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Cal Maritime SSO (Single Sign-On)

Cal Maritime’s intranet website, Common Management System (PeopleSoft), and Learning Management System (BrightSpace) are managed through Single Sign-On. You will utilize your Cal Maritime username and password to access these sites and tools.

Logging into PeopleSoft – Student Systems

PeopleSoft, our Common Management System (CMS) may be accessed several ways:
1) through the Cal Maritime intranet,
2) through a shortcut you establish on your desktop,
3) through a saved bookmark on your favorite browser, or
4) the link on the bottom of every Cal Maritime webpage (“PeopleSoft”).
*Make sure you allow pop-ups. You will not be able to download rosters or permission numbers otherwise.

Cal Maritime Intranet:
From the main Cal Maritime intranet site, under “Important Links”, select “PeopleSoft - Student Systems”, then log in with your Cal Maritime Username and Password:

**Important Links**

- Daily COVID-19 Symptom Check
- Facilities Service Request (includes COVID-19 cleaning & supplies)
- HR COVID-19 Employee Resources
- Office 365 Email
- Peoplesoft - HR
- Peoplesoft - Finance
- Peoplesoft - Student Systems

Desktop Shortcut:
Once you have successfully logged into PeopleSoft, click on the URL of the website once to highlight it. Then drag the URL to your desktop. This creates a desktop shortcut you can then use the next time you need to log on.

Bookmark:
Once you have successfully logged into PeopleSoft, save the website to your favorites or bookmarks, depending on the browser.

Portal Navigation:
1. From the main Cal Maritime website, log in to the Intranet – by clicking on “Login” on the upper right corner.

2. Enter your Cal Maritime Username and Password.
3. Once logged in to myCALMARITIME portal, select “PeopleSoft-Student Systems”.

PeopleSoft Faculty Center

Faculty Center is your home base for viewing your assigned classes, class schedule, class rosters, and grade rosters.

How to View My Schedule and Class Roster(s)

- To view your teaching schedule, class rosters, etc., click the “My Schedule” link under Maritime Faculty Center.

- You can view your teaching schedule, which shows days and times of each class, location, and dates. You can also view your "weekly teaching schedule”.

My Schedule

- Click the Class Roster icon to view a list of students in each class.
The roster will default to "enrolled" students, but if you click the Enrollment Status drop-down arrow you can view different categories of students, including dropped, waitlisted, or all students. More information on waitlists and their relation to permission numbers is provided in another section.

Downloading a Simple Excel Spreadsheet Roster
To download an Excel version of your roster, select the identified icon below.
1. If you are using Internet Explorer, you may see the following message upon downloading the roster. You will want to click “yes” to the message in the pop-up window; then you will receive your excel spreadsheet.

2. If you are using Google Chrome, you should receive a pop-up window shown below. You will have to click on the Excel icon at the bottom of the pop-up window.

3. If you are using Mozilla Firefox, you should receive a pop-up window shown below. Selecting the “OK” button will open Excel, prompting you to make sure you want to open the file. Select the “Yes” button to this prompt.
Printing Class Roster with Student Photos
Printed class rosters can include student photos as well. Individual student photos can also be viewed on the student overview page in The Passport. To print class rosters with photos:

- Go to the “My Schedule” screen, then select the Class Roster Icon next to the class you want to see:

  Fall 2016 | California Maritime Academy  

  Select display option:  

  - Show All Classes  
  - Show Enrolled Classes Only

  Icon Legend:  

  - Student  
  - Class Roster  
  - Grade Roster  
  - Learning Management

  My Teaching Schedule > Fall 2016 > California Maritime Academy

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled</th>
<th>Days &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR 105-1 (1092)</td>
<td>MARINE SURVIVAL (Lecture)</td>
<td>36</td>
<td>Mo 10:00AM - 10:30AM</td>
</tr>
<tr>
<td>DR 105-2 (1100)</td>
<td>MARINE SURVIVAL (Lecture)</td>
<td>34</td>
<td>Tu 2:00PM - 2:30PM</td>
</tr>
<tr>
<td>DR 105-3 (1096)</td>
<td>MARINE SURVIVAL (Lecture)</td>
<td>17</td>
<td>Fr 2:30PM - 3:30PM</td>
</tr>
</tbody>
</table>

- In the Class Roster screen, click on “Include photos in list”
Once the photo shows, click on “View All” to show all students on roster.

To Print Class Roster with pictures, please take the steps below for different browsers.

- **Chrome:**
  - Select all content on the page by using keyboard shortcut “Ctrl + A”,

- **Other Browsers:**
To initiate print by using keyboard shortcut “Ctrl + P” or right click on the highlighted text and select Print

- Firefox:
  - Right click in a blank area on the page > select “This Frame” > select “Print Frame…”
Faculty Use of Waitlists and Permission Numbers
Waitlists may be used as tools to determine who may add the course if space is available. Talk with your department chair to determine the student population and who is to be given priority for entry into the class, and when a class may be over enrolled.

After classes have begun, students add classes by Permission Number up until the add/drop deadline – see also Course Registration – Adding and Dropping of Courses for more details.

- Permission numbers may be accessed through your class schedule: Faculty Center > My Schedule.
- Click on the Class Permissions link and the number symbol next to the class name, to view the available permission numbers for your course.
• Permission numbers may also be accessed from the class roster:

   Faculty Center
   My Schedule

   Fall 2013 | California Maritime Academy [change term] [My exam Schedule]

   Select display option: Show All Classes Show Enrolled Classes Only

<table>
<thead>
<tr>
<th>Class</th>
<th>Class Title</th>
<th>Enrolled Days &amp; Times</th>
<th>Room</th>
<th>Class Dates</th>
</tr>
</thead>
</table>
   | GOV 200-1 | AMERICAN GOVERNMENT (Lecture) | 27 | Monday-Friday 9:00AM - 9:50AM | Technology Center (Room 146) | Aug 29, 2013-Oct 19, 2013

   Or

   Class Roster

   Summer 2017 | Regular Academic Session | California Maritime Academy | Undergraduate

<table>
<thead>
<tr>
<th>BUS 300-1 (1039)</th>
<th>change class</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNATIONAL BUSINESS (Lecture)</td>
<td></td>
</tr>
<tr>
<td>Days and Times</td>
<td>Room</td>
</tr>
<tr>
<td>TBA</td>
<td>On-Line Course</td>
</tr>
</tbody>
</table>

   *Enrollment Status Enrolled 40 Enrolled 11

   Class Permissions

• Please note: permission numbers will show a status of “Not Used” until a student has used the permission number to enroll in class in PeopleSoft. You may also notice that a student will show a status of dropped if they drop after using a permission number.

