

Faculty and Advising Guide to All Things Cal Maritime

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Cal Maritime Portal

The Cal Maritime Portal is accessed from the [main website](http://www.csum.edu) (www.csum.edu). Portions of the website can only be accessed if you are “signed on”. Cal Maritime’s website, our Common Management System, and our Learning Management System are managed through Single Sign On, utilizing your Cal Maritime username and password.

Logging in to PeopleSoft – Student Systems

PeopleSoft, our Common Management System (CMS) may be accessed a number of ways:

- 1) through the Menu shortcuts on the Cal Maritime website,
 - 2) through a shortcut you establish on your desk top,
 - 3) through a saved bookmark on your favorite browser, or
 - 4) through the Cal Maritime Portal.
- Make sure you allow pop-ups! You will not be able to download rosters or permission numbers otherwise!

Menu Shortcuts:

From the main Cal Maritime website, under Menu, select PeopleSoft, then log in with your Cal Maritime Username and Password:



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 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 CSUM Portal – by clicking on “Sign In” on the upper right hand corner.



2. Enter your Cal Maritime Username and Password:

Sign In

Username @csum.edu
Password

LOGIN

[Forgot Password](#) | [Help & Quick Reference Guides](#) | [Parent ePay Login](#)

Install CSUM Mobile App

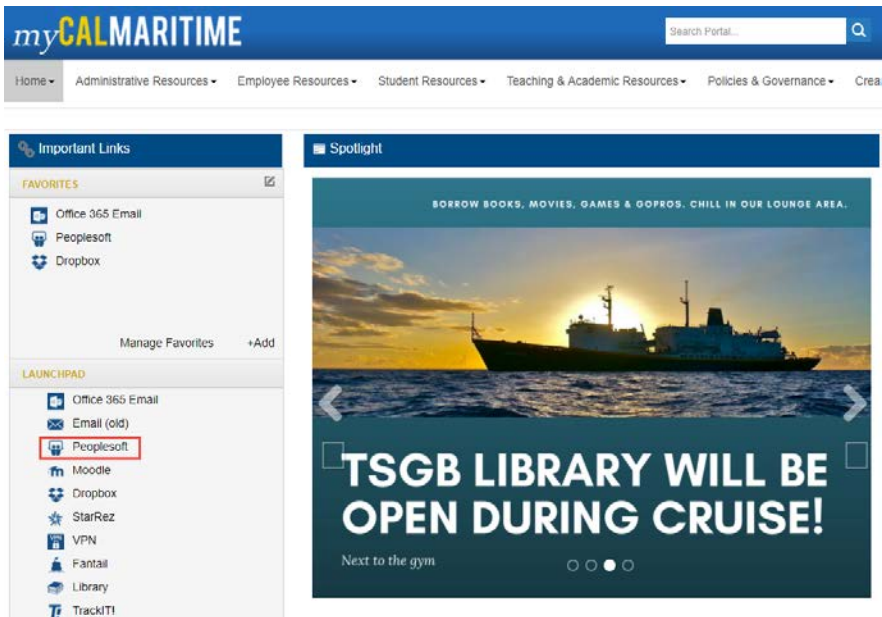
on your iPhone, BlackBerry, Android or Windows Mobile device.



By signing onto this portal, you agree to abide by its [Terms of Use](#).
Violations could lead to restriction of portal privileges and/or disciplinary action.



3. Once logged in to myCALMARITIME portal, select “PeopleSoft”

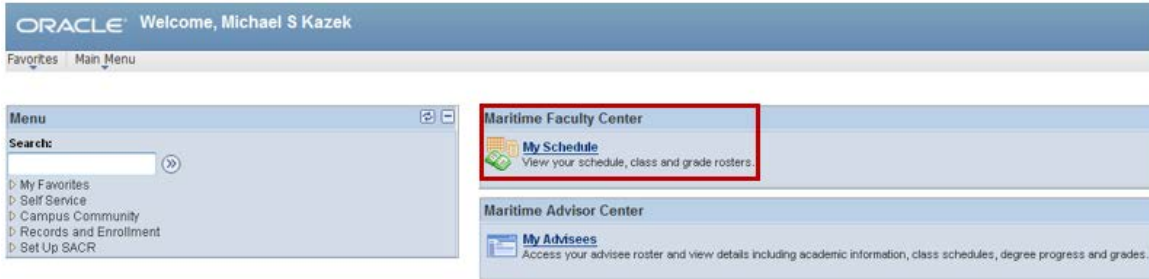


PeopleSoft Faculty Center

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 & Times of each class, location, and dates. You can also view your "weekly" teaching schedule.

My Schedule

Fall 2012 | California Maritime Academy

[change term](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



Class Roster








Grade Roster



Learning Management

My Teaching Schedule > Fall 2012 > California Maritime Academy



	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	ENG 430-1 (1162)	NAVAL ARCHITECTURE (Lecture)	20	MoWeFr 10:00AM - 10:50AM	Technology Center (Room 104)	Aug 27, 2012- Dec 21, 2012
	ENG 430-2 (1163)	NAVAL ARCHITECTURE (Lecture)	27	MoWeFr 12:30PM - 1:20PM	Classroom Building (Room 103)	Aug 27, 2012- Dec 21, 2012
	ET 110-1 (1168)	INTRO TO ENGINEERING TECH (Lecture)	35	Tu 8:00AM - 8:50AM	Technology Center (Room 146)	Aug 27, 2012- Dec 21, 2012
	ET 110-2 (1412)	INTRO TO ENGINEERING TECH (Lecture)	35	We 8:00AM - 8:50AM	Classroom Building (Room 103)	Aug 27, 2012- Dec 21, 2012
	ET 344-1 (1178)	THERMODYNAMICS (Lecture)	40	MoWeFr 2:30PM - 3:20PM	Classroom Building (Room 201)	Aug 27, 2012- Dec 21, 2012

[View Weekly Teaching Schedule](#)

[Go to top](#)

- Click the Class Roster icon to get a list of students in each class.

My Schedule

Fall 2012 | California Maritime Academy

[change term](#)

[My Exam Schedule](#)

Select display option:

Show All Classes

Show Enrolled Classes Only

Icon Legend:



[Class Roster](#)



[Grade Roster](#)



[Learning Management](#)

My Teaching Schedule > Fall 2012 > California Maritime Academy

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
ENG 430-1 (1162)	NAVAL ARCHITECTURE (Lecture)	20	MoWeFr 10:00AM - 10:50AM	Technology Center (Room 104)	Aug 27, 2012- Dec 21, 2012
ENG 430-2 (1163)	NAVAL ARCHITECTURE (Lecture)	27	MoWeFr 12:30PM - 1:20PM	Classroom Building (Room 103)	Aug 27, 2012- Dec 21, 2012

Class Roster

Fall 2012 | Regular Academic Session | California Maritime A

▼ [ENG 430 - 1 \(1162\)](#)

[change class](#)

NAVAL ARCHITECTURE (Lecture)

Days and Times

Room

MoWeFr 10:00AM-10:50AM Technology Center (Room 104)

- The roster will default to "enrolled" students, but if you click the Enrollment Status drop-down arrow you can see 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.

*Enrollment Status:

Enrollment Capacity: Enrolled: 40

Enrolled Students

Select	ID	Name	Grade Basis	Units
1			Graded	3.00
2			Graded	3.00

Downloading a Simple Excel Spreadsheet Roster

In order to download an Excel version of your roster click on the icon identified below.

