

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, you may begin adding classes at your appointed day and time.



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 click “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

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ADDING CLASSES

- You may start adding classes by either one of the two following methods.
 1. You may search for a class by clicking on the "Search" button.
 2. Or, if you know the actual class Nbr, you can enter it in the "Enter Class Nbr" field.

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:

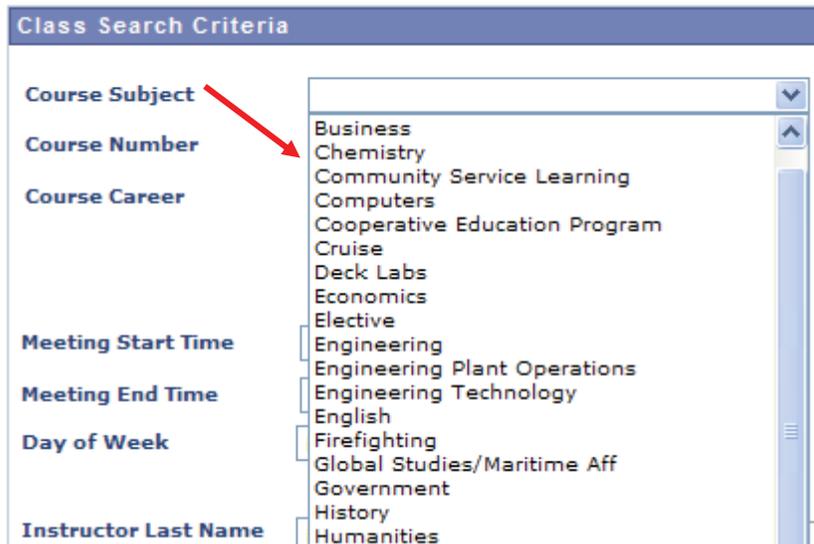
Search for Class Search for Classes **search**

----- OR -----

Enter Class Nbr **enter**

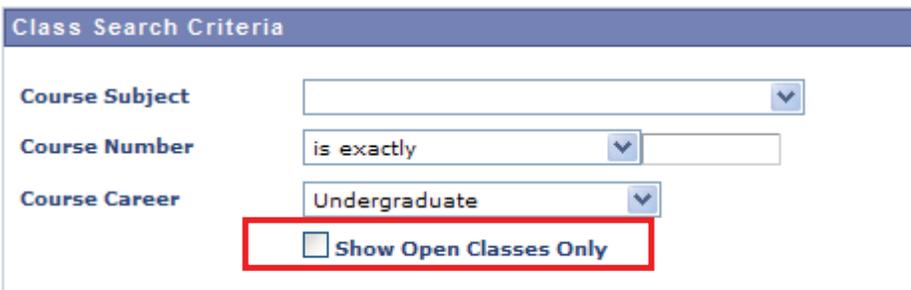
NEW CLASS SEARCH FEATURES:

The Course Subject drop-down menu now lists full subjects, rather than abbreviated names.



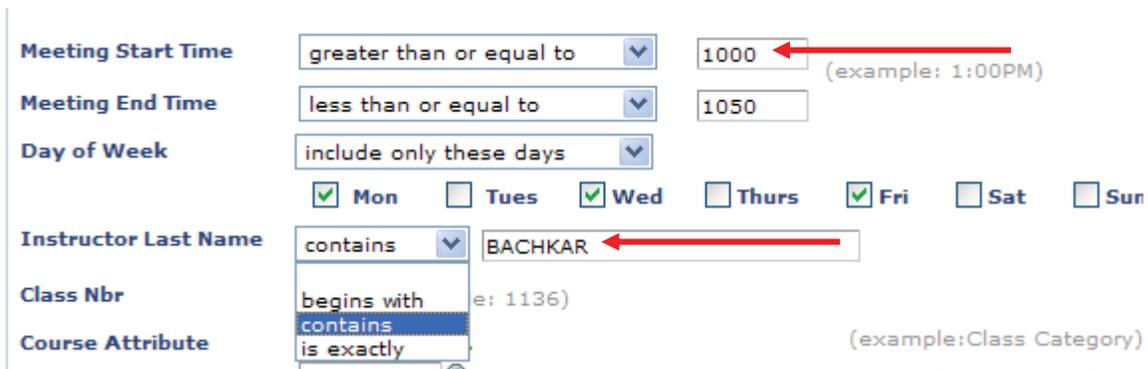
The screenshot shows the 'Class Search Criteria' form. The 'Course Subject' dropdown menu is expanded, displaying a list of subjects: Business, Chemistry, Community Service Learning, Computers, Cooperative Education Program, Cruise, Deck Labs, Economics, Elective, Engineering, Engineering Plant Operations, Engineering Technology, English, Firefighting, Global Studies/Maritime Aff, Government, History, and Humanities. A red arrow points to the 'Course Subject' label.

You can search for all sections of a class, not just “open” sections. Otherwise, just check the Show Open Classes Only box.



The screenshot shows the 'Class Search Criteria' form. The 'Course Subject' dropdown is set to a blank field. The 'Course Number' dropdown is set to 'is exactly' with a blank input field. The 'Course Career' dropdown is set to 'Undergraduate'. The 'Show Open Classes Only' checkbox is checked and highlighted with a red box.

You can also search classes for a specific day or time, or even an instructor.