• An Excel spreadsheet of the available permission numbers may be downloaded by selecting the spreadsheet icon (noted in below screenshot).

• Please be aware that permission numbers expire and cannot be used after their expiration date.

• Permission numbers are course section specific and have a one-time use only.

• Make sure and use permission numbers that are “current” and have not “expired” when you issue them.

• Contact the Office of the Registrar (registrar@csum.edu) if you need additional permission numbers.
If you are using Internet Explorer, you may see the following message when downloading the list of permission numbers. You will want to click “Yes” to the message in the pop-up window to access your Excel spreadsheet.

If IE indicates your download has been blocked, permit the download by clicking on its Information Bar and selecting “Download File…”.

Please close this window after download has completed.

If you are using Google Chrome, you should receive a pop-up window shown below. You will have to click on the Excel icon at the bottom of the pop-up window.
If you are using Mozilla Firefox, you will receive the pop-up window shown below. Selecting the “OK” button will open Excel, which will prompt you to confirm you want to open the file. Select the “Yes” button.

How to email my students

From your class roster in Peoplesoft, if you wish to email a student or students, you have three options:

- To email an individual student, select their hyperlinked name.
- To email a select group of students, use the check box in front of their name to “select” them, and use the “notify selected students” button at the bottom of the page.
- To email all the students on the class roster, use the “notify all students” button at the bottom of the page.
• Emails will be sent to the student’s Cal Maritime email. Make sure and complete the subject line.
• Emails can also be sent to class rosters through The Passport.

How to Enter Final Grades
Grade Rosters are generated by the Office of the Registrar during the final weeks of the term. If you are teaching a course which is condensed, or in any other modality that requires less than the full 15 weeks of the term and need a grade roster sooner than finals week, contact the Office of the Registrar at registrar@csum.edu.

The Academic Calendar is updated annually and will reflect when final grades are due each term.

When Grade Rosters have been generated, you can access the Grade Roster in two ways:
• From the Faculty Center: click on the Grade Roster icon for individual classes
  
  ![Faculty Center]

  ![Class Roster]

  • From the Class Roster, click on “Grade Roster” tab at the top right, or the Grade Roster link from the very bottom of the page.
If your class has earned mostly the same grade, you can use the Select All at the bottom left of the roster, then use the pull-down menu to assign the same grade for all students. You can then alter students with a different grade individually.

Alternately, you can individually select students and assign a particular grade. You must then Clear All before selecting your next set of students to assign a different grade.

Grades can also be assigned on a one-by-one basis using the Roster Grade pull-down menu to enter the appropriate grade:

Note: The Official Grade field remains empty until the Student Records Office has posted all final grades.

If you are interrupted before entering all grades, click "Save." You can return later to finish grading.

After all grades are entered and reviewed, and you are ready for them to be posted to student’s record, change the approval status to “Approved”.
Click "Save." You will see this message:

Click “OK” and then “Return”.

All grades can be edited until the grades are “posted” by the Office of the Registrar. To change a grade, go to the grade roster action, change the status to “not reviewed” and you may now change a grade.

Once grades have been set to Approved, a nightly batch process in the Office of the Registrar will “Post” the grades. Grades may post more frequently towards the end of finals week.

To change a grade after the roster has been posted, a Change of Grade Form will need to be obtained from the Office of the Registrar. Please email registrar@csum.edu to receive the form, as forms are not available online.

FERPA – Permission to talk with a Parent, Spouse, or Named Other

The Family Educational Rights and Privacy Act of 1974 (FERPA) and CSU Maritime Academy protects the privacy of student educational records and generally limits access to the information contained in those records by third parties, including parents and relatives of the student.

Students may choose to grant Cal Maritime permission to disclose educational records to certain individuals in accordance with FERPA and University policy by completing an “Authorization to Release Information” in their PeopleSoft Student Systems > Student Center.

To view if a student has given permission for their records to be accessed by a named person, log into The Passport:
• Once logged into The Passport, search the student you are looking for by clicking the “quick search” bar at the top and search by student name.

• Once on the student’s profile, scroll down to the “Links” section on the lower right side of the screen. Select the “FERPA Permissions” link.

• You will be redirected to the “Authorization to Release Info” page in PeopleSoft. Be sure that the correct student is reflected before confirming FERPA permission.

• If the release does not list any names, the student has not given permission for their information to be released to any individual and information cannot be shared.

As academic faculty, it is expected that you will only be speaking, when permission is granted, about academic matters specifically listed (i.e., grades, resources, attendance, etc.). Please ask the individual you speak with to confirm their access code listed on the release page. This ensures you are speaking with the right person. Please contact your Department Chair, Academic Dean, University Advisor (advisor@csum.edu) or the Office of the Registrar (registrar@csum.edu) if you have any questions.

Grades

Grade Definitions
Cal Maritime’s grade definitions and explanations can be found under the AA 03-002 Grading System policy:

Letter Scale Definition:
- A+, A, A-: Performance has been of the highest level showing sustained course requirements.
- B+, B, B-: Performance has been good.
- C+, C, C-: Performance has been adequate, satisfactorily meeting the course requirements.
- D+, D, D-: Performance has been less than satisfactory.
- F: Performance has been poor, such that course requirements have not been met.
- CR: A credit grade equates to a grade of “C” or better (See section B: Grade Explanations); also used for transfer courses.
- NC: No credit grade equates to a grade below C-, (See section B: Grade Explanations).
- I: Incomplete. Course must be completed by sixth week of the following semester (may be extended in extraordinary cases).
- IC: Incomplete Charged. Counts as a failing grade for grade point average computation.
- RD: Report Delayed.
- RP: Report in Progress.
W Withdrawal after add/drop (after Census, only for serious and compelling reasons).
WU Withdrawal Unauthorized. Counts as a failing grade for grade point average computation.

Courses are assigned to the following categories:
- Graded, CR/NC or ABC/NC
  - ABC/NC means grades of A, B, or C may be given in any of their permutations (A-, B-, C-). If a student does not earn the minimum of a C- they will receive an NC.
  - Students may request to audit a course or take a graded course as CR/NC if they are not using the course to meet their degree requirements.
  - Courses must be taken and passed in their defined pattern (i.e., A, B, C, CR, NC, etc.) stipulated by the catalog to meet degree requirements.

Minimum Grades Needed for Courses
The minimum grade a student must earn in a course depends on several factors:
- For most courses a “D” grade is passing and meets the requirements of the degree.
- Math courses which are a pre-requisite to another math class require a minimum grade of a C- in the pre-requisite course.
- STCW courses must be passed with a minimum grade of a C-. However, a grade of “D” in a STCW course is sufficient to meet the pre-requisite requirement to take the follow-on course (and the student will still need to repeat the course).
- The golden four courses (Areas A1, A2, A3, B4) must be passed with a minimum grade of a C-.
- The graduate writing course must be passed with a minimum grade of C-.