Class Roster

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

▼ **BUS 165 - 2 (1502)**
BUSINESS DECISION ANALYSIS (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 12:30PM-1:45PM	Classroom Building (Room 103)	Tony Lewis	01/03/2017 - 04/20/2017

*Enrollment Status:

[Class Permissions](#)

Enrollment Capacity: 31 Enrolled: 32

Enrolled Students

Personalize | Find | 

First

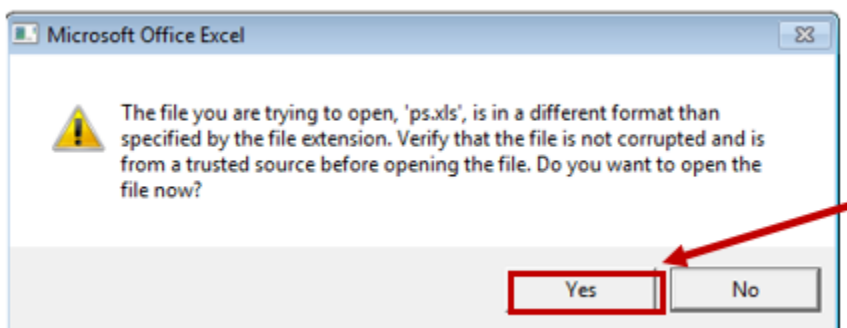
1-32 of 32

Last

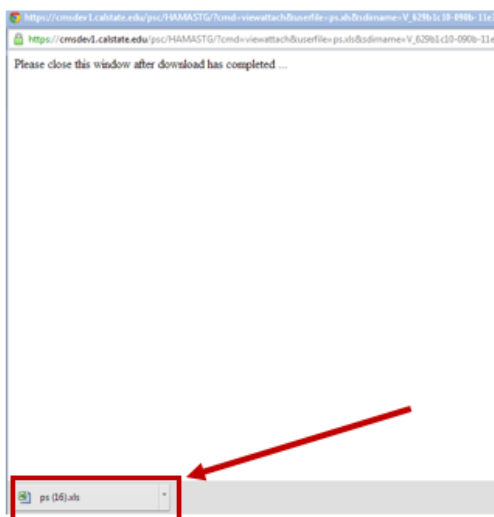
1. If you are using Internet Explorer, you may see the following message upon downloading the roster. You will want to click yes to the message in the popup window, and then you will receive your excel spreadsheet.

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 ...

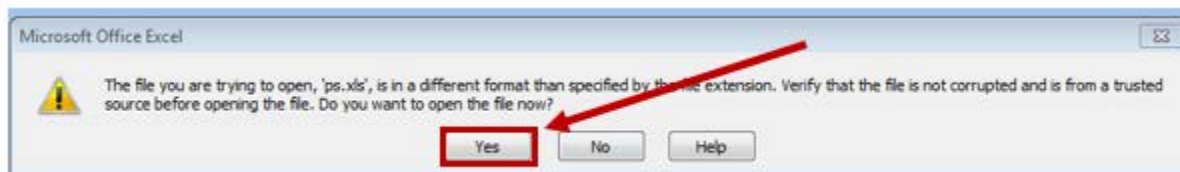
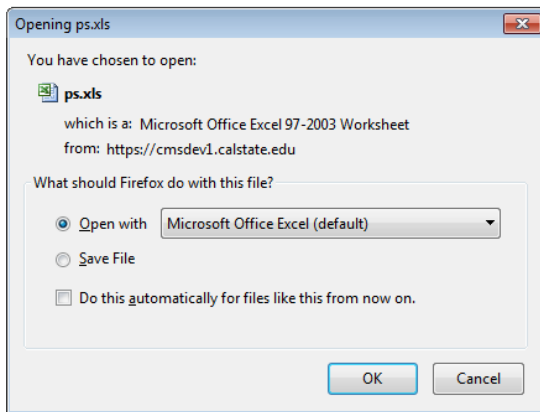


2. If you are using Google Chrome, you should receive a popup window as below. You will have to click on the Excel icon at the bottom of the popup window.



- If you are using Mozilla Firefox, you should receive a popup window as shown below. Selecting the OK button will open Excel, which will prompt you to make sure you want to open the file. Select the Yes button to this prompt.

Please close this window after download has completed ...



Printing Class Roster with Student Photos

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

Fall 2016 | California Maritime Academy [change term](#) [My Exam E](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > Fall 2016 > California Maritime Academy [View All](#)

	Class	Class Title	Enrolled	Days & Times
	DL 105-1 (1004)	MARINE SURVIVAL (Lecture)	36	Mo 10:00AM - 10:50AM
	DL 105-2 (1005)	MARINE SURVIVAL (Lecture)	34	Tu 2:00PM - 2:50PM
	DL 105-3 (1006)	MARINE SURVIVAL (Lecture)	17	Fr 2:30PM - 3:20PM

- In “Class Roster” screen, click on “Include photos in list”

DL 105 - 1 (1004) [change class](#)

MARINE SURVIVAL (Lecture)

Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Training Ship (Ericcson)	[Redacted]	08/29/2016 - 12/24/2016

*Enrollment Status [Class Permissions](#)

Enrollment Capacity 34 Enrolled 36

Select display option: Link to Photos **Include photos in list**

Enrolled Students								
	Notify	Photo	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Add Dt
1	<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	1.00	Undergraduate - Marine Transportation	09/01/2016
2	<input type="checkbox"/>		[Redacted]	[Redacted]	Graded	1.00	Undergraduate - Marine Transportation	06/07/2016

- Once the photo shows, click on “View All” to show all students on roster

DL 105 - 1 (1004) [change class](#)

MARINE SURVIVAL (Lecture)

Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Training Ship (Ericcson)	[Redacted]	08/29/2016 - 12/24/2016

*Enrollment Status

Enrollment Capacity 34 Enrolled 36

Select display option: Link to Photos Include photos in list

Find | View 1 First 1-36 of 36 Last

Notify

	ID	[Redacted]
	Name	[Redacted]
	Grade Basis	Graded
	Units Taken	1.00
	Program & Plan	Undergraduate - Marine Transportation
	Level	Freshman
	Status	Enrolled
	Status Note	

- 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”,

Class Roster

[View FERPA Statement](#)

Fall 2016 | Regular Academic Session | California Maritime Academy | Undergraduate

DL 105 - 1 (1004) change class			
MARINE SURVIVAL (Lecture)			
Days and Times	Room	Instructor	Dates
Mo 10:00AM-10:50AM	Training Ship (Ericcson)		08/29/2016 - 12/24/2016

*Enrollment Status

Enrollment Capacity 34 36

Select display option: Link to Photos Include photos in list

Find | View 1 | First | 1-36 of 36

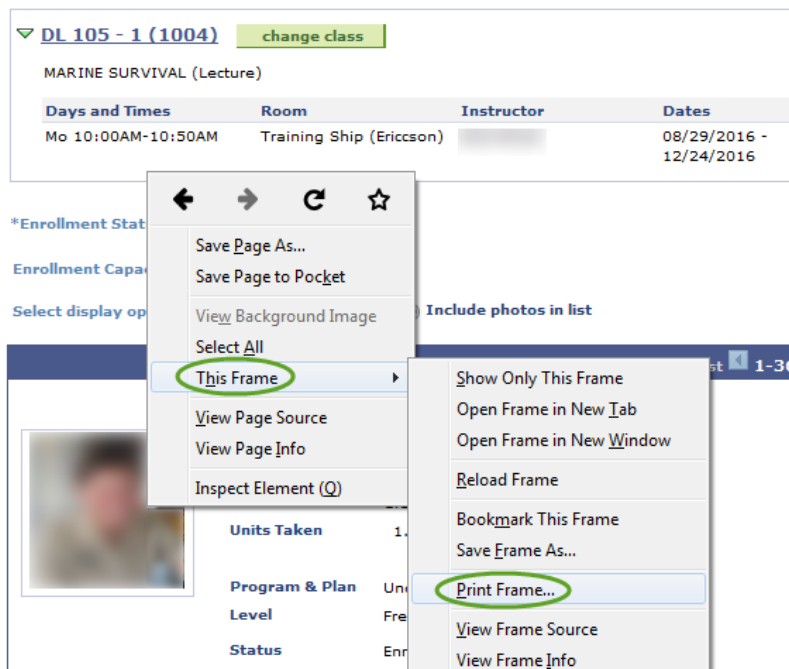
<input type="checkbox"/> Notify	
ID	
Name	
Grade Basis	Graded
Units Taken	1.00
Program & Plan	Undergraduate - Marine Transportation

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

The screenshot shows the same class roster page as above. A right-click context menu is open over the 'Print...' option, which is circled in green. The menu includes options: Copy (Ctrl+C), Search Bing for [Faculty Center...], Print... (Ctrl+P), Remove Overlay, and Inspect (Ctrl+Shift+I). The 'Print...' option is highlighted.

