

REGISTRATION CHECKLIST

- IMPORTANT FIRST STEP:** Log into Online Services (PeopleSoft). From the Student Center, view your “Enrollment Appointment”. Each student has been randomly assigned a unique start time, which cannot be changed. You may not register for courses until the start of your enrollment appointment.
- Schedule an appointment with your academic advisor** (well in advance of your enrollment appointment!). If you don't remember who your advisor is, you can view your advisor online via the Student Center. **You can also see your advisor's on-campus phone number and office location online.** (Don't wait until the day you register to see your advisor, as he or she may not be on campus that day!)
- Clear all outstanding debts** (i.e. fees, parking tickets, library fines, etc.). You may not register if there is a hold on your account. You can view your holds online via the Student Center. (Many students wait until the very last minute to check their holds....this is not a good idea!)
- Review your Degree Progress Report online.** Just go online via the Student Center and select “Degree Progress”. You can also view a different version of your Degree Progress Report by navigating to Self-Service > Academic Records > View Unofficial Transcript. Select Degree Progress Report as the Report Type.
- Print a copy of your curriculum sheet** for your particular major (you can obtain one through the CMA website <http://www.csum.edu>; click on the Student Records quick link, then Curriculum Sheets.) **Find the courses listed under Spring 2010. These are the courses you need to sign up for.**
- Review the Class Schedule (ONLINE) to choose your Spring courses.** Be sure to also check the newest course catalog to determine if you meet all current prerequisites for the classes in which you wish to enroll. The schedule and catalog are available online via Online Services.
- Complete your class registration form.** Be sure to include the exact Subj and Cat #, Sect #, Class #, course title, and course units. You should also complete the time grid. Make sure that you don't have two classes that meet at the same time. Make sure you have met all prerequisites and class requisites. You are encouraged to have second and third choices ready in case a class is full or canceled.
- Consult with your advisor for 1) approval of your schedule and 2) release of your Advisor/Registration Hold.**
IMPORTANT NOTE: All students have been automatically assigned an Advisor/Registration Hold which prevents you from registering. Once you have seen your advisor, he/she will need to remove the hold.
- Return “approved” Overload Form to Student Records Office** at least one day prior to registering for classes.
- Return “approved” Waiver of Prerequisite Form to Student Records Office** after you register for classes. Waiver forms will not be accepted by the Student Records Office prior to your enrollment appointment.
- Review the Spring 2010 Schedule Changes** for canceled or rescheduled courses (you can obtain the list of changes from the CMA website at <http://www.csum.edu>; click on the Student Records quick link, then Spring 2010 Class Schedule.)
- Search for Classes in PeopleSoft** to see if any sections have become full. Be prepared with alternative section choices in case your initial sections are closed.
- Register for your classes ONLINE via the Student Center** at the start of your enrollment appointment. You do not need to return your registration form to the Student Records Office unless you have an approved Waiver of Prerequisite Form to submit.

If you need help with the registration process, call the Student Records Help Desk at 707/654-1225.