Incomplete Grade Contract
An Incomplete (I) grade can be issued to a student whose work in a course has been qualitatively satisfactory, but due to illness or other extenuating circumstances beyond the student’s control, has been unable to complete a portion of the coursework. In no case should the grade of “I” be recorded for a student who has not completed the majority of the work in the course. The student must request the Incomplete (I) grade from faculty before final grades are posted. Incomplete grades are not guaranteed; it is up to the instructor whether they will grant an “I” grade or not.
- Instructions for entering an Incomplete Grade in PeopleSoft are located on the Office of the Registrar website under Faculty Academic Resources.
- The incomplete grade must be submitted in the PeopleSoft Final Grade Roster on or before the final grade submission deadline (see the Academic Calendar for deadline).
- It is the student’s responsibility to submit completed final work to the faculty based on the remaining requirements outlined in the contract by the due date. If the student is not enrolled in the proceeding semester, they are still responsible for the work due to the faculty by the deadline.
- If the remaining work for the course, as defined in the contract, is not completed the grade will automatically convert to an “IC”. The value of an “IC” grade is equivalent to an “F” grade and is calculated as such in the GPA calculation.
- It is the responsibility of the faculty to submit a final grade promptly to the Office of the Registrar when the student completes the conditions of their Incomplete Grade Contract. Faculty should request a Change of Grade form from the Office of the Registrar (registrar@csum.edu) to update the “I” grade.
- Students are not permitted to re-register for the course while an “I” is recorded for a prior term.
- If the student registers for the post-requisite of the course under contract, and the incomplete course is not passed, the student may be required to withdraw from the post-requisite course.
Change of Grade
To change a grade after it has been posted, please request a change of grade form from the Office of the Registrar (email registrar@csum.edu). This form is not available on the website.

Grade Appeals
A student may request a change of grade if they feel there is an issue with the posted grade. Please refer to the AA 03-020 Student Originated Request for Change of Grade policy for more details.

Course Registration – Adding and Dropping of Courses

Cal Maritime is unique among the CSU campuses in that it provides a four-year “Curriculum Roadmap” for each of its majors. Each student should have the expectation that upon completion of appropriate coursework each semester, the student will be able to enroll in prescribed courses in the succeeding semesters and complete their coursework within the 4-year track provided.

If a student fails, withdraws, does not enroll, or misses a prescribed course for any reason, the student may not be able to complete follow-up courses and may extend their time to degree. Please note - not all courses are offered every semester, and courses to be repeated cannot be scheduled to avoid conflicts with current required courses. Additionally, due to classroom and faculty availability, certain courses such as labs and simulators are scheduled to accommodate “on track” students, and space may be limited for students taking courses early or late according to their roadmap.

Certain courses may be available only to a specific group of students (i.e., class of 2021, 2022, 2023, etc.) or a specific major (ME, MT, etc.). Students not meeting the prescribed “class requisite” (determined by the Chair of the department) will not be able to enroll in the course until after the “class of” requisite is removed. If the class requisite is not removed, students will need to submit a waiver of pre-requisite/co-requisite electronic form during the add/drop period.

Adding and Dropping Courses during Appointments and Open Enrollment

The Office of the Registrar will offer a registration period each term in which students will have the opportunity to register for the next term’s courses. A limited number of students have Priority Registration (i.e., students working with Accessibility and Disability Services, NAIA athletes, etc.) and will be able to register ahead of all students. Registration appointments then proceed each day with those having senior academic standing, followed by juniors, sophomores, and freshmen.

- Senior standing: 90 or more completed units
- Junior standing: 60 – 89.9 completed units
- Sophomore standing: 30 – 59.9 completed units
- Freshman standing: less than 30 completed units

After each group of students has had their initial appointment, they remain in an open enrollment period and can continue to adjust their schedule: adding and dropping courses as requisites are lifted/changed, sections are added, or seats become available. The Office of the Registrar website will list when class requisites are scheduled to be lifted.

Summer term registration occurs during the spring term (usually in January, February or March of each year).

New incoming students are block registered by the Office of the Registrar prior to fall term according to their curriculum sheet (usually in late June/July/early August).
Adding and Dropping Courses during Add/Drop
The first two weeks of each term is called the Add/Drop period. See the Academic Calendar for specific dates.
- Students may drop courses through their PeopleSoft self-service portal.
- Students may add courses to their schedules through the PeopleSoft self-service portal utilizing Permission Numbers.
  - See Permission Numbers

Adding and Withdrawing Courses After Add/Drop and before Census
After the end of Add/Drop and by Census (20th day of instruction, see the Academic Calendar for dates), students may petition to late add or withdraw classes from their schedules.

Petition to Late Add a Course
After Add/Drop a student may petition to late add a course until census by submitting the Petition to Late Add after the Add/Drop Deadline. A permission number is required for students to submit this request. Courses cannot be added to a student’s schedule after Census.

Petition to Withdraw Course(s)
Students may not withdraw from classes after Census unless they have serious and compelling reasons. Students must complete a Petition to Withdraw and potentially provide evidence for their reason.

Withdrawal from all Courses
A student may petition to withdraw or take a leave of absence from all courses after Census for serious and compelling reasons. Students seeking to leave Cal Maritime through a leave of absence or withdrawal should contact a University Advisor (advisor@csum.edu) for guidance.

If a student has financial aid, withdrawing from all courses may have a financial impact. Students are encouraged to contact the Financial Aid Office for advisement prior to withdrawing from courses.

Instructor Initiated Drop from Course - Withdrawal Unauthorized (WU) Grade
A grade of “WU” (equivalent to an “F” grade for cumulative grade point average computation) will be assigned to a student who is enrolled after add/drop and does not officially withdraw and fails to complete the course or has a significant number of class absences after the second week. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit, use of the symbol “WU” is inappropriate and “NC” should be used instead. It is the student’s responsibility to officially withdraw from a course in which he/she is registered but has never attended or has stopped attending.

An instructor who wishes to drop a student who has not attended, has not turned in sufficient work to determine an earned grade, or has violated a term of the syllabus (e.g., excessive absences) may initiate a Withdrawal Unauthorized form. Completed forms should be submitted to the Office of the Registrar (registrar@csum.edu) for processing.