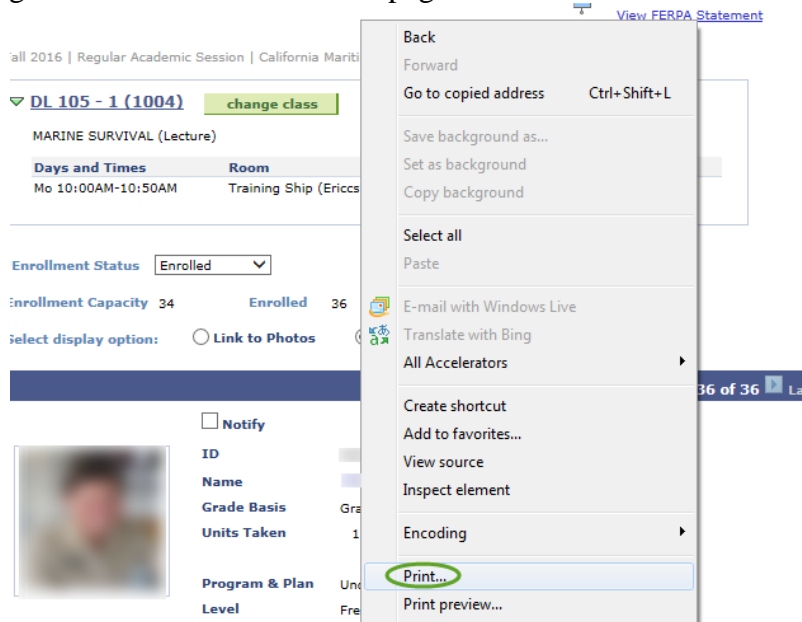
o Firefox

- Right click in a blank area on the page -> Select “This Frame” -> Select “Print Frame...”



o Internet Explorer

- Right click in blank area on the page -> Select “Print”



Faculty Use of Waitlists and Permission Numbers

Waitlists are normally printed and purged by the Office of the Registrar the day before classes begin. The printed copy will be placed in your campus mailbox. The waitlist may be used as a tool to determine who may add the course if space is available. Talk with your department chair to determine the student population 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 – see also Adding and Dropping of Courses under the section, Course Registration.
- Permission numbers may be accessed through your class schedule: Faculty Center > My Schedule.

- Click on the Class Permissions link, a 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

Icon Legend:  Class Roster  Grade Roster  Learning Management  Class Permissions

My Teaching Schedule > Fall 2013 > California Maritime Academy

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
  GOV 200-1 [1434]	AMERICAN GOVERNMENT (Lecture)	37	MoWeFr 9:00AM - 9:50AM	Technology Center (Room 146)	Aug 29, 2013- Dec 19, 2013

Or

Class Roster



[View FERPA Statement](#)

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

[BUS 300 - 1 \(1039\)](#)

[change class](#)

INTERNATIONAL BUSINESS (Lecture)

Days and Times	Room	Instructor	Dates
TBA	On-Line Course	Peggy Solveson	05/15/2017 - 08/19/2017

*Enrollment Status

[Class Permissions](#)

Enrollment Capacity 40 Enrolled 11

- Please note that permission numbers that have been given out to students show a status of “Not Used” until a student has used the permission number to actually enroll in class. 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 below.
- 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.

Class Permission Numbers

HIS 101 - 1 (1653) U. S. HISTORY (FROM 1877) (Lecture)

Fall 2013 | Regular Academic Session | California Maritime Academy | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TuTh 9:30AM-10:45AM	Classroom Building (Room 202)	Nomi Malone	08/29/2013 - 12/19/2013

The campus should place information in this message that is relevant to helping users understand the data that is shown in the Class Permissions Grid. (30500,3)

Class Permission Numbers								Customize	Find	First	1-40 of 40	Last
Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name					
1	204412	Dropped	A	09/12/2013	08/12/2013	002797228						
2	360711	Used	A	09/12/2013	08/12/2013	002100584						
3	125914	Not Used	A	09/12/2013								
4	412860	Not Used	A	09/12/2013								
5	143550	Not Used	A	09/12/2013								
6	202005	Not Used	A	09/12/2013								
7	510570	Not Used	A	09/12/2013								
8	376608	Not Used	A	09/12/2013								
9	360855	Not Used	A	09/12/2013								
10	388620	Not Used	A	09/12/2013								

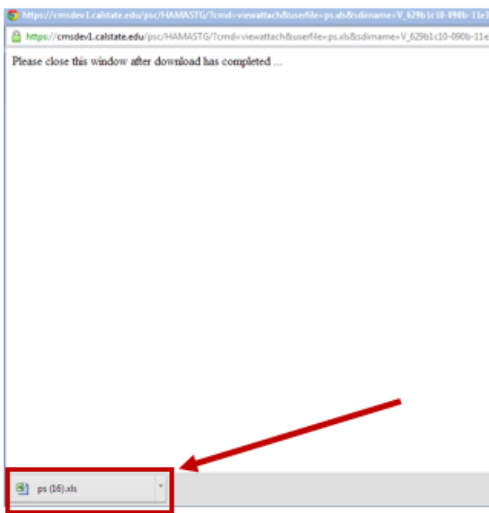
- If you are using Internet Explorer, you may see the following message upon downloading the list of permission numbers. You will want to click “yes” to the message in the popup window, and then you will receive your excel spreadsheet.

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 ...

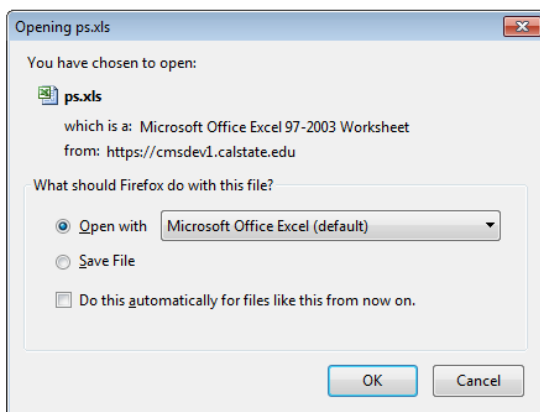
	A	B	C	D	E	F	G	H
1	Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
2	1	136914	Not Used	A	9/12/2013			
3	2	271323	Not Used	A	9/12/2013			
4	3	186240	Not Used	A	9/12/2013			
5	4	396060	Not Used	A	9/12/2013			
6	5	531342	Not Used	A	9/12/2013			
7	6	314115	Not Used	A	9/12/2013			
8	7	440682	Not Used	A	9/12/2013			
9	8	372870	Not Used	A	9/12/2013			
10	9	390057	Not Used	A	9/12/2013			
11	10	511548	Not Used	A	9/12/2013			

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



- If you are using Mozilla Firefox, you should receive a popup window as shown below. Selecting the OK button will open Excel, which will prompt you to make sure you want to open the file. Select the Yes button to this prompt.

Please close this window after download has completed ...



How to email my students

- From your class roster, 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, then use the “notify selected students” button at the bottom of the page.
 - To email all of 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 Cal Maritime email. Make sure and complete the subject line.

18	<input type="checkbox"/>			Graded	3.00	Undergraduate - Marine Engineering Technology
19	<input type="checkbox"/>			Graded	3.00	Undergraduate - Marine Engineering Technology
20	<input type="checkbox"/>			Graded	3.00	Undergraduate - Marine Engineering Technology

[Select All](#) [Clear All](#)

[notify selected students](#) [notify all students](#)

How to Enter Final Grades

Grade Rosters are generated by the Office of the Registrar, normally in the final weeks of the term. If you are teaching a course which is condensed, or in any other fashion utilizes 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@csu.edu.

Final Grades are generally due at noon the day after the last day of finals. See the Academic Calendar for specific dates.

When Grade Rosters have been generated, you can access the Grade Roster two ways:

- From the Faculty Center, click on the Grade Roster icon for individual classes





faculty center [advisement](#) [class search](#)

Faculty Center

Spring 2008 | TheCalifornia Maritime Academy [change term](#)

Show all classes Only classes with enrollment View My Weekly Schedule

[Class Roster](#) [Grade Roster](#) [Learning Management System](#)

My Teaching Schedule > Spring 2008 > TheCalifornia Maritime Academy						
	Class	Class Name	Enrolled	Days and Time	Room	Class Dates
	DL 240L-7 LAB 1310	GMDSS LAB (Laboratory)	13	Fr 7:50AM - 9:40AM	Technology Center (Room 101)	Jan 7, 2008-Apr 23, 2008
	DL 320-01 LEC 1133	INTRO TO BRIDGE SIMULATOR (Lecture)	5	Mo 7:50AM - 11:40AM	Technology Center (Room 143)	Jan 7, 2008-Feb 25, 2008
	DL 320-02 LEC 1134	INTRO TO BRIDGE SIMULATOR (Lecture)	5	Th 10:50AM - 11:40AM	Classroom Building (Room 101)	Jan 7, 2008-Feb 25, 2008
	DL 320-02 LEC 1134	INTRO TO BRIDGE SIMULATOR (Lecture)	5	Mo 12:30PM - 4:20PM	Technology Center (Room 143)	Jan 7, 2008-Feb 25, 2008

- Or, 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.

