

# Helpful Hints for Online Registration

- Make sure you have the approval of your academic advisor prior to the start of your enrollment appointment. Take your completed Registration Form to your advisor for his/her approval. Your advisor will then remove your Advisor Registration hold, which will allow you to enroll in your classes.
- Make sure you have cleared all holds prior to the start of your enrollment appointment. Holds can be viewed via Online Services. Be sure to check your holds at least one or two days prior to your enrollment appointment so you're not caught off guard.
- Make sure your schedule does not have any time conflicts. Many students mark their time grid incorrectly, which could cause a time conflict error when registering.
- Make sure you are eligible for all your classes with regard to current course prerequisites, co-requisites, and class requisites. Prerequisites and Corequisites can be found in the Academic Catalog, or online in the Course Catalog.
- Class requisites can be found on the Class Schedule, and will be lifted after "regular" registration is over, so if you can't register in a class because you're taking it late or early in your curriculum, you can attempt to add that class once the requisites are lifted.
- Make sure you have checked the listing of schedule changes to see if any of your classes were moved or cancelled. The list is located on the Cal Maritime website, under the Student Records quick link, and is updated as needed.
- If you have an approved Overload Form, bring it to the Student Records Office at least one day prior to your scheduled enrollment appointment.
- If you have a Waiver of Prerequisite Form, someone in the Student Records Office will have to enter the class for you, but not until after your enrollment appointment. Otherwise, you will get an error.
- Find a computer to use prior to the start of your enrollment appointment. Students can begin registering using Online Services at the start of their enrollment appointment, through August 28<sup>th</sup>.
- When adding courses with "co-requisites", be sure to submit both courses at the same time. Otherwise you will get an error. Examples of this are: CHE100 and CHE100L; PHY100 and PHY100L; ET400 and ET400L.