Registration Issues

Holds and Reminders
There can be several reasons a student may be unable to register for a class. A common reason is a hold on that student’s account that prevents registration. The student should log into their account to view any holds that are in place. Students can click on these holds to view details on how to have the hold lifted. There is common confusion between holds and reminders since they are listed in the same area of the PeopleSoft Student Services Center:
A hold may prevent a student from registering for courses.

A reminder is for informational purposes only and does not prevent a student from registering for courses.

Common Holds and Reminders:

Note: FAH/SAP holds do not block registration.

<table>
<thead>
<tr>
<th>Service Ind. Code</th>
<th>Reason Code</th>
<th>Service Ind. Code Long Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACH</td>
<td>OWES</td>
<td>Accounting Hold</td>
<td>You have an outstanding obligation with the Accounting department. Please see that department to clear up your hold.</td>
</tr>
<tr>
<td>ADV</td>
<td>OWES</td>
<td>Advisor Registration Hold</td>
<td>In order for this Advisor Registration Hold to be removed, please see your Academic Advisor in advance of your upcoming Enrollment Appointment. You will not be allowed to register for the upcoming semester until your advisor has removed this hold.</td>
</tr>
<tr>
<td>CDH</td>
<td>OWES</td>
<td>Commandant's Office Hold</td>
<td>You have an outstanding obligation with the Commandant's Office. Please see that department to clear up your hold.</td>
</tr>
<tr>
<td>EMR</td>
<td>WARN</td>
<td>Emergency Contact Reminder</td>
<td>THIS IS NOT A HOLD; ONLY A REMINDER! All students should have at least one emergency contact on file, including phone numbers and address. Please remember to add and/or update this information by navigating to Self-Service &gt; Campus Personal Information &gt; Emergency Contacts. Additionally, be sure to update your own address, phone, and email information as it changes.</td>
</tr>
<tr>
<td>HCH</td>
<td>IMMUN</td>
<td>Health Center Hold</td>
<td>You have not met the state-mandated immunization requirements to continue enrollment at Cal Maritime. Please contact the Student Health Center as soon as possible to find out how to clear this up. Their phone number is 707-654-1170.</td>
</tr>
<tr>
<td>HCH</td>
<td>HLTH</td>
<td>Health Center Hold</td>
<td>The Student Health Center has placed a hold on you. You must contact them as soon as possible to clear this up. Otherwise, depending on the specific hold, you will not be able to register for classes, or your admission/enrollment may be rescinded. Please contact the Student Health Center at 707-654-1170 as soon as possible.</td>
</tr>
</tbody>
</table>

Class Requisites
A student may not be able to register for a class due to a class requisite hold:

- Course Pre-requisite
- Course Co-requisite
- Class Of requisite (the class year they are scheduled to graduate)
  - Some Class Of requisites are lifted during the open registration period. Student can view the release dates of requisites on the Office of the Registrar webpage.
- Students with these types of holds will need to fill out a waiver of pre-requisite or co-requisite during the add/drop period.
Frequent Registration Issues:
Students who are having difficulty adding a class often have one of the following issues:

- Student has a hold preventing registration – see Holds and Reminders
- Student was given an incorrect permission number for the section
- Student is trying to add a lecture/lab combination and one course does not have open seats (both courses must have open seats to ensure student meets the co-requisite requirement)
- Student is trying to add a lecture/lab combination and only has a permission number for one of them
- Student is trying to add a course without its co-requisite in the shopping cart at the same time
- Student is trying to overload (all students must request permission to enroll in more than 20 units by filling out an Overload/Underload Request form)

Academic Awards and Honors

Cal Maritime recognizes matriculating students who have demonstrated academic excellence through the following programs:

President’s List:
The President’s List is published at the end of every fall and spring semester to honor students who have earned the highest academic achievement. The student must meet the following criteria:

- have a minimum semester GPA of 3.75
- have no grade lower than a C
- have a minimum of 12 graded units (excluding CR grades)
- have no incomplete grades

Dean’s List:
The Dean’s List is published at the end of every fall and spring semester to honor students who have excelled academically. The student must meet the following criteria:

- have a minimum semester GPA of 3.25
- have no grade lower than a C
- have a minimum of 12 graded units (excluding CR grades)
- have no incomplete grades

Honors:
At commencement, Cal Maritime recognizes academically outstanding students who are receiving baccalaureate degrees with the distinction of academic honors. Each honor is based on all academic degree work completed at Cal Maritime and indicates a high level of scholastic achievement:

- cum laude, 3.25-3.49 GPA
- magna cum laude, 3.50-3.74 GPA
- summa cum laude, 3.75-4.00 GPA

Honor Societies
Business Administration
Membership in Sigma Beta Delta is by invitation only. The requirements for membership in Sigma Beta Delta as specified in their Board of Directors Policy Manual are: Junior or Senior standing and rank in the upper 20% of their class at the time of invitation to membership. Transfer students must complete at least one term of work at Cal Maritime before they are inducted, provided their overall record in the judgment of the collegiate chapter, is of Sigma Beta Delta caliber.

Engineering Technology
Students who achieve a GPA in the upper 25% of their class for three or more consecutive semesters are awarded membership in the Engineering Technology national honor society, TAU ALPHA PI.

**Mechanical Engineering**

PI TAU SIGMA members are chosen on a basis of sound engineering ability, scholarship, personality, and probable future success in their chosen field of Mechanical Engineering. There are minimum GPA requirements and a requirement to be in the top 35% of their class for seniors and top 25% for Juniors, set by the PTS Constitution.

**Academic Calendar**

The [Academic Calendar](#) is updated annually and can be referenced for specific deadlines, such as:

- First Day of Instruction
- Last Day of Add/Drop
- Census Date
- Last Day of Instruction
- Final Exam Period

*Please note that the Academic Calendar is different than the faculty work calendar.*

**Academic Materials**

**How Long Do I Keep Exams, Final Projects, Etc.?**

It is strongly recommended to keep all exams, final projects, and any major grade impacting assignments for at least one year (AACRAO best practice recommendation).

**What Course Materials Need to be Kept for Audits?**

**ABET (accreditor for Engineering degrees)**

A portfolio (electronic preferred) for every course in the program should be retained.

**IACBE (accreditor for Business degrees)**

Capstone projects and other course materials used for program assessment should be retained by the department for two years.

**STCW Courses – Special Requirements**

STCW portfolios are created and turned over to the major department each term. The portfolio has specific requirements for retention of materials. The Director of USCG Licensing and Department Chair can provide information and training.

**PeopleSoft Tips and Tricks**

**Adding a Favorite in PeopleSoft**

You can develop a “Favorites” menu in PeopleSoft so you can easily navigate to commonly used pages. "My Favorites" is the first item in the “Home” menu, on the far left. Once past home, you can also find “Favorites” on the top left of your screen.

