How to Register and Enroll in Classes

Log into PeopleSoft

Click on The hyper link Enroll

Select the appropriate term then click continue
You can look up classes two different ways. If you know the class number (this is a 4 digit number that is assigned to classes each term) or you can do a class search. Click on search.

**Fall 2016 | Undergraduate | California Maritime Academy**

You can add classes in your shopping cart. Click on add to cart.

Find Classes

• Class Search

**search**

Use the class search by **subject**

Select at least 2 search criteria. Select Search to view your search results.
The drop down box will default to “is exactly” for course number, type the 3 digit course number click search.

As you see below your search results for CHE 105, click select.

Once you select the course you will see the screen below, click next.
The course has been added to your shopping cart. Click on Proceed to step 2 of 3.
Confirm the course information and click finish enrolling.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

View your results and message.

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Some basic “Rules” of registering for classes –
- When a course has a “co-requisite” – both courses must be in your bucket and have available seats – or you will have errors when you attempt to submit. Example – CHE 105 and CHE 105L
- If you need to if a course has a co or pre requisite you can “drill” on the course hyperlink when searching for courses – look at the “enrollment information”
- If you wish to change to another section of the same course – always use the SWAP function – then you won’t lose your original seat, if someone else gets into the second class ahead of you.

If you get an ERROR – write the text down – it will help the Registrar’s office help you.
- If you have multiple errors in a row – for the first two or three courses in your shopping cart — sometimes it helps to take courses out of the cart — and try submitting them in smaller batches