | Laboratory

[RETURN TO RESULTS](#)

CLASS DETAILS

Status	●	Career	Undergraduate
Class Number	1212	Dates	9/6/2011 - 12/21/2011
Session	Regular Academic Session	Grading	Graded
Units	1 units		
Class Components	Laboratory	Required	

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 2:30PM - 4:20PM	Technology Center (Room 108)	Douglas Rigg	9/6/2011 - 12/21/2011

ENROLLMENT INFORMATION

Enrollment Requirements Course Prerequisites: ET 342, ET 342L
 Course Corequisite: ET 442

CLASS AVAILABILITY

Class Capacity	10	Wait List Capacity	100
Enrollment Total	3	Wait List Total	0
Available Seats	7		

[RETURN TO RESULTS](#)