Faculty Center [Advisor Center](#) [Search](#)

[my schedule](#) [class roster](#) [grade roster](#)

Class Roster

Select All Clear All

▼ <- add this grade to selected students

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 the few different grades 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:

Grade Roster [View FERPA Statement](#)

DL 240L - 7 **GMDSS LAB**

Laboratory (1310)

Spring 2008 | Regular Academic Session | TheCalifornia Maritime Academy | Undergraduate

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Fr 7:50AM - 9:40AM	Technology Center William Schmid (Room 101)		1/7/2008 - 4/23/2008

*Grade Roster Type: Final Grade Display Unassigned Roster Grade Only

*Approval Status: Not Reviewed

A ▼ <- add this grade to all students

ID	Name	Roster Grade	Official Grade	Academic Program	Grading Basis
1	[blurred]	▼		UGRD	Graded
2	[blurred]	▼		UGRD	Graded
3	[blurred]	▼		UGRD	Graded

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

Name	Roster Grade	Official Grade	Academic Program	Grading Basis
[blurred]	A ▼		UGRD	Graded
[blurred]	A ▼		UGRD	Graded
[blurred]	A ▼		UGRD	Graded

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

RETURN

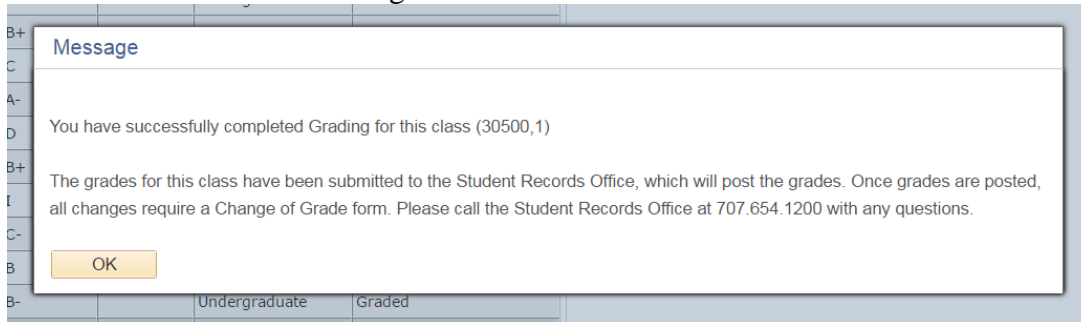
SAVE

After all grades are entered and reviewed, and you are ready for them to be posted, change the approval status to Approved.

Display Options: *Grade Roster Type <input type="text" value="Final Grade"/> <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status <input type="text" value="Approved"/> <input type="button" value="save"/>
---	---

Student Grade		ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
<input type="checkbox"/>	1			A-		Undergraduate	Graded
<input type="checkbox"/>	2			B+		Undergraduate	Graded
<input type="checkbox"/>	3			C		Undergraduate	Graded
<input type="checkbox"/>	4			A-		Undergraduate	Graded

Then 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.

In order 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. 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.

Students may choose to grant California State University Maritime Academy permission to disclose educational records to certain individuals in accordance with FERPA and University policy.

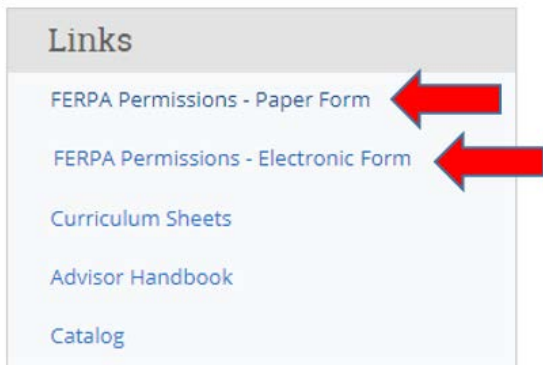
To view if a student has given permission for their records to be accessed by a named person, please use the Passport.

The Passport can be accessed from the Cal Maritime home page menu, or directly at <https://thepassport.campus.eab.com/>. Use your Cal Maritime single sign-on to log into your account. Once logged in:

- Search the student you are looking for by clicking the small magnifying glass in the upper right corner, then type in the student's name.



- Once on the student's profile, scroll down to the "Links" section (on the right side).
- You will see two FERPA Permissions links - "Paper Form" and "Electronic Form". **You will need to check both areas to confirm if a student has completed the manual paper form to give permission, or has submitted the electronic authorization form.**



- The "FERPA Permissions - Paper Form" link will take you to the "Relationships" page in PeopleSoft. Once there, type in the student's name. If "no matching values were found", the student did not complete a paper form giving permission for anyone to access their records.

Relationships

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Search Criteria

ID begins with

Relationship Nbr =

National ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

Relationship =

Include History Correct History Case Sensitive

[Basic Search](#)



[Save Search Criteria](#)

No matching values were found.

- On the manual form, if permission is given, there are three types of information an individual can be privy to: academic, discipline, and financial information. You must click on the name of the person seeking information and confirm they have access to academic information before you can speak with them about a student's academic progress.

[Relationships](#) | [Relationship Address](#) | [Relationship Detail](#)

Relationship Find | View All First 1 of 1 Last

*Effective: 08/07/2013 *Status: Active

Date:

Related ID: *Relationship: Mother

*Name:

Prefix: Suffix:

Sex: Marital Status: *Guardian: N/A

NID Country: USA NID Type: PR National ID:

Comment: Academic, Discipline and Financial Information.

Biographical Details

[Relationships](#) | [Relationship Address](#) | [Relationship Detail](#)

- Return to your Passport account and click on the "FERPA Permissions - Electronic Form" link. This will link you directly to the student's "Authorization to Release Info" page and will show if permission was given.

No permission given:

Information Release Accounts									
	Last Name	First Name	Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions	Housing	All Departments
1				×	×	×	×	×	×

Named person given permission (areas specified):

Information Release Accounts									
	Last Name	First Name	Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions	Housing	All Departments
1	Full name of person (s)		PIN	✓	✓	✓	✓	✓	✓
2				✓	✓	✓	✓	✓	✓

- As academic faculty, it is expected that you will only be speaking, when permission is granted, regarding academic matters. Please ask the individual you speak with to confirm their pin. This ensures you are speaking with the right person. Please contact your department chair, academic dean, or the Office of the Registrar if you should have any questions.

Grades

Grade Definitions

Cal Maritime's grade definitions and explanations can be found under the Grading System policy:

https://www.csum.edu/web/policies/academic-affairs/academic_records

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.
W	Withdrawal after add/drop.
WU	Withdrawal Unauthorized. Counts as a failing grade for grade point average computation.
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 (used in the Master's Degree program).

- 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.
- Students may request to take a graded course as CR/NC. Courses in a graded pattern must be taken and passed in that pattern to meet degree requirements.

Minimum Grades Needed for Courses

The minimum grade a student must earn in a course depends on a number of factors:

For most courses a “D” grade is passing and meets the requirements of the degree.

1. Math courses which are a pre-requisite to another math class require a minimum grade of a C- in the pre-requisite course.
2. STCW courses must be passed with a minimum grade of a C-. However, a grade of “D” in a STCW is sufficient to meet the pre-requisite requirement to take the follow-on course.
3. The golden four courses must be passed with a minimum grade of a C-.
4. EGL 300 must be passed with a minimum grade of C-

Incomplete Grade Contract

The Incomplete (I) grade is issued only 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 a majority of the work in the course. Students must request the grade of Incomplete (I) from faculty; it is not guaranteed.

- 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 on or before the university grade submission deadline.
- It is the student’s responsibility to submit completed final work to the faculty based on remaining requirements outlined in this 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 the grade entered by the instructor if no further work was submitted. If this grade is non-passing, an “IC” (Incomplete Charged) or a “NC” (No Credit) grade, depending on the course grading basis will be entered. 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 complies with the conditions of the Incomplete Grade Contract.
- 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, request a change of grade form from the [Office of the Registrar](#). This form is not available on the website.

