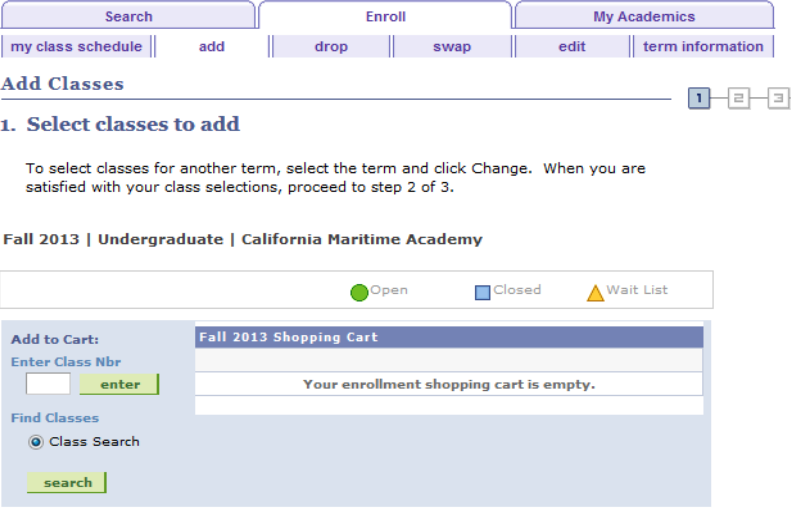
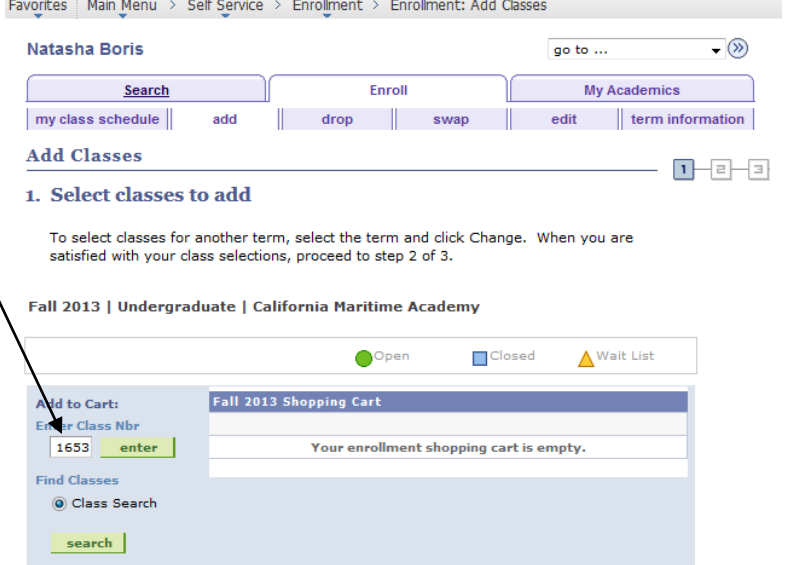

