

HELPFUL HINTS FOR REGISTERING ONLINE

- Students should register for their courses as quickly as possible upon receiving their registration packet, as class sections can fill up quickly. We recommend that the student be primarily responsible for working out their schedule and enrolling in their courses to get them familiar with the college registration experience.
- All students must enroll in PE 100, regardless of swimming ability; **NO EXCEPTIONS**. A swimming assessment test will be given during Orientation and credit given for those who pass exam; those who fail the assessment test must complete PE 100 in their first semester. **Do not drop this course, even if you pass the assessment test, as you need to be enrolled in the course to get credit for it. This course is a prerequisite to subsequent courses.**
- Check your “holds” before you attempt to add courses. Typical holds for new students are placed by the Admission Office for final transcripts and the Health Center for medical information. These holds will prevent a student from registering for courses. Once you’re logged in to Online Services, click the “details” hyperlink under the Holds area, then the Hold Item hyperlink, for information on clearing the hold in order to register.
- If you only have an English and/or Math Placement test hold, you will not be able to enroll in college level English and/or Math classes until the hold is lifted. ELM/EPT holds are lifted each day as test scores are loaded.
- You cannot enroll in a course if you do not have the required prerequisite. Prerequisites and corequisites can be found in the Academic Catalog, or online in the Course Catalog. If you try to enroll without the required requisite, you will get a “requisite” error message.
- When adding courses with “co-requisites”, be sure to enroll in the requisite courses at the same time. Otherwise you will get an error. Examples of this are: CHE100 and CHE100L; PHY100 and PHY100L; and DL 105, DL 105L, DL 105X and PE 100.
- Many of the Marine Transportation courses have “class requisites” assigned to them. Non-MT students trying to enroll in these courses will receive a “requisite” error message.
- You cannot enroll in more than 20 units (or 15 if you enter Cal Maritime on Academic Probation). You will have to wait until you arrive at school to get an Overload Form approved by your Department Chair for the excess units. Upon approval, the form needs to be submitted to the Student Records Office for processing.
- Make sure your schedule does not have any time conflicts. Students often mark their time grid incorrectly, so be sure to enter the information correctly to avoid errors.
- If you get an error message after you finish enrolling in your classes, be sure to read the error message. Typical errors are: class conflicts with another class, class is full, or requisites not met. You will have a chance to update your shopping cart if needed.
- If a class section is “full”, always try to get into another section of a class first before placing yourself on a Waiting List. If all sections of a required class are full, be sure to place your name on the Waiting List for the section you prefer.
- Be sure to print a copy of your Class Schedule during Orientation. By then, all classroom assignments will have been finalized.