Grade Appeals

A student may challenge an assigned grade. This policy can be found at:

https://www.csum.edu/web/policies/academic-affairs/academic_records

Course Registration – Adding and Dropping of Courses

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

If a cadet fails, withdraws, does not enroll, or misses a prescribed course for any reason, the cadet sacrifices the ability to properly sequence follow-up courses. 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 will be available only to a specific group of students (i.e., 2021, 2022, 2023, etc.) or a specific major (ME, MT, etc.). Students not meeting a “class requisite” will not be able to enroll in the course until after the “class of” class requisite is removed.

Adding and Dropping Courses during Appointments and Open Enrollment

Each regular term will have a period of time in the previous regular term, in which returning students have the opportunity to register for courses. A limited number of students have Priority Registration (see Priority Registration Policy) and will have early appointments, registering ahead of all students, or registering ahead of students in a like group. Registration appointments then proceed over a period of a few days, currently with those having senior academic standing having the first appointments, followed by juniors, sophomores and freshman.

Academic Standing

Senior	90 or more completed units
Junior	60 – 89.9 completed units
Sophomore	30 – 59.9 completed units
Freshman	< 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 temporary requisites are lifted/changed, sections are added, or seats become available.

Summer term registration occurs during the spring term.

New incoming students are block registered before fall term begins according to their curriculum sheet.

Adding and Dropping Courses during Add/Drop

The first two weeks of each term is normally called the Add/Drop period. See the Academic Calendar for specific dates.

- Students may drop courses through their PeopleSoft self-service portal. No permission is required, with the exception of students who are in an Academic Probation status, wishing to drop below 12 units.
 - See the Academic Standing policy for more information:
https://www.csum.edu/web/policies/academic-affairs/academic_records
- Students may add courses to their schedules through 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 before Census (20th day of instruction), students may petition to 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 up until census by submitting the Petition to Late Add after the Add/Drop Deadline. A permission number is required. This form can be found on the Office of the Registrar website under student forms: <https://www.csum.edu/web/registrar/students>

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 of their reason. The petition can be found under Student Forms and Resources at: <https://www.csum.edu/web/registrar/students>

Adding and Withdrawing Courses after Census

1. Courses may not be added to a student's schedule after Census.
2. Withdrawal from courses after census, may only be done when serious and compelling reasons exist. Student should use the Petition to Withdraw Course(s).

Withdrawal from all Courses

A student may petition to withdraw from all courses after Census for serious and compelling reasons. A student may find the form at: <https://www.csum.edu/web/registrar/students>. The student will need to indicate whether they are taking a Leave of Absence (LOA) or Resigning from the institution. 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.

Students withdrawing from the institution for medical reasons should seek assistance from the Student Health Center.

Instructor Initiated Drop from Course - Withdrawal Unauthorized

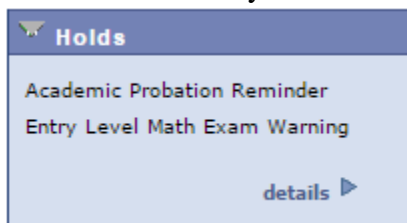
A grade of "WU" (equivalent to an "F" grade for cumulative grade point average computation) will be assigned to a student who is enrolled in a course on the census date, does not officially withdraw and fails to complete the course or has a significant number of class absences after the fourth week. 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" shall 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, or who has not turned in sufficient work to determine an earned grade, or who has violated a term of the syllabus (e.g., excessive absences) may initiate a Withdrawal Unauthorized form. Completed forms should be turned in to the Office of the Registrar. The form is available online at <https://www.csum.edu/web/registrar/faculty>.

Registration Issues

Holds and Reminders

A student may be unable to register for a class. A common reason is a hold on their account that prevents registration. The student should log in to their account to view any holds that are in place. Students can click on these holds for instructions 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 can prevent a student from registering for courses.
- A reminder is for information purposes only and does not prevent a student from registering for courses.

Common Holds and Reminders:

Note: FAH/SAP holds do not block registration.

Service Ind. Code	Reason Code:	Service Ind. Code Long Description	Details:
ACH	OWES	Accounting Hold	You have an outstanding obligation with the Accounting department. Please see that department to clear up your hold.
ADV	OWES	Advisor Registration Hold	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.
COH	OWES	Commandant's Office Hold	You have an outstanding obligation with the Commandant's Office. Please see that department to clear up your hold.
EMR	WARN	Emergency Contact Reminder	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 > Campus Personal Information > Emergency Contacts. Additionally, be sure to update your own address, phone, and email information as it changes.
FAH	SAP	Financial Aid Hold	Failed Financial Aid Satisfactory Academic Progress Standard. Not eligible for Financial Aid disbursement. Awaiting results of Appeal Process.
HCH	IMMUN	Health Center Hold	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.
HCH	HLTH	Health Center Hold	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.

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 enrolled)
- Course Repeat unit limit

[Waiver of Prerequisite Request](#) will not be accepted until the first day of classes.

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
- 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 or 12 units if they are on academic probation)

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 semester to honor those students who have earned the highest academic achievement. For the spring semester, grades are calculated based on the academic semester - cruise and co-op grades are not included in this calculation. 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 semester to honor those students who have excelled academically. For the spring semester, grades are calculated based on the academic semester - cruise and co-op grades are not included in this calculation. 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. The 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 CMA 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 minimal 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

Please review the academic calendar for each academic year at: <https://www.csum.edu/web/calendar/academic>

The academic calendar can be referenced for specific deadlines, such as:

- First day of Instruction
- Last day of add/drop
- Census date
- Last day of instruction
- First Day of Finals

Please note that the Academic Calendar is different from 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 a 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.

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 department licensing coordinator each term. The portfolio has specific requirements for retention of materials. The Director of USCG Licensing and your department licensing coordinator 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. Make sure all of the data areas are cleared, or that information will be stored in your favorites. Adding "Relationships" to your favorites:

First, navigate to the search page for "Relationships". The navigation, or breadcrumb is:
Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Relationships > Relationships



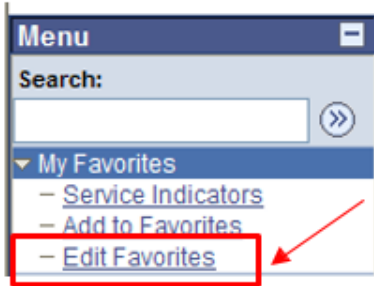
Once there, select "Add to Favorites" by

1. Top left of screen, select the Favorites pulldown menu, then Add to Favorites
OR
2. Upper right of screen, just below the breadcrumb, select Add to Favorites

The Add to Favorites page will appear. Enter a Description, then click OK.



You will be returned to the Search page, and Relationships will now be part of your Favorites list.



Note the Edit Favorites link -- after you have links to your most used pages, you can sort or delete them here.

PeopleSoft Term Codes

PeopleSoft identifies terms by the following coding:

2XXX – millennium

X18X – last two digits of year – 2018

XXX3 – semester code – 3 spring, 5 summer, 7 fall

2183 Spring 2018

2185 Summer 2018

2187 Fall 2018

2193 Spring 2019

2195 Summer 2019

2197 Fall 2019

2203 Spring 2020

PeopleSoft Course Catalog Search

The course catalog may be searched publicly from the Cal Maritime Website or from within PeopleSoft.

Within each of the class search options multiple terms may be searchable. Select the term you wish to search by using the pulldown menu.

Public search can be found on the Office of the Registrar's website pages under the Browse Classes link at <https://www.csum.edu/web/registrar/schedule>

All faculty and staff have the ability to search the course catalog through PeopleSoft Self Service, the navigation is: Main Menu > Self Service > Search > Class Search

Students have the search function in the Student Center.

Policies

Cal Maritime policies can be found online at: <https://www.csum.edu/web/policies/home>

Many of the academic policies that are used in reference to course registration are found under Academic Affairs – Academic Records.

- › Cal Maritime Policies
 - › AA – Academic Affairs
 - › 01 – General
 - › 02 – Academics
 - › **03 – Academic Records**
 - › 06 – Faculty Affairs
 - › 07 – Library

Student Forms

The majority of the forms that students need to submit when making changes that require Registrar action can be found online at the [Office of the Registrar](#).

When a student wants to late add a class, petition to overload, petition to withdraw from a course, or make various other changes, the form they need is usually found on this site.

-Please note that change of grade forms for faculty use cannot be found online and must be requested from the Office of the Registrar.

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

Student Forms & Resources

Below are commonly used resources.