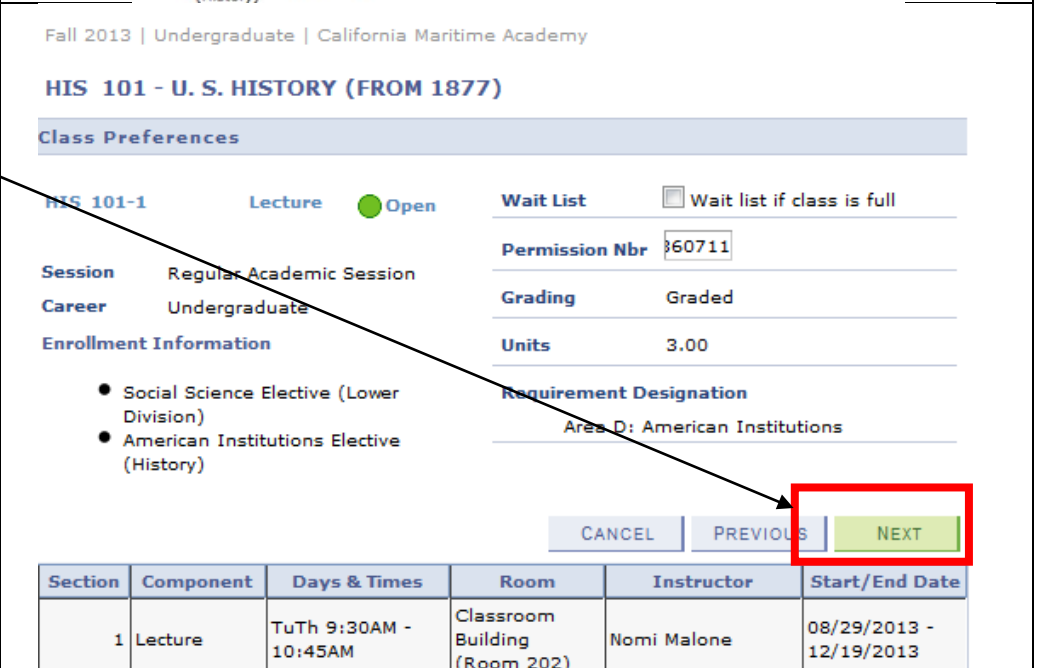
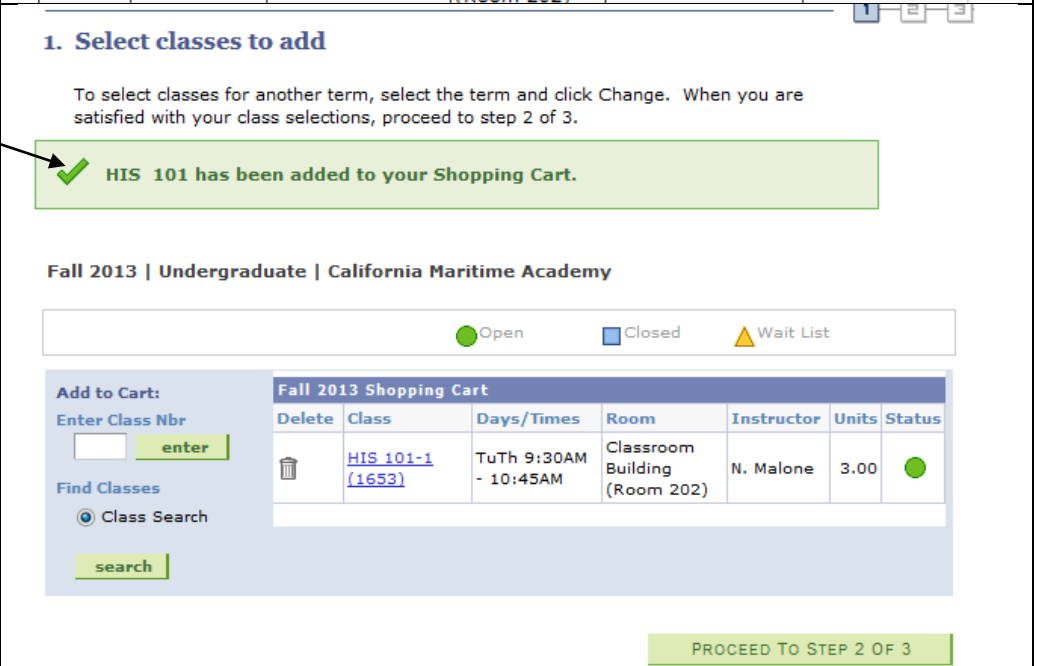


California Maritime Academy

How to register with permission numbers

~ eff. Fall 2013

Steps	Instructions	PeopleSoft View
1	To enroll in the course using the permission number navigate to Self Service > Enrollment > Enrollment: Add Classes	
2	Select the course that you would like to add; click Search.	