When you are on the search page, or the landing page of an area that you use a great deal, add it to your favorites using the “Add to Favorites” link on the top right. Make sure all the data areas are cleared, or that information will be stored in your favorites as well. You can also “Edit Favorites” under the “Favorites” menu.
PeopleSoft Term Codes
PeopleSoft identifies terms by the following coding:

- 2XXX – millennium
- X21X – last two digits of year – 2021
- XXX3 – semester code – 3 spring, 5 summer, 7 fall

Examples of terms:

- 2207  Fall 2020
- 2213  Spring 2021
- 2215  Summer 2021
- 2217  Fall 2021
- 2223  Spring 2022
- 2225  Summer 2022
- 2227  Fall 2022

PeopleSoft Course Catalog Search
All faculty and staff can search the course catalog through PeopleSoft Self Service: Main Menu > Self Service > Search > Class Search. Students also have this search function in their PeopleSoft Student Center.

Policies

Cal Maritime university policies can be found on the Cal Maritime Policies webpage. Many of the academic policies that are used in reference to course registration are found under the “Academic Affairs” policy section.

Student Forms

Most of the forms that students need to submit when making changes to their program can be found under the Office of the Registrar’s Student Forms and Resources webpage.

When a student wants to late add a class, petition to overload, petition to withdraw from a course, or make various other changes, the forms they need are usually found on this site. There are several forms that have specific deadlines and will only be active during their open submission times.

Tip: If a student is trying to find the student forms page, instruct them to type student forms into the search bar.
Transcripts

Active students may view their unofficial transcript through their PeopleSoft Student Center.

Official transcripts are processed through the National Student Clearinghouse (NSC). Students can access the NSC website directly or use the link embedded in the Transcripts webpage.

Academic and Student Affairs Resources: Help your Students Utilize Available Resources

Behavior Intervention Team (BIT)

Cal Maritime’s Student and Academic Affairs professional staff gather on an as-needed basis when a student is identified as needing assistance. If you are concerned for a student’s well-being, please contact the Dean of Cadets with any concerns.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS), located in the Student Health Center, offers counseling, crisis intervention, consultation, mental health assessment, education, prevention, outreach, and linkage to community resources at no additional charge to Cal Maritime students. CAPS helps students experiencing a range of concerns including personal, academic, interpersonal/relationship, family, social, and other psychological difficulties.

Students can schedule an appointment by calling (707) 654-1170 or do so in person at the Student Health Center. Students may contact CAPS for consultation about concerns for a friend or peer as well. Consultation services are also available to faculty and staff who may have questions or concerns regarding students.

CAPS and Health Center Hours:

- Regular Hours - Monday to Friday 0830-1700 (closed for lunch 1300-1400)
- Walk-In Urgent Counseling (no appointment needed) – Monday to Friday 1400-1500
After Hours Assistance – available after regular/walk-in hours and on weekends
  - call (707) 654-1170, ext. 1, to confidentially speak with a health professional about psychological, and medical, concerns. There is no additional charge for this service.

For more information about CAPS please click [here](#).

**Progress Reports (Early Alert)**
Progress reports is a system that provides support to struggling students. Instructors are asked to report current grades early in the term for any student that is not passing their class through the Progress Report feature in [The Passport](#). Directions can be found in The Passport instruction manual on the University Advisor webpage, under [Passport for Faculty and Staff](#). Students will then receive an auto-generated email alert for the at-risk class and outreach from staff offering resources and extra support.

**Faculty Advisors (Program Advisors)**
Every student is assigned a faculty program advisor who is responsible for meeting with students and confirming they have a clear academic plan. Each term an advisor registration hold is placed on all student accounts, which prevents registration until the hold is lifted by the faculty advisor. This allows faculty advisors to meet with and confirm that their students are planning to register for the courses that will keep them on track for graduation. Faculty advisors are also the experts in the student’s chosen program.

**Red Folder: Helping Students in Distress**
The [Red Folder](#) is an electronic reference guide that contains safety tips and contact information for a wide variety of emergency campus resources to immediately help students in distress. It also provides guidance on responding to incidents in which a student might be a danger to themselves or to others. The Red Folder was developed by a CSU system wide workgroup consisting of Counseling and Psychological Services (CAPS) directors, counselors, student conduct administrators and health educators.

**Resources**

**Educational Opportunity Program (EOP)**
Established at Cal Maritime in 2015, the Educational Opportunity Program provides academic, social, and financial support to students from low-income and historically disadvantaged backgrounds. Academic support services offered to EOP students include access to tutors, study skills workshops, and assistance for students in meeting their academic needs.

EOP staff works closely with EOP students to monitor their progress and provide holistic support, and may reach out to faculty members with concerns about participants’ class attendance, performance, advising needs, etc. Faculty members are encouraged to contact EOP staff as questions arise about EOP students. Many EOP students face additional barriers to success such as working while in school, family responsibilities, insufficient secondary preparation, etc. A conversation between an EOP staff member and a faculty member can help clarify obstacles to success and facilitate a pathway for that student. For more information, please click [here](#).

**Tutoring Services**
Accessible academic support is offered free of cost to students. Students can make appointments with a tutor by subject through [The Passport](#). Tutoring is designed to assist students in becoming independent learners. Tutoring support is available in most subject areas, including math, writing, science, foreign language, and major-specific coursework. Tutoring Services welcomes feedback, input, referrals, and communication from faculty members regarding course needs. For more information and tutoring schedules, click [here](#).
Supplemental Instruction (SI)
The Supplemental Instruction (SI) program provides additional support through trained peer facilitators in traditionally difficult courses every semester.

Community Engagement & Service-Learning
Community engagement and service-learning have existed within the CSU from the time that the first campus opened in 1857. Through community engagement and reflective activities, students enhance their understanding of course content and develop their civic responsibility, self-awareness, and leadership skills. Courses with embedded service-learning teach real world application of classroom theory and build a sense of community and shared values. The Community Engagement Coordinator works with faculty members on the development and execution of service-learning curricula. For more information, click here.

Accessibility and Disability Services Office (DSO)
The Office of Accessibility & Disability Services is committed to supporting the academic success of Cal Maritime's students with disabilities. They provide support services and serve as an informational resource to individual students with disabilities and to the entire campus community.

Information for faculty can be found here, including:
- Role of Accessibility and Disability Services
- Diagnosis and Documentation
- Evaluation of Students with Disabilities and Undergraduate Admissions
- Typical Reasonable Accommodations and How They Are Determined
- Faculty Responsibilities for Providing Accommodations
- FAQ’s from Faculty

Library
Study Space and Equipment: The library is open seven days a week with a variety of spaces for quiet study and group work. Hours are extended during the last week of classes and finals week. The library provides desktop and laptop computers, wireless printing, cameras, headphones, mobile white boards, and calculators for student use. Most equipment may be borrowed for short loan periods outside the library building.