Student Forms Library

The following forms are available in a downloadable format:

- Academic Requirements Report
- Academic Minor
- Advance In Class
- Authorization to Release Information
- Commencement Participation Application
- Course Challenge
- Course Equivalency Request
- Emergency Contact Information
- Drop for Summer Only Course
- Elective Course List
- Incomplete Grade Contract
- Independent or Individual Study
- Major Change Form for Business Admin & Global Studies & Maritime Affairs
- Major Change Form for FET, ME, MET, MT
- Overload Request
- Petition for Exception - Undergraduate Course Repeat Policy
- Petition to Drop Individual Courses
- Petition to Late Add after the Add/Drop Deadline
- Petition to Audit
- Residence Reclassification
- Student Originated Request for Change of Grade
- Time Conflict Override Request
- University Withdrawal Form - Leave of Absence/Resignation
- Waiver of Pre-Requisite/Co-requisite

Transcripts

- Students may view their own unofficial transcript through the 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 [Office of the Registrar's webpage](#).

Academic and Student Affairs Resources – Help your Students Help Themselves

BIT – Behavior Intervention Team

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 Students with any concerns.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) is located in the Student Health Center and 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 provides assistance to students experiencing a range of concerns, including personal, academic, and interpersonal/relationship, family, social, and other psychological difficulties.

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

Regular Business Hours are Monday to Friday 0830-1700 (closed for lunch 1300-1400)

Walk-In Urgent Counseling (no appointment needed) is offered daily from 1400-1500

After Hours Assistance is available by calling (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 visit: <https://www.csum.edu/web/health-services/counseling-services>

Early Alert

Early Alert 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 PeopleSoft using midterm grade rosters. Directions are titled “How to Enter Midterm Grades” and can be found on the Office of the Registrar webpage, under [Faculty Academic Resources](#). Students will then receive an email, letter, 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 confirm that students are planning to register for the courses that will keep them on track for graduation.

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 any student in distress. Also, it provides guidance on responding to incidents in which a student might be a self-danger or threat to others. The Red Folder was developed by a system wide workgroup consisting of Counseling and Psychological Services (CAPS) directors, counselors, student conduct administrators and health educators. A Red Folder icon is installed on every employee's computer to provide quick access to the Red Folder. To request a hard copy of the Red Folder please contact Dr. Ian Wallace in Student Health Services. A free mobile application of the Red Folder is also available for personal electronic devices, which can be downloaded for the iPhone and Android operating systems.

Student Engagement & Academic Success Center (SEAS)

The SEAS Center, located in the Lab Building, supports student success at Cal Maritime with a dedicated staff providing a broad range of services designed to encourage an interactive, student-centered learning environment. The following academic support services are offered:

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 remediation 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 contact [Elaine Kociolek](#), Associate Director for EOP/ SEAS.

Tutoring Services

SEAS offers accessible academic support through drop-in group tutoring free of cost to students at five locations across campus, five nights per week. Regular tutoring hours are Sunday through Thursday, 1900-2300. Daytime tutoring can be available upon request, in addition to supplemental instruction and targeted learning sessions (see below). Tutoring is designed to assist the student in becoming an independent learner. Tutoring support is available in many subject areas including math, writing, science, foreign language, and major-specific coursework. Tutoring Services welcomes feedback, input, and communication from faculty members regarding needs. For more information and tutoring schedules, visit <http://csum.edu/tutoring>.

Supplemental Instruction (SI)

SEAS is also home to the Supplemental Instruction (SI) program, which provides additional support through trained peer facilitators in traditionally difficult courses every semester.

Targeted Learning Sessions (TLS)

Targeted Learning Sessions (TLS), provide intensive tutor opportunities in critical path courses each semester.

Student Success Materials & Learning Support

Workshops and materials are made available in the SEAS Center to help students develop the skills necessary to be successful. Private appointments are available for students with the SEAS Director and staff to discuss academic concerns. For more information, or to recommend a student for individual student success advisement, contact [Vineeta Dhillon](#), Director of SEAS.

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, visit <http://csum.edu/communityengagement> or contact JoEllen Myslik at jmyslik@csum.edu.

Disability Services Office

Information

The Disability Services Office (DSO) is committed to supporting the academic success of Cal Maritime's students with disabilities. The office provides support services and serves as an informational resource to individual students with disabilities and to the entire campus community. Disability services ensures that the

institution meets its obligations to provide services to students who are eligible for reasonable accommodation under state and federal law.

Diagnosis and Documentation:

The student is responsible for providing the documentation of his or her impairment. The Disability Specialist determines whether the student's impairment is a disability that qualifies for reasonable accommodations. Students with disabilities are required to meet the institution's academic standards. DSO is committed to ensuring that all information regarding a student is confidentially maintained as required by law.

Typical Reasonable Accommodations and How They Are Determined:

Although specific accommodations vary from individual to individual, there are broad categories of accommodations for students with disabilities.

These categories include, but are not limited to, academic support services (i.e., readers, taped materials, use of a computer, note takers), exam accommodations including extra time, a low distraction testing environment, and access to adaptive equipment.

Accommodations are recommended by disability services based on the student's documentation.

Faculty Responsibilities for Providing Accommodations:

Faculty are responsible for ensuring that all medical and disability information regarding a student is confidentially maintained as required by law.

Faculty must provide accommodations for a student with a disability if they receive a letter with identified accommodations from the Disability Services Office.

Faculty cooperation with DSO in providing authorized accommodations and/or support services for the student in a fair and timely manner is critical. Classroom exams are to be given to DSO in a timely manner to facilitate administration of testing accommodations.

Frequently Asked Questions

I have a student with a disability in my class, what should I do?

Protect the student's confidentiality by discussing accommodations in a private setting. Review the individualized accommodations letter. If you have any questions about the accommodations or about forms the student asks you to complete, contact DSO.

There is a student in my class that I suspect might have a disability. What should I do?

If you think a student may have an unreported or undiagnosed disability and could benefit from our services, use your judgment in referring the student to disability services or the SEAS center for assistance. If a student is concerned that the information is not confidential, please reinforce that all medical/disability related documentation is confidential and remains only with the DSO office. The student can meet to discuss the possible presence of a disability, the need for extra support, accommodations, and/or additional referrals. Occasionally a student will end up gaining disability verification and registering with our office to receive appropriate disability services. Other times, students are referred to health, counseling, tutoring, or other services that may be more applicable to their current difficulty.

Do I have the right to give a student needing testing accommodations another version of the class exam?

Yes. If the exam is not scheduled in the same time frame as the class exam, then you can provide another version of the exam. However, the exam version to be used would still need to cover the same information as the class exam.

How do I deal with a student who is missing too much class time due to a disability and attendance is required?

Refer the student to DSO if they have a medical reason for missing classes, assignments, and/or exams. The medical documentation can be verified by DSO, then we can work with faculty on a reasonable schedule for completing work and exams.

Can I alter a student's accommodation?

No. Accommodations can only be altered if it is agreed upon by the student, faculty and DSO.

A student told me they have a disability, can I just offer accommodations?

No. The student must report to DSO to ensure that all documentation is reviewed, and that appropriate accommodations are recommended.

Can I disagree with an accommodation?

Yes. If a faculty member is concerned that the approved accommodation will fundamentally alter the academic and/or technical standards of the course, the faculty member should contact the DSO to consult. The faculty and DSO will engage in an interactive process to review the essential components of the course and review the student's functional limitations and possible accommodations. The goal is to reach an agreement on accommodations that will allow the student to demonstrate the required knowledge/skills of the course.

If it is not possible to resolve the disagreement in consultation with DSO staff, the student and/or faculty may file an appeal, in writing, with the Vice President of Student Affairs. Please use the following form: [Faculty Accommodation Denial Form](#). While the matter is in dispute, the accommodation must be provided.