<p>3</p> <p>Enter the permission number into the Permission Nbr field</p>	 <p>Add Classes</p> <p>1. Select classes to add - Enrollment Preferences</p> <p>Fall 2013 Undergraduate California Maritime Academy</p> <p>HIS 101 - U. S. HISTORY (FROM 1877)</p> <p>Class Preferences</p> <p>HIS 101-1 Lecture ● Open</p> <p>Wait List <input type="checkbox"/> Wait list if class is full</p> <p>Permission Nbr <input type="text"/></p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Enrollment Information</p> <ul style="list-style-type: none"> • Social Science Elective (Lower Division) • American Institutions Elective (History) <p>Grading Graded</p> <p>Units 3.00</p> <p>Requirement Designation Area D: American Institutions</p>																					
<p>4</p> <p>After entering the permission number, continue the enrollment process by selecting Next.</p>	 <p>Fall 2013 Undergraduate California Maritime Academy</p> <p>HIS 101 - U. S. HISTORY (FROM 1877)</p> <p>Class Preferences</p> <p>HIS 101-1 Lecture ● Open</p> <p>Wait List <input type="checkbox"/> Wait list if class is full</p> <p>Permission Nbr 360711</p> <p>Session Regular Academic Session</p> <p>Career Undergraduate</p> <p>Enrollment Information</p> <ul style="list-style-type: none"> • Social Science Elective (Lower Division) • American Institutions Elective (History) <p>Grading Graded</p> <p>Units 3.00</p> <p>Requirement Designation Area D: American Institutions</p> <p>CANCEL PREVIOUS NEXT</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Component</th> <th>Days & Times</th> <th>Room</th> <th>Instructor</th> <th>Start/End Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Lecture</td> <td>TuTh 9:30AM - 10:45AM</td> <td>Classroom Building (Room 202)</td> <td>Nomi Malone</td> <td>08/29/2013 - 12/19/2013</td> </tr> </tbody> </table>	Section	Component	Days & Times	Room	Instructor	Start/End Date	1	Lecture	TuTh 9:30AM - 10:45AM	Classroom Building (Room 202)	Nomi Malone	08/29/2013 - 12/19/2013									
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<p>5</p> <p>If successful, you will see the following message.</p>	 <p>1. Select classes to add</p> <p>To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.</p> <p>✔ HIS 101 has been added to your Shopping Cart.</p> <p>Fall 2013 Undergraduate California Maritime Academy</p> <p>● Open ■ Closed ▲ Wait List</p> <p>Add to Cart:</p> <p>Enter Class Nbr <input type="text"/> <input type="button" value="enter"/></p> <p>Find Classes <input checked="" type="radio"/> Class Search <input type="button" value="search"/></p> <table border="1"> <thead> <tr> <th colspan="7">Fall 2013 Shopping Cart</th> </tr> <tr> <th>Delete</th> <th>Class</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>HIS 101-1 (1653)</td> <td>TuTh 9:30AM - 10:45AM</td> <td>Classroom Building (Room 202)</td> <td>N. Malone</td> <td>3.00</td> <td>●</td> </tr> </tbody> </table> <p><input type="button" value="PROCEED TO STEP 2 OF 3"/></p>	Fall 2013 Shopping Cart							Delete	Class	Days/Times	Room	Instructor	Units	Status		HIS 101-1 (1653)	TuTh 9:30AM - 10:45AM	Classroom Building (Room 202)	N. Malone	3.00	●
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<p>6</p> <p>Verify or confirm your classes. Click on Finish Enrolling.</p>		<p>Add Classes</p> <p>2. Confirm classes</p> <p>Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.</p> <p>Fall 2013 Undergraduate California Maritime Academy</p> <p> <input type="radio"/> Open <input type="radio"/> Closed <input type="radio"/> Wait List </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Description</th> <th>Days/Times</th> <th>Room</th> <th>Instructor</th> <th>Units</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>HIS 101-1 (1653)</td> <td>U. S. HISTORY (FROM 1877) (Lecture)</td> <td>TuTh 9:30AM - 10:45AM</td> <td>Classroom Building (Room 202)</td> <td>N. Malone</td> <td>3.00</td> <td>●</td> </tr> </tbody> </table> <p> <input type="button" value="CANCEL"/> <input type="button" value="PREVIOUS"/> <input style="border: 2px solid red;" type="button" value="FINISH ENROLLING"/> </p>	Class	Description	Days/Times	Room	Instructor	Units	Status	HIS 101-1 (1653)	U. S. HISTORY (FROM 1877) (Lecture)	TuTh 9:30AM - 10:45AM	Classroom Building (Room 202)	N. Malone	3.00	●
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<p>7</p> <p>Last step, view results and messages to confirm enrollment.</p>		<p>Add Classes</p> <p>3. View results</p> <p>View the following status report for enrollment confirmations and errors:</p> <p>Fall 2013 Undergraduate California Maritime Academy</p> <p> <input checked="" type="checkbox"/> Success: enrolled <input checked="" type="checkbox"/> Error: unable to add class </p> <table border="1"> <thead> <tr> <th>Class</th> <th>Message</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>HIS 101</td> <td>Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.</td> <td>✓</td> </tr> <tr> <td></td> <td>Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.</td> <td>✓</td> </tr> </tbody> </table> <p> <input type="button" value="MY CLASS SCHEDULE"/> <input type="button" value="ADD ANOTHER CLASS"/> </p>	Class	Message	Status	HIS 101	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓		Message: You have already taken this class. You have now exceeded the repeatable limit for this class. Verify that this class will apply toward your course of study.	✓					
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Students:

If you continue to have registration issues with permission numbers, please visit the Office of the Registrar during business hours (0800-1630) or email: registrar@csum.edu