Reserve Textbooks: The library collaborates with faculty to provide copies of required texts for short-term loan to students. Some books must remain in the Library when used.

Research Assistance: Students are encouraged to consult with librarians to get help with their research projects. Librarians are available in-person on a drop-in or appointment basis, or by email or phone. Librarians can help students with developing and focusing on research topics, navigating databases, evaluating open web sources, and citing sources. Librarians also create class-specific and project-specific online research guides upon request. For more information, click here.

Student Conduct
Admission to a campus of the California State University (CSU) carries with it the assumption of a sense of responsibility for the welfare of the community. Also assumed are obligations on the part of each individual to respect the rights of others and to protect the Academy as a forum for the free expression of ideas. Therefore, conduct, which violates CSU and/or Cal Maritime policy, is considered a detriment to the learning environment and the members of the Academy.

For information about the Discipline Standards and Procedures for students at Cal Maritime, refer to the appropriate sections in the Student Handbook for Cal Maritime.
Student Health Services
All students (excluding Open University) have paid SHC fees and are eligible to use Student Health Services at no additional fee. Hours, contact information, and types of services can be found [here](#).

University Advisors
University Advisors support all Cal Maritime undergraduate students by helping them navigate university requirements, policies, and resources to achieve their academic goals. Areas of focus include:

- Developing a plan to complete all university requirements for graduation based on each student's individual situation and goals.
- Coaching college skills: goal setting, time management, staying motivated, etc.
- Informing students about all campus resources and services.
- Partnering with Faculty Advisors for academic and major course advisement.
- Collaborate with campus departments to provide students with appropriate support:
  - School Deans
  - Dean of Cadets
  - Academic Department Chairs
  - Course Instructors
  - Admission Office
  - Career Services
  - Commandants Office
  - Counseling and Psychological Services(CAPS)
  - Accessibility and Disability Services Office (DSO)
  - Housing and Residence Life
  - Office of the Registrar
  - Student Affairs
  - Student Health Services
  - Financial Aid

University Advisors are responsible for academically advising students, focusing predominantly on at-risk students. Students who are on academic and administrative academic probation are required to meet with a University Advisor throughout the term of probation to review their academic progress.

- Academic probation refers to a student who’s cumulative, campus, major, and/or two terms’ GPA is below a 2.0.
- Administrative Academic Probation most commonly refers to a student who has exceeded their 16 unit repeat limit.

Additional resources for students and faculty can be found on the [University Advising webpage](#) (i.e. time management tools, motivation advice, studying guidance, etc).

If you have a student who is not on probation but is at-risk and could use additional academic support, please contact a University Advisor at [advisor@csum.edu](mailto:advisor@csum.edu).

Brightspace

Brightspace is the learning management system used to organize course syllabi, documents, facilitate quizzes, accept assignment submissions, and allow students to track their learning and grades.

Faculty can login to Brightspace at [https://csum.brightspace.com](https://csum.brightspace.com). Please contact [infotech@csum.edu](mailto:infotech@csum.edu) for support with Brightspace.
Faculty Program Advisors

How do I become a Faculty Program Advisor?
Full time faculty serve as faculty advisors and are normally assigned incoming students during their first year as an instructor. Within departments, there is an attempt to keep a balance of students between all the faculty advisors. Students may request to change advisors by sending an email to their Academic Chair.

Key Advising Resources

The Passport
The Passport gives advisors and faculty the ability to look at a dashboard that quickly and succinctly summarizes a student’s progress and helps to identify areas that need focus for academic success. Key benefits of the platform include:

- Easily set up student appointments and office hours
- Get a quick overview of students' progress and records
- Alert support departments when a student needs help
- Stay up to date on students with notes
- Verify FERPA information
- Submit progress reports (early alerts)
- Confirm a student’s tutoring activity

For questions and training regarding this system, please view the instruction manual or email advisor@csum.edu to reach a University Advisor.

Curriculum Roadmaps
Every cohort is given a curriculum roadmap when they enroll at Cal Maritime. This roadmap outlines their four-year course plan. Curriculum roadmaps can be found here.

The roadmaps are essential for keeping a student on track toward earning their degree. Due to prerequisites, corequisites, and the limited number of certain course offerings, students are directed to follow their roadmap when registering for courses. Many courses are offered only once a year, and even if a course is offered more than once a year, the course may be reserved for a specific cohort.

Elective and GE Breadth Map
Students must satisfy a variety of General Education and CSU requirements as part of their overall education. Students, depending on major, must also satisfy elective areas within their course of study. In some cases, a particular course will be prescribed by their Curriculum Roadmap. In these instances, students must take the specifically named course. In other areas, students will have the opportunity to choose from multiple course offerings. A list of all courses and the areas they fulfill can be found here.

Graduate Writing Exam (GWE)
All CSU graduates must satisfy the Graduation Writing Assessment Requirement. Cal Maritime students may:

- Pass the graduate writing course (i.e., EGL 300, EGL 302).
- Transfer their certification of graduation writing competence from another CSU campus

Department Specific Resources
There may be additional resources that can be obtained through your Department Chair. For example, the engineering departments have program specific roadmaps that identify critical paths and pre-requisite courses.
Minimum Grades Needed for Courses
The minimum grade a student must earn in a course depends on several factors:

- For most courses a “D” grade is passing and meets the requirements of the degree.
- Math courses which are a pre-requisite to another math class require a minimum grade of a C- in the pre-requisite course.
- STCW courses must be passed with a minimum grade of a C-. However, a grade of “D” in a STCW course is sufficient to meet the pre-requisite requirement to take the follow-on course (and the student will still need to repeat the course).
- The golden four courses (Areas A1, A2, A3, B4) must be passed with a minimum grade of a C-.
- The graduate writing course must be passed with a minimum grade of C-.

Course Equivalency
Course Equivalency Request
Students may take a course(s) at another regionally accredited college if the student finds an equivalent course, and approval is given prior to enrolling in the course. Students must complete a Course Equivalency Request by using the form on the Office of the Registrar’s webpage. Please note, some departments require online courses to have a live proctor when taking exams. Students should expect to provide a course description and other information, if needed, prior to enrolling in the course as part of the approval process. Course equivalencies are determined by the number of units and the content covered in the course.

The student must have an official transcript sent to the Office of the Registrar (registrar@csum.edu) upon completion of the course, regardless of the grade earned. Grades earned in transferable courses are not used in calculating the Cal Maritime campus grade point average but are included in the student’s overall cumulative grade point average.