Best Practices

Disability Services encourages faculty members to consider the following best practices in supporting students with disabilities:

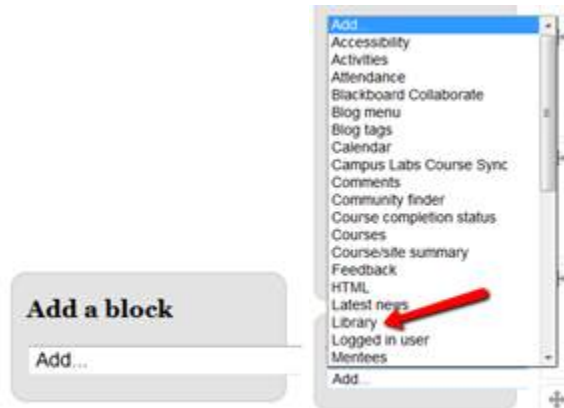
- Ensure the complete confidentiality of a student with disabilities by discussing their accommodations in a private setting, if they choose to do so.
- Place your book orders early, according to the Bookstore's deadlines. It can take additional time to secure textbooks in accessible formats (e-text, large print, etc.).
- Students who are eligible for testing accommodations will provide you with a Test Accommodation form for each exam for which he or she will need accommodations. If Disability Services will be administering the exam, please complete the form and return it. Students are required to schedule all exams to be administered by Disability Services a minimum of three business days before a quiz, and a minimum of five business days prior to mid-term and final exams.
- As per ADA requirements, the following campus policy should appear in your syllabus:

California Maritime Academy is committed to providing reasonable accommodations to students with documented disabilities. Students who believe they may need class accommodations are encouraged to contact the Disability Services Office (DSO) by email at scase@csu.edu or in person in the Student Engagement & Academic Success Center (Laboratory Building, First Floor) within the first two weeks of class. For more information, visit: <http://www.csum.edu/web/seas/disability-services>.

Library Resources

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.

Moodle: The library has created a Moodle block to provide quick access to resources from within your class Moodle page, including scheduling research consultations and accessing class research guides. Please see below:



Reserve Textbooks: The library collaborates with faculty to provide copies of required texts for short-term loan to students.

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. More information available at <http://library.csum.edu>.

Student Conduct

Admission to a campus of the California State University 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 California State University 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: <https://www.csum.edu/web/campus-life/studenthandbook>

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 at: <https://www.csum.edu/web/health-services/1>

University Advisors

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 to review their academic progress. Academic probation refers to a student whose cumulative, campus, major, and/or two out of three successive terms' GPA is below a 2.0. Administrative Academic Probation most commonly refers to a student who has exceeded their 16 unit repeat limit. University Advisors support student success by helping cadets navigate university requirements, policies and resources to achieve their academic goals. This includes, developing a plan to complete all university

requirements for graduation in a timely manner and collaborating with Faculty Advisors for major course advisement.

Additional resources can be found at: <https://www.csum.edu/web/university-advising/>

Student Advising:

- Policies and Student Forms
 - Thorough explanation of policies and forms to ensure students understand how to navigate academic requirements
 - Policies: Academic Standing, Withdrawal, Change of Major, Repeat Course, Grading System, etc. (http://www.csum.edu/web/policies/academic-affairs/academic_records)
 - Student Forms: Academic Requirements Report, Course Equivalency Request, Elective Course List, Major Change Form, Overload Request, Petition for Exception-Course Repeat, Petition to Withdraw, University Withdrawal-Leave of Absence/Resignation, etc. (<https://www.csum.edu/web/registrar/students>).
- Resources
 - Time management tools, tutoring schedule, Targeted Learning Sessions, Workshops, Supplemental Instruction, etc.

The University Advisors work in cooperation with multiple departments to provide students with appropriate support:

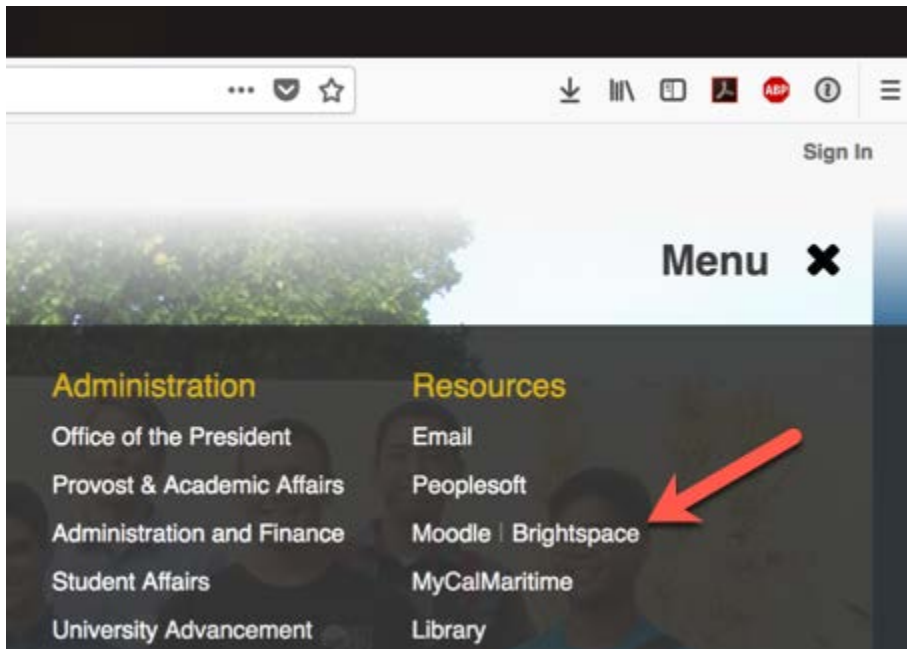
- School Deans
- Academic Department Chairs
- Academic Course Instructors
- Admission Office
- Career Services
- Commandants Office
- Counseling and Psychological Services(CAPS)
- Disability Services Office (DSO)
- Housing and Residence Life
- Office of the Registrar
- Student Affairs
- Student Engagement and Academic Success (SEAS)
- Student Health Services

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

Brightspace

Brightspace is the learning management system used to organize course documents, mediate quizzes, accept assignments, and allow students to track their learning and grades.

Faculty can login to Brightspace at <https://csum.brightspace.com>.



Support for Brightspace is provided by the Learning Technologies department. For help with either system, please contact Khaoi Mady, Director of Learning & Academic Technologies, at kmady@csum.edu.

Faculty Program Advisors

What Can I Say to a Parent?

Faculty Advisors may receive calls from a student's parents, spouse or others wanting information on the student. Remember, you must always have permission to talk to ANYONE regarding a student. That permission may only be granted when the student has completed an Authorization to Release Information form, and that form has been processed by the Office of the Registrar. [FERPA](#) must be adhered to at all times.

How do I become a Faculty Program Advisor?

Full time faculty serve as program 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 of the faculty program advisors. Students may request to change advisors by sending an email to their Academic Chair.

Key Advising Resources

The Passport

<https://thepassport.campus.eab.com/>

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 needs focus for academic success. Major benefits of the platform include student progress tracking, advising notes, critical path alerts, case management, and historical trends. Applications that will be utilized are early alert campaigns, advising appointments through live calendars, appointment reminders, and tutoring activity usage. For questions and training regarding this system please 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 under the Office of the Registrar website:

<https://www.csum.edu/web/registrar/curriculum-sheets-your-major-road-map>

The roadmaps are essential for keeping a student on track toward earning their degree. Due to prerequisites, co-requisites, 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 under the [Office of the Registrar website](#).

Graduate Writing Exam (GWE)

All CSU graduates must satisfy the Graduation Writing Assessment Requirement. Cal Maritime students may:

- Take the Graduate Writing Exam (GWE). This exam is offered once a term and may be taken twice as long as the student has not attempted EGL 300, OR
- Pass EGL 300, OR
- 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 a number of factors:

1. For most courses a “D” grade is passing and meets the requirements of the degree
2. Math courses which are a pre-requisites to another math class require a minimum grade of a C- in the pre-requisite course
3. STCW courses must be passed with a minimum grade of a C-. A grade of “D” in a STCW course is sufficient to meet the pre-requisite requirement in order to take the follow-on course
4. The [golden four](#) courses must be passed with a minimum grade of a C-
5. EGL 300 must be passed with a minimum grade of C-

Course Equivalency

Course Equivalency Request

Students enrolled at or on leave from California State University Maritime Academy 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 <https://www.csum.edu/web/registrar/students>

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 upon completion of the course, regardless of the grade earned. Grades earned in transferable courses are not used in calculating the Cal Maritime campus cumulative 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/>

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 nor has ever attempted the course previously at Cal Maritime. Not all courses are available for challenge. The Course Challenge form is available on the Office of the Registrar’s website <https://www.csum.edu/web/registrar/students>.

PeopleSoft Advisor Center (Student Center)

From the PeopleSoft homepage, under the Maritime Advisor Center, click the My Advisees.

If you do not currently have advisees – you should also be able to see this information through Student Center. Main Menu > Campus Community > Student Services Ctr (Student).

