



## ENROLLMENT: How to Add a Class

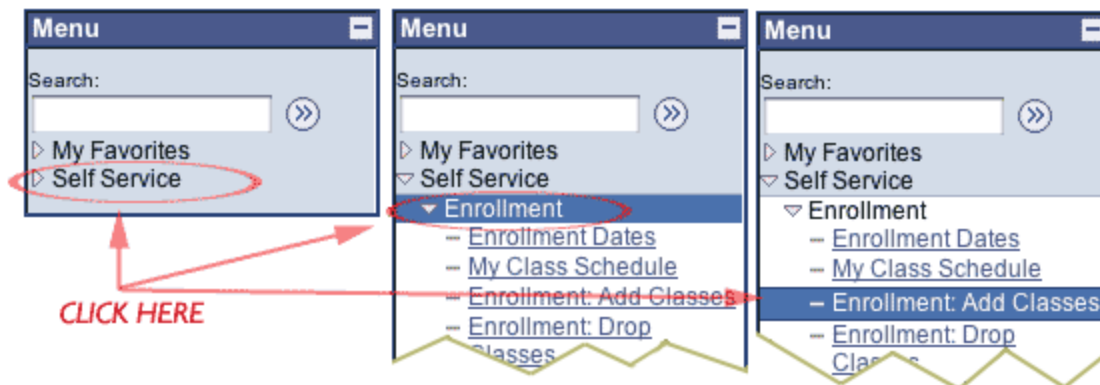
Once you log into PeopleSoft, check for any holds that may prevent you from registering.



Once your holds are cleared, and, if it is your enrollment date and time (or open registration,) you may begin adding classes.



On the left menu bar, click on "Self Service" > "Enrollment" > "Enrollment: Add Classes".



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- Once you are at the “Add” page, select the proper term from the menu, then hit “CONTINUE”.

[my class schedule](#) [class search](#) [add](#) [drop](#) [swap](#) [edit](#)

## Add Classes

1 2 3

### Select Term

Select a term then click Continue.

	Term	Career	Institution
<input type="radio"/>	Spring 20	Undergraduate	California Maritime Academy
<input type="radio"/>	Fall 20	Undergraduate	California Maritime Academy

[CONTINUE](#)

[My Class Schedule](#)

[Class Search](#)

[Add](#)

[Drop](#)

[Swap](#)

[Edit](#)

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## ADDING CLASSES

- You may start adding classes by either one of the two following methods.
  - The first is to search for a class by clicking on the "Search" button.
  - The second method is if you know the class Nbr, you can enter it in the "Enter Class Nbr" field. (See figure below.)

Search | **Enroll** | My Academics

My Class Schedule | **Add** | Drop | Swap | Edit | Term Information

Add Classes 1 2 3

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2017 | Undergraduate | California Maritime Academy

Change Term

● Open

■ Closed

▲ Wait List

Add to Cart

Enter Class Nbr

Enter

Fall 2017 Shopping Cart

Your enrollment shopping cart is empty.

Find Classes

Class Search

Search

Schedule Planner

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If the class is full, and you'd like to be placed on the Waiting List, check the "Wait list if class is full" box. Otherwise, click "Next".

Search | **Enroll** | My Academics

[My Class Schedule](#) | **Add** | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1 2 3

### 1. Select classes to add - Enrollment Preferences

Spring 2018 | Undergraduate | California Maritime Academy  
DL 100 - SMALL CRAFT OPERATIONS

#### Class Preferences

DL 100-01      Laboratory      ● Open

Session Regular Academic Session

Career Undergraduate

Wait List  Wait list if class is full

Permission Nbr

Grading Graded

Units 1.00

#### Enrollment Information

- Course Prerequisites: DL 105, DL 105L, and must pass swimming assessment test or PE 101 or PE 102

Cancel

Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Laboratory	Tu 1:30PM - 4:20PM	Boathouse	Fred Reiman	01/08/2018 - 04/26/2018

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# Each class that you select will be kept in your Shopping Cart.