CLEP
In limited cases, students may be able to receive credit for courses through external exams such as the College Level Examination Program (CLEP) https://clep.collegeboard.org/. Please review the Academic Catalog to confirm which CLEP exams fulfill degree requirements.

Course Challenge Exam
Students who believe they have substantial knowledge and background in specific subject matter may request to take a Challenge Exam. Challenge Exams are only allowed if the student is not currently enrolled, nor has ever attempted the course previously, at Cal Maritime. Not all courses are available for challenge. The Course Challenge form is available here.

PeopleSoft Advisor Center (Student Center)
To see your advisees in PeopleSoft – Student Systems, login and under the “Maritime Advisor Center”, click the “My Advisees” link. You should also be able to see this information through Student Center (Main Menu > Campus Community > Student Services Ctr (Student)).
There are four key areas (tabs) in the My Advisees area pertinent to faculty advisors:

### Student Center tab:
- Student schedule – use weekly schedule hyperlink to in a calendar view
- Holds and reminders
- Enrollment dates
- Advisor
- Shopping cart access
- Schedule planner access
- Academic requirements report (pull-down)
- Transcript, view unofficial (pull-down)
- Withdrawals/repeats (EO 1037)
- Student address
- Student personal email
- Demographic data link

### General Info tab:
- Service indicators (holds and reminders)
  - this is the area where you will lift advisor holds, see [Lifting an Advisor Hold](#)
- Student groups (Class of, and Divisions)
- Addresses
- Email addresses
- Personal data
- Names
- Phone numbers

### Academics tab:
- Admit term
- Expected graduation term *(not actual, projected as four years when admitted)*
- Plan (major)
- Requirement term (indicates the curriculum sheet the student must comply with for degree)
- Term summary
  - click on each term to see course enrollment, units, grade, and status
- Statistics

### Transfer Credit tab
- Course credits (transfer credit from accredited institutions)
- Test credits (AP, CLEP, IBL, Challenge Exams)
- Other credits (credit for a course, often without units, based on entrance exam scores)

To view details on a particular student, click the “View Student Details” link.

To find another student, you can "change advisee" by using the drop-down arrow.

If you want to contact advisees via email, you will see boxes to "Notify Selected Advisees" or "Notify All Advisees" at the end of your advisee list.

You can also view information on a student who is not assigned to you.

Academic Requirements Report
Within the Student Center tab, use the drop-down menu to select “Academic Requirements”. Then click the “>>”.

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Here you can view a student’s current major (Plan), Expected Grad Term, Academic Standing (i.e., probation, etc.), Overall GPA, Major GPA and Cal Maritime GPA.

It is recommended that students review and/or print their Academic Advisement Report each semester prior to advising and registration.

Keep in mind that zero-unit labs, such as Navigation Lab that carry 0 units, will show as "In Progress", even though the student has completed the course (so don't be concerned when you see that!).

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**General Information**

Academic Advisement Reports are maintained by the Office of the Registrar.

You are encouraged to monitor this report each semester, prior to registration, to ensure you are on track to graduate in your Expected Grad Term. Be sure to visit your Academic Advisor for questions regarding your degree progress.

To print your Academic Advisement Report, click the Print Report link above.

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**Degree Audit Icons**

- Requirements Met
- In Progress:(or zero-unit lab)
- N/A
- Requirements Not Met
- Substituted Course

**Course Icons**

- Requirements Met
- In Progress:(or zero-unit lab)
- N/A
- Transfer/Test/Other Credit
- N/A
A student’s Overall, Campus, and Major grade point average (GPA) needs to be at least a 2.00 to be eligible for degree completion.

Click "View All" to see all required courses within each category.

You now can view all "completed" courses, "in progress" courses, and "needed" courses.
Check each category for outstanding requirements.

- **American Institutions (Hist)**
- **American Institutions (Gov)**

- **Humanities (lower division)**
- **Humanities (upper division)**

- **Humanities (Upper Division)**

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 200</td>
<td>ART OF THE CINEMA</td>
<td>2.00</td>
<td>Fall 2012</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Be sure to review the last category “Additional Courses not Meeting Requirements” with students when reviewing their progress. This is commonly referred to as “The Bucket”; these courses do not meet the requirements of the degree. These could be failed courses, additional courses taken outside the major, or transfer courses which do not apply to the degree.

If there is a course in “The Bucket” that you feel meets a degree requirement, a course substitution may be submitted so Office of the Registrar can review the requirement. Students should fill out a [Course Substitution Request](#) to confirm a course meets the degree requirement.
Searching for Classes and “Requisite” Information

From the Student Center in PeopleSoft, click the “Search for Classes” link.

Enter Term, then click “Go”.

Choose a Course Subject from the drop-down menu. Enter a course number. Then click “Search” (make sure to unselect “show open classes only” or classes that are full will not appear).
Click the “Section” hyperlink to view Pre-requisites, Co-requisites, and Class requisites under Enrollment Information:

Lifting an Advisor Hold

You can view a student’s hold on their Student Center page:

To lift the hold, you will need to go to “general info” tab, scroll down to the Service Indicator area, and select the “Advisor Registration Hold”. There may be more than one page of indicators. Make sure to view each page to confirm if an advisor hold is present.
On the Edit Service Indicator page select the “Release” button, and when prompted, select “OK”.
Schedule Planner

Schedule Planner is a system in PeopleSoft – Student Systems that allows students to see all available schedules for the classes they plan on taking. Once a student has identified their chosen schedule, they can add it to their shopping cart and import it to their PeopleSoft Enroll Shopping Cart. Please see Registration Resources on the Office of the Registrar website for more details.

Smart Planner

Smart Planner is an interactive online degree planning tool in PeopleSoft to help students with their course planning. This tool can help students assign classes to specific terms and confirm they are meeting prerequisites needed to stay on track for graduation. Please see Registration Resources on the Office of the Registrar website for more details.

Satisfactory Academic Progress (SAP)

Financial Aid Satisfactory Academic Progress is a federal requirement for students to maintain financial aid eligibility. It is based on two components: qualitative and quantitative criteria.

Students who fail to meet the SAP Standards will be SAP disqualified and ineligible for federal, state and university aid. If during the SAP review process, it is determined a student will not be able to meet the quantitative standard by graduation, the student will be ineligible for future aid.

The first term a student fails to make SAP, they are placed on probation and still receive their aid. The second term they fail SAP standards, students are given the opportunity to appeal for reinstatement of financial aid. If granted, they will receive their aid for one term. The third term they fail SAP standards, there is no appeal process.

