

## ENROLLMENT: How to Add a Class

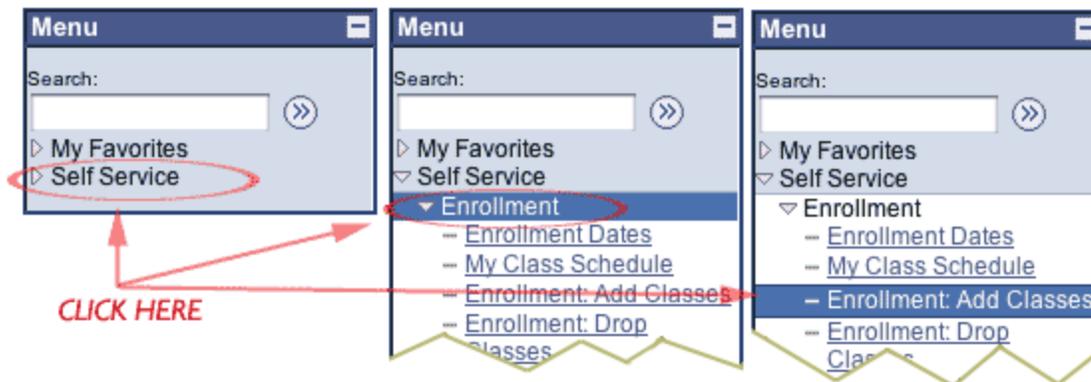
Once you log into PeopleSoft, check for any holds that may prevent you from registering.



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".



- 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 2010	Undergraduate	California Maritime Academy
<input type="radio"/>	Fall 2010	Undergraduate	California Maritime Academy

CONTINUE

[My Class Schedule](#) [Class Search](#) [Add](#) [Drop](#) [Swap](#) [Edit](#)

## ADDING CLASSES

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

my class schedule class search add drop swap edit

**Add Classes** 1 2 3

**1. Select classes to add**

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

Fall 2010 | Undergraduate | California Maritime Academy [change term](#)

Add a class using one of the following:

Search for Class  [search](#)

----- OR -----

Enter Class Nbr  [enter](#)

If 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".

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

## Add Classes

1 2 3

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

Fall 2010 | Undergraduate | California Maritime Academy

#### MGT 420 - SUPPLY CHAIN MANAGEMENT

##### Class Preferences

<p><b>MGT 420-1</b>      <b>Lecture</b>      <span style="color: green;">●</span> <b>Open</b></p> <p><b>Session</b>      Regular Academic Session</p> <p><b>Career</b>      Undergraduate</p> <p><b>Enrollment Requirements</b></p> <ul style="list-style-type: none"> <li>• Course Prerequisite: MGT 340</li> </ul>	<p><b>Wait List</b>      <input type="checkbox"/> Wait list if class is full</p> <p><b>Permission Nbr</b>      <input type="text"/></p> <p><b>Grading</b>      Graded</p> <p><b>Units</b>      3.00</p>
--	---

[CANCEL](#)
[NEXT](#)

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

Fall 2010 Enrollment Shopping Cart							
<span style="color: green;">●</span> Open <span style="color: blue;">■</span> Closed <span style="color: orange;">▲</span> Wait List							
Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	<a href="#">BUS 200-1 (1005)</a>	INTRODUCTION TO MARKETING (Lecture)	TBA	TBA	Staff	3.00	<span style="color: green;">●</span>
	<a href="#">MGT 420-1 (1014)</a>	SUPPLY CHAIN MANAGEMENT (Lecture)	TBA	TBA	Staff	3.00	<span style="color: green;">●</span>

View All Classes in Cart      First ◀ 1-2 of 2 ▶ Last

[PROCEED TO STEP 2 OF 3](#)

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

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".

*Delete from shopping cart*

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

*Click to view class details*

Spring 2007 Enrollment Shopping Cart

Open Closed

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	<a href="#">LIBS 320A-005 (2192)</a>	Elective Seminar Core A (Seminar)	W 1:00PM - 3:40PM	TBA	B. Frymer	3.00	<input type="checkbox"/>
	<a href="#">POLS 200-002 (1003)</a>	American Political System (Discussion)	TuTh 4:00PM - 5:15PM	TBA	D. Ziblatt	3.00	<input checked="" type="checkbox"/>

View All Classes in Cart First 1-2 of 2 Last

When finished selecting classes, click here

PROCEED TO STEP 2 OF 3

## 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.

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

### Add Classes

1 2 3

### 2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

Spring 2007 | Undergraduate | Sonoma State University

Open  Closed

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">ARTH 460-001 (2067)</a>	History of American Art (Lecture)	MW 10:00AM - 11:50AM	TBA	Staff	3.00	<input checked="" type="checkbox"/>
<a href="#">MATH 165-002 (2573)</a>	Elementary Statistics (Discussion)	TuTh 3:00PM - 4:50PM	TBA	J. Silverman	4.00	<input checked="" type="checkbox"/>

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

## VIEWING RESULTS

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



### Add Classes



### 3. View results

View the following status report for enrollment confirmations and errors:

Fall 2010 | Undergraduate | California Maritime Academy

Class	Message	Status
MGT 420	<b>Error:</b> Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.	✘
BUS 200	<b>Success:</b> This class has been added to your schedule.	✔

MY CLASS SCHEDULE

ADD ANOTHER CLASS

FIX ERRORS

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.

▼ Fall 2010 Enrollment Shopping Cart

Open
  Closed
  Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	<a href="#">MGT 205-1 (1012)</a>	ORG BEHAVIOR & LABOR REL (Lecture)	TBA	TBA	Staff	3.00	<input checked="" type="radio"/>
	<a href="#">MGT 420-1 (1014)</a>	SUPPLY CHAIN MANAGEMENT (Lecture)	TBA	TBA	Staff	3.00	<input checked="" type="radio"/>

View All Classes in Cart    First ◀ 1-2 of 2 ▶ Last

→ [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 Fall 2010 Class Schedule

Enrolled
  Dropped
  Wait Listed

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">BUS 200-1 (1005)</a>	INTRODUCTION TO MARKETING (Lecture)	TBA	TBA	Staff	3.00	<input checked="" type="checkbox"/>
<a href="#">BUS 220-1 (1006)</a>	BUSINESS COMMUNICATIONS (Lecture)	TBA	TBA	Staff	3.00	<input checked="" type="checkbox"/>