



## **REGISTRATION PROCESS**

**NOTE:** We recommend that **students** be primarily responsible for working out their schedule and enrolling in their courses to get them familiar with the college registration experience.

If you have any questions or concerns after reading this document, please call the Student Records Office at 707-654-1200 or 707-654-1203, between the hours of 8:00 and 4:30, Monday through Friday. Or email us at [studentrecords@csum.edu](mailto:studentrecords@csum.edu).

### **FROM THE CAL MARITIME WEBSITE**

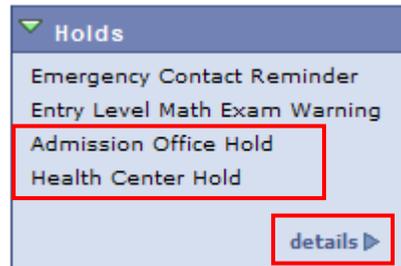
1. Log into Cal Maritime's website at [www.csum.edu](http://www.csum.edu). Under the Academics link, click "Office of the Registrar" (under Academic Support). This will take you to the Office of the Registrar home page. Click the [Class Schedule/Registration Information](#) link, then the [New Students](#) link.
2. Print a Registration Form for your particular Major (and Division if an engineering student). You will notice that the courses you need to enroll in are pre-printed on the form. (This is done for new students only!). You can find your Division on the email that will be sent to you regarding registration.
3. Review the Emergency Contact Information document. (You will need to enter emergency contact information once you log into Online Services).
4. Print the Authorization to Release Information form if you'd like to authorize Cal Maritime to release Academic, Discipline or Financial information to your parent or spouse. (Return signed form to the Student Records Office).
5. Review the additional Registration Information on website, if needed, such as How to Add a Class Online, Curriculum Sheets, etc.
6. Print a copy of your Curriculum Sheet for your class (2016) and major for future use.
7. Log into PeopleSoft (Online Services) by clicking the [Class Search](#) link. Access Online Services by entering your User ID and Password. Then click Log In.

### **FROM ONLINE SERVICES (PEOPLESOFT)**

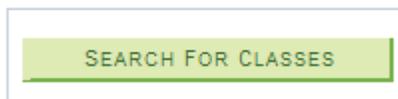
8. Once logged into the Student Center, under Enrollment Dates to the right, view your "Enrollment Appointment". Please note the start day and time, as well as the end day and time.



9. View 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. Click the “[details](#)” hyperlink under the Holds area, then the “[Hold Item](#)” hyperlink, for information on clearing the hold in order to register. Students should also view any “Reminders” and “Warnings”.



10. If you only have an English and/or Math Exam Warning, you will not be able to enroll in college level English and/or Math classes until the hold is lifted. ELM/EPT warnings are lifted each day as test scores are loaded.
11. For those students who attended a previous college and/or completed AP Exams, you can find your transfer credit information by clicking Self Service > Transfer Credit > View Transfer Credit Report from the Student Center Menu. If you were given credit for any course listed on your pre-printed Registration Form, you may line out that course. Do not enroll in a course in which you have already received transfer or test credit! Feel free to add another course in its place if you have room in your schedule.
12. Now click “Search for Classes” above the Holds area to find the courses you need to enroll in.



Then enter the appropriate Term and click the GO button.

### Class Search

Select an institution, term and search method.  
Click GO to continue.

<b>Institution</b>	California Maritime Academy ▼
<b>Term</b>	Fall 2012 ▼
	<input type="button" value="GO"/>

13. Refer to your pre-printed Registration Form to search for a course. Upon finding a course, click the “View All Sections” link to see all course sections.



14. Make sure you are eligible for all your classes with regard to course prerequisites, co-requisites, and class requisites. All “requisites” are listed under the Section hyperlink. Section 1-LEC(1127)

- Some courses are meant for certain groups of students and have “class requisites” assigned to them, for example “Division 1/2”. Other students trying to enroll in these courses will receive a “requisite” error message. If you get a requisite error, check the requisites for the course to see if you fit that certain group.
- You cannot enroll in a course in which you have not met the “prerequisites”. You will have to wait until Orientation to seek approval for a Waiver of Prerequisite by your Department Chair. Upon approval, a Waiver of Prerequisite Form needs to be submitted to the Student Records Office for processing.
- 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.

15. If a class section is “full”, try to find an alternative section of that class. This may mean rearranging your schedule. If all sections of a required class are full, place your name on the Waiting List for the section that best fits your schedule.

16. Use the time grid at the bottom of the Course Registration Form or the Class Schedule Worksheet to help you plan your schedule. Make sure your schedule does not have any time conflicts. Students often mark their time grid incorrectly, which could cause a time conflict error when registering.

17. List the appropriate four-digit Class Nbr and Section next to each course on your Registration Form. Because class sections fill up quickly, you are encouraged to have second and third choices available.

18. **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 (or do not take the 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 registered in the course to get credit for it. This course is a prerequisite to subsequent courses.**

19. You cannot enroll in more than 20 units (or 15 if you enter Cal Maritime on Academic Probation). You will have to wait until Orientation to seek approval of an Overload by your Department Chair for the excess units. Upon approval, an Overload Form needs to be submitted to the Student Records Office for processing.

20. Once you have selected your classes, and you have no holds, you can enroll in your classes. To start the registration process, click the “Add a Class” hyperlink. Enter the four-digit class number, and then click the green “enter” button. Verify that the course is still “Open”, then click the green “Next” button to add the course to your Enrollment Shopping Cart. Continue to add courses to your shopping cart, based on the information you entered on your Course Registration Form.

21. When your shopping cart is full, proceed to the next step to “Confirm classes”, then click the “Finish Enrolling” button. If you encounter any errors, such as a “closed” class or a “prerequisite” error, you can go back to your shopping cart to add a different class or to add yourself to a Waiting List.

22. Finally, print and/or view your class schedule for accuracy. Be sure you are enrolled or waitlisted in every course that was pre-printed on your Course Registration Form (unless you received transfer credit for a course). If your shopping cart has any classes left in it, be aware that you are not enrolled in those classes.

**NOTE:** Once you get to campus for Orientation, you will want to print a final copy of your schedule. By then all classroom assignments will have been made. If you rely on the copy you print now, you could easily end up in the wrong classroom on the first day of school!