Repeat/Withdrawal Count: EO 1037

Per Executive Order 1037 and the campus Repeat Policy, undergraduate students are eligible for grade forgiveness for up to 16 units in repeated courses taken at Cal Maritime. Grade forgiveness means that the course may be repeated, and the new grade earned will replace the GPA of the previous grade. Upon petition, additional units may be allowed. Repeat units in excess of 16 will be grade averaged. Students may not exceed 28 total repeat units. Students who exceed or may need to exceed 16 repeated units may be subject to action under the Academic Standing Policy.

Repeat unit limits do not apply to courses for which multiple enrollments are allowed, i.e. Physical Education, Performing Arts, etc. Undergraduate students may repeat courses only if they earn a grade lower than a C-.

Students requesting to exceed 16 units of repeated courses must complete a Petition for Exception-Undergraduate Course Repeat Policy and be granted permission to enroll in the repeat units. Enrollment in repeat units in excess of 16 units is allowed on a case-by-case basis, where such enrollment, and subsequent course completion, moves the student significantly toward, or meets the students’ final requirements for degree completion.

Undergraduate students may withdraw from no more than 18 total semester units of coursework attempted at Cal Maritime. Withdrawals for “serious and compelling” reasons, which are petitioned and approved for exemption, may not count toward the maximum of 18 semester units.
To review a student’s EO 1037 withdrawal/repeat count:
Go to the student’s Student Center in PeopleSoft, click on the “Withdrawal/Repeats” option from the drop-down menu and then click “>>”.

Two tabs will appear. The first tab will list the number of withdrawal units the student has used to date.

The second tab will list the number of repeated units and courses the student has earned to date. A student may be placed on Administrative Academic Probation if they have exceeded or need to exceed the 16 unit repeat limit to earn their degree.

Please note that the EO 1037 count only reflects courses that have been repeated or the student is currently repeating. It does not reflect the number of units and courses that a student may still need to repeat to earn their degree. Please contact a University Advisor (advisor@csum.edu) for an accurate count of repeat units.
If a student has reached their repeat limit, they may receive an error when trying to register for a course they are trying to repeat. To register for the course, the student will need to submit a petition for exception- undergraduate course repeat policy.

Academic Standing Policy

The Academic Standing policy outlines the different academic standings a student may be placed on and their potential outcomes.

There are two types of probation:

- Academic probation occurs when cumulative, campus, major, or two term GPAs fall below a 2.0
- Administrative Academic probation commonly refers to a student not making progress toward degree, such as, surpassing the Executive Order 1037 limit. Administrative Academic Probation most commonly refers to a student who has exceeded their 16 repeat unit limit.

University Advisors are responsible for working closely with at-risk students each term for support.

- Academic and Administrative Academic Probation Support:
  - An initial meeting with the student is scheduled at the beginning of the term and the student signs paperwork acknowledging their academic standing and understanding of the policy. This paperwork is also signed by the student’s Faculty Advisor, Department Chair, Academic Dean (for those on Administrative Academic Probation), and a University Advisor.
  - Students meet with a University Advisor every 2-3 weeks throughout the term to check-in and measure progress.
  - Disqualified students are given guidance on the readmission process.

- Probation Alerts/Warnings:
  - Students at-risk of being placed on probation are informed of potential policy impacts early on:
    - Warning emails are sent to students who receive below a 2.0 in one term informing them of their risk of being placed on academic probation.
    - Warning emails sent to students who have exceeded or will exceed 8 repeat units informing them of their risk of being placed on administrative academic probation.
    - Meeting invitations are sent out during Progress Report (Early Alert) to inform students about resources and guide action plans for grade improvement.
Student Advisement Meetings

What Should the Student do in Preparation for Academic Advising?
It is recommended that faculty advisors send advisees an email indicating how they want them to sign up for their advising appointments (the “Campaigns” feature through The Passport makes it easy to have students sign up for pre-determined meeting times! Contact advisor@csum.edu to learn more about how to use this!).

Be sure to make expectations clear (i.e., what should the student do in preparation for their appointment and what should they bring). Some items you might suggest include:

- Building their Smart Plan before the meeting for your review.
- Make sure the courses they plan on taking the next term are in their Schedule Planner and PeopleSoft shopping cart.
- Create a list of alternative courses/sections if first choice classes are full.

Meeting Topics
1. Review Curriculum Roadmap and Smart Plan.
2. Review Searching for Classes and Requisite Information.
3. Review current course enrollment and anticipated grades so you can restructure their graduation plan if needed due to failed courses.
4. Review the Schedule Planner shopping cart with your student and confirm their schedule, or changes that need to be made.
5. Confirm with the student that waivers of requisites will not be available or accepted by the Office of the Registrar until the first day of instruction.

Registration - Helpful Hints for Students
6. Students should register for their courses as early as they can within their appointment window, as class sections can fill up quickly. Students can view their appointment time in their PeopleSoft Student Center.
7. Students should check their “Holds” before they attempt to register for courses. Holds such as judicial, accounting, advisor, or university advisor will prevent all course registrations.
8. Students cannot enroll in a course if they have not passed or are not currently enrolled in the prerequisite. Prerequisites and co-requisites can be found in the online PeopleSoft Course Catalog.
9. When adding courses with “co-requisites”, students should be sure to enroll in open sections for both co-requisite courses at the same time, otherwise the enrollment attempt will error out.
   - Examples of co-req courses: CHE 110 and CHE 110L; PHY 100 and PHY 100L; DL 105, DL 105L, and DL 105X.
10. Many courses have “class requisites” assigned to them. “Class requisites” may, for example, be built on a student’s major, sub-plan, class of, or corps division. Students can view all requisites in the PeopleSoft Course Catalog.
11. Students are limited to 20 units per term. Overload/Underload Request forms may be submitted to request additional units and is subject to Chair approval.
12. If a student gets an error message after they finish enrolling in classes, be sure they read the error message thoroughly.
   - Typical errors: class conflicts with another class, class is full, or requisites not met.
13. Sometimes, when errors occur for one of the first classes in a shopping cart, the error will stop any further transactions and give erroneous error messages for other classes. Students may have better success if this occurs by submitting smaller batches of classes. This may also help identify the actual error issue.
14. If a class section is “full”, students should always try to get into another open section of a class before placing themselves on a waitlist. If all sections of a required class are full, be sure to have students register for the waitlist for the section they prefer. If a course has a co-requisite and the co-requisite is full, a student will not be able to place themselves on the waitlists, as both sections must have open seats. Students should
be advised to continually check for open seats during open enrollment and if a seat does not become available, they should attempt to enroll in the courses during add/drop by requesting a permission number from the instructor.