Add Classes



To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

 DL 100 has been added to your Shopping Cart.

Spring 2018 | Undergraduate | California Maritime Academy


[Change Term](#)

Open  Closed   Wait List

**Add to Cart**

Enter Class Nbr  
 [Enter](#)

Find Classes  
 Class Search  
[Search](#)  
[Schedule Planner](#)

Spring 2018 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	DL 100-01 (1061)	Tu 1:30PM - 4:20PM	Boathouse	F. Reiman	1.00	<input checked="" type="radio"/>

[Proceed to Step 2 of 3](#)

NOTE: The classes listed in your Shopping Cart have NOT been added yet.

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The Shopping Cart will remain active until you either delete or successfully add the classes, even after you log off (see figure below). Be sure the classes being added are not closed. Continue by clicking on "Proceed to Step 2 of 3".

Add Classes



To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Note the status of the section. Closed sections will NOT be added

DL 100 has been added to your Shopping Cart.

Spring 2018 | Undergraduate | California Maritime Academy Change Term

Delete from shopping cart Click to view class details Open Closed Wait List

**Spring 2018 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	DL 100-01 (1061)	Tu 1:30PM - 4:20PM	Boathouse	F. Reiman	1.00	<span>Open</span>

Add to Cart  
Enter Class Nbr  Enter

Find Classes  
 Class Search  
Search  
Schedule Planner

When finished selecting classes, click here

Proceed to Step 2 of 3

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## CONFIRMING YOUR CLASSES

Proceeding to step 2 will bring you to the Confirmation page. Review your selections and click on "Finish Enrolling" to finalize your selections.

Search | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes 1 | **2** | 3

### 2. Confirm classes

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

Spring 2018 | Undergraduate | California Maritime Academy

● Open    ■ Closed    ▲ Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
DL 100-01 (1061)	SMALL CRAFT OPERATIONS (Laboratory)	Tu 1:30PM - 4:20PM	Boathouse	F. Reiman	1.00	●
<input type="button" value="Cancel"/> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Finish Enrolling"/>						

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## VIEWING RESULTS

If you are unable to add a class, the reason will be displayed following an "Error:" message.

Search | **Enroll** | My Academics

[My Class Schedule](#) | **Add** | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1 2 3

### 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:

Spring 2018 | Undergraduate | California Maritime Academy

✔ Success: enrolled	✘ Error: unable to add class
---------------------	------------------------------

Class	Message	Status
ME 494	<b>Error: Unable to add this class - prerequisites have not been met.</b> Course Prerequisites: ME 492	✘

[My Class Schedule](#)   [Add Another Class](#)

**You may add another course by clicking "Add Another Class" or try to fix the errors by clicking "Fix Errors".**

*IMPORTANT NOTE: If you see classes listed in your Shopping Cart, they have NOT been registered. You can either click on the Trash Can to delete them, or click "Proceed to Step 2 of 3" to Confirm and Enroll.*



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### Spring 2018 Shopping Cart

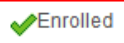


Delete	Class	Days/Times	Room	Instructor	Units	Status
	DL 100-01 (1061)	Tu 1:30PM - 4:20PM	Boathouse	F. Reiman	1.00	

→ Proceed to Step 2 of 3

Finally, view your Class Schedule for accuracy. A checkmark indicates that you are “enrolled” in the course. If a course is not listed in your Class Schedule, it may still be in your Shopping Cart. Continue the Add process until you are either “enrolled” or “wait listed” in your courses.

### ▼ My Spring 2018 Class Schedule

Class	Description	Days/Times	Room	Instructor	Units	Status
LAW 315-2 (1227)	ADMIRALTY LAW (Lecture)	Tu 7:00PM - 8:50PM	ABS Building (Room 101)	M. Dudman	2.00	

Legend:  Enrolled     Dropped     Wait Listed

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