In either area, four tabs of information should be present:

- student center
- general info
- academics
- transfer credit

student center

- 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 (pulldown)
- transcript, view unofficial (pulldown)
- withdrawals/repeats (EO 1037)
- student address
- student personal email
- demographic data link

general info

- 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
- phones

academics

- 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

- 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 enter the Advisor Center from the PeopleSoft homepage – click on “My Advisees” as pictured below:

ORACLE Welcome, Michael S Kazek

Favorites Main Menu

Menu

Search:

- My Favorites
- Self Service
- Campus Community
- Records and Enrollment
- Set Up SACR

Maritime Faculty Center

My Schedule
View your schedule, class and grade rosters.

Maritime Advisor Center

My Advisees
Access your advisee roster and view details including academic information, class schedules, degree progress and grades.

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

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

My Advisees

Notify	Name	ID	View Student Details
1 <input type="checkbox"/>	[Redacted]	[Redacted]	View Student Details
2 <input type="checkbox"/>	[Redacted]	[Redacted]	View Student Details
3 <input type="checkbox"/>	[Redacted]	[Redacted]	View Student Details
4 <input type="checkbox"/>	[Redacted]	[Redacted]	View Student Details

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

Faculty Center

Advisor Center

Search

my advisees

student center

general info

transfer credit

academics

Advisee Student Center

*Change Advisee ▼ change

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. Emails for advisees go directly to the student's personal email address, rather than their on-campus address.


23	<input type="checkbox"/>	[Redacted]
24	<input type="checkbox"/>	[Redacted]
25	<input type="checkbox"/>	[Redacted]
26	<input type="checkbox"/>	[Redacted]

notify selected advisees

notify all advisees

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 .



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

My Academic Requirements

[Print Report](#)

Current Academic Objective			Current Academic Summary	
Requirement (Catalog)				
Term				
Career:	Undergraduate	Fall 2010	Last Term Registered:	Fall 2012
Program:	Undergraduate	Fall 2010	Academic Standing:	
Plan:	Facilities Engineering Tech	Fall 2010	Overall GPA:	3.063
Expected Grad Term:	Spring 2014		CMA GPA:	2.676
Graduation Status:	Not Applied			

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

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.

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 too concerned when you see that!).

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. Overall, Campus, Major and Term GPAs are used to determine academic standing.

Overall GPA

OVERALL GPA REQUIREMENT

Overall GPA

Overall GPA

- GPA: 2.000 required, **3.063 actual**

Campus GPA

CAMPUS GPA REQUIREMENT

Campus GPA

Campus GPA

- GPA: 2.000 required, **2.869 actual**

FET Major Courses

CMA MAJOR REQUIREMENTS

- GPA: 2.000 required, **2.950 actual**











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

CMA Major Courses

CMA Major Courses

- Courses: 36 required, 14 taken, 22 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
EPO 395	SPECIAL TOPICS	1.00	Spring 2011	CR	01	
EPO 214	BOILERS	3.00	Fall 2011	C+		
EPO 220	DIESEL ENGINEERING I	2.00	Spring 2011	C		
EPO 312	TURBINES	3.00	Spring 2012	B-		
EPO 230	STEAM PLANT SYSTEM OPERATIONS	1.00	Fall 2011	B+		
ET 110	INTRO TO ENGINEERING TECH	1.00	Fall 2010	B		
EPO 235	STEAM PLANT WATCH TEAM MGMT	1.00	Spring 2012	A		
ET 232	STATICS	3.00	Spring 2012	A		
ET 230	PROPERTIES OF MATERIALS	2.00	Fall 2012			
ET 230L	PROPERTIES OF MATERIALS LAB	1.00	Fall 2012			

[View All](#) First 1-10 of 36 Last

You now can view all "completed" courses, "in progress" courses, and "needed" courses.

EPO 395	SPECIAL TOPICS	1.00	Spring 2011	CR	01	✔
EPO 214	BOILERS	3.00	Fall 2011	C+		✔
EPO 220	DIESEL ENGINEERING I	2.00	Spring 2011	C		✔
EPO 312	TURBINES	3.00	Spring 2012	B-		✔
EPO 230	STEAM PLANT SYSTEM OPERATIONS	1.00	Fall 2011	B+		✔
ET 110	INTRO TO ENGINEERING TECH	1.00	Fall 2010	B		✔
EPO 235	STEAM PLANT WATCH TEAM MGMT	1.00	Spring 2012	A		✔
ET 232	STATICS	3.00	Spring 2012	A		✔
ET 230	PROPERTIES OF MATERIALS	2.00	Fall 2012			◆
ET 230L	PROPERTIES OF MATERIALS LAB	1.00	Fall 2012			◆
ET 250	ELECTRICAL CIRCUITS	3.00	Fall 2012			◆
ET 250L	ELECTRICAL CIRCUITS LAB	1.00	Fall 2012			◆
ET 330	DYNAMICS	3.00	Fall 2012			◆
ET 344	THERMODYNAMICS	3.00	Fall 2012			◆
CHE 205	CHEM OF POWER PLANT PROCESSES	3.00				
ENG 470	ENGINEERING MANAGEMENT	3.00				
ENG 472	FACILITIES MANAGEMENT	3.00				

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:

Course	Description	Units	When	Grade	Status
HUM 300	ART OF THE CINEMA	3.00	Fall 2012		◆

View All | First 1 of 1 Last

Review the last category, Additional Courses not Meeting Requirements. 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 a course is in the bucket that you feel should be used for the degree, a course substitution may be required. Substitutions are a manual process that are done by the Office of the Registrar when directed to do so by the Department Chair. All course substitutions must be documented in writing or by email.

ADDITIONAL COURSES NOT MEETING REQUIREMENTS

Add Crs Not Meeting Req

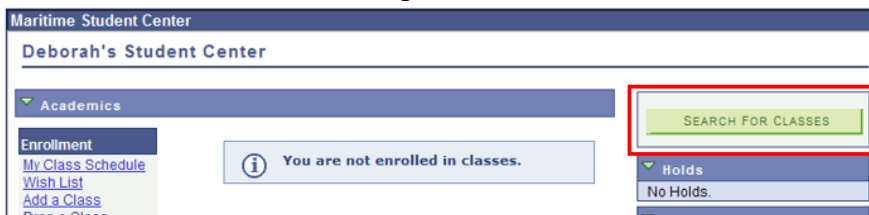
Additional Courses Not Meeting Requirements

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Requirement Designation	Status
EPO 322	DIESEL ENGR II/SIMULATOR	1.00	Spring 2012	C		✓
EPO 322L	DIESEL ENGR II/SIMULATOR LAB	1.00	Spring 2012	C		✓
NSC 100	NAVAL SCIENCE FOR THE MMO	3.00	Spring 2011	A-		✓
EPO 413	ADV WELDING & FABRICATION	1.00	Spring 2011	A+		✓
ELEC 31	SOCIAL SCIENCE ELECTIVE	3.00	Fall 2010	A		←

Searching for Classes and “Requisite” Information

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



Enter Term, then click Go.

Class Search

Select an institution, term and search method.
Click GO to continue.

Institution:

Term:

Choose a Course Subject from the dropdown menu. Enter a Course Number. Then click Search (make sure to unselect “show open classes only” or classes that are full will not appear).

Course Subject:

Course Number:

Course Career:

Show Open Classes Only

Meeting Start Time: (example: 1:00PM)

Meeting End Time:

Day of Week:

Mon Tues Wed Thurs Fri Sat Sur

Instructor Last Name:

Class Nbr: (example: 1136)

Course Attribute: (example: Class Category)

Course Attribute Value: (example: GE Classes)

Course Title Keyword: (example: statistics)

Course Component:

Session:

Mode of Instruction:

Click the “Section” hyperlink.

Class Search

Class Search Results

When available, click [View All Sections](#) to see all sections of the course.

California Maritime Academy | Fall 2011

The following classes match your search criteria Course Subject: **Deck Labs**, Course Number is exactly '**420**', Course Career: **Undergraduate**, Show Open Classes Only: **No**

Open Closed Wait List

[CHANGE INSTITUTION OR TERM](#) [START A NEW SEARCH](#)

DL 420 - WATCHSTANDING SIMULATION

[View All Sections](#) First 1-3 of 15 Last

Section	Status
01-LEC(1377)	●

Session: Regular

Days & Times	Room	Instructor	Meeting Dates
Mo 8:00AM - 11:50AM	Simulator Center (Room 122)	Tuuli Messer-Bookman	9/6/2011 - 12/20/2011

View Pre-requisites, Co-requisites, and