The screenshot shows the 'Class Search Criteria' form with the following search criteria: 'Meeting Start Time' is set to 'greater than or equal to' with a value of 1000 (example: 1:00PM); 'Meeting End Time' is set to 'less than or equal to' with a value of 1050; 'Day of Week' is set to 'include only these days' with checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, and Sun, where Mon, Wed, and Fri are checked; 'Instructor Last Name' is set to 'contains' with a value of BACHKAR; 'Class Nbr' is set to 'begins with' with a value of 1136; and 'Course Attribute' is set to 'contains' with a value of (example: Class Category).

You can also search for required “Electives”.

.....either all Electives

Class Search Criteria

Course Subject

Course Number is exactly

Course Career Undergraduate

Show Open Classes Only

Meeting Start Time greater than or equal to (example: 1:00PM)

Meeting End Time less than or equal to

Day of Week include only these days

Mon Tues Wed Thurs Fri Sat Sun

Instructor Last Name is exactly

Class Nbr (example: 1136)

Course Attribute ELEC Electives (example: Class Category)

Course Attribute Value (example: GE Classes)

....or specific Electives.

Course Attribute ELEC Elective

Course Attribute Value 21 Humanities-Lower Division

Once you’ve found the course you want, click Select Class.

▼ MGT 420 - SUPPLY CHAIN MANAGEMENT

View All Sections First 1 of 1 Last

Section [1-LEC\(1271\)](#) Status ● **select class**

Session Regular

Days & Times	Room	Instructor	Meeting Dates
MoWeFr 10:00AM - 10:50AM	Classroom Building (Room 201)	Khalid Bachkar	9/7/2010 - 12/22/2010

Check to see if you have met the Enrollment Requirements. Also, 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".

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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

MGT 420-1	Lecture	 Wait List	Wait List <input checked="" type="checkbox"/> Wait list if class is full
Session Regular Academic Session			Permission Nbr <input type="text"/>
Career Undergraduate			Grading Graded
Enrollment Requirements			Units 3.00
<ul style="list-style-type: none"> • Class Requisite: Class of 2012 only • Course Prerequisite: Junior Class Standing 			
			CANCEL NEXT

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

Fall 2010 Enrollment Shopping Cart							
● Open ■ Closed ▲ Wait List							
Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	BUS 200-1 (1129)	INTRODUCTION TO MARKETING (Lecture)	MoWeFr 8:00AM - 8:50AM	Classroom Building (Room 102)	C. Clott	3.00	●
	MGT 420-1 (1271)	SUPPLY CHAIN MANAGEMENT (Lecture)	MoWeFr 10:00AM - 10:50AM	Classroom Building (Room 201)	K. Bachkar	3.00	▲

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 the “Proceed to Step 2 of 3”.

Delete from Shopping Cart

Click to view class details

Note the Status of each section.

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	BUS 200-1 (1129)	INTRODUCTION TO MARKETING (Lecture)	MoWeFr 8:00AM - 8:50AM	Classroom Building (Room 102)	C. Clott	3.00	
	GMA 320-2 (1413)	OCEAN ENVIRONMENTAL MANAGEMENT (Lecture)		TBA	R. Dudley	3.00	
	MGT 420-1 (1271)	SUPPLY CHAIN MANAGEMENT (Lecture)	MoWeFr 10:00AM - 10:50AM	Classroom Building (Room 201)	K. Bachkar	3.00	

View All Classes in Cart First 1-3 of 3 Last

PROCEED TO STEP 2 OF 3

CONFIRMING YOUR CLASSES

Proceeding to step 2 will bring you to the Confirm Classes 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.

Fall 2010 | Undergraduate | California Maritime Academy

Open Closed Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
BUS 200-1 (1129)	INTRODUCTION TO MARKETING (Lecture)	MoWeFr 8:00AM - 8:50AM	Classroom Building (Room 102)	C. Clott	3.00	<input checked="" type="radio"/>
GMA 320-2 (1413)	OCEAN ENVIRONMENTAL MANAGEMENT (Lecture)		TBA	R. Dudley	3.00	<input type="radio"/>
MGT 420-1 (1271)	SUPPLY CHAIN MANAGEMENT (Lecture)	MoWeFr 10:00AM - 10:50AM	Classroom Building (Room 201)	K. Bachkar	3.00	<input type="radio"/>

VIEWING RESULTS

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

my class schedule class search add drop swap edit

Add Classes _____ 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

Fall 2010 | Undergraduate | California Maritime Academy

✓ Success: enrolled		✗ Error: unable to add class	
Class	Message	Status	
MGT 420	Error: Unable to add this class - prerequisites have not been met. Check the class description for a list of enrollment requirements.	✗	
BUS 200	Success: 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
	GMA 320-2 (1413)	OCEAN ENVIRONMENTAL MANAGEMENT (Lecture)		TBA	R. Dudley	3.00	<input type="checkbox"/>
	MGT 105-1 (1267)	MGT/ORG BEHAVIOR (Lecture)	MoWeFr 10:00AM - 10:50AM	Technology Center (Room 146)	C. Clott	3.00	<input checked="" type="radio"/>

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



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
BUS 200-1 (1005)	INTRODUCTION TO MARKETING (Lecture)	TBA	TBA	Staff	3.00	<input checked="" type="checkbox"/>
BUS 220-1 (1006)	BUSINESS COMMUNICATIONS (Lecture)	TBA	TBA	Staff	3.00	<input checked="" type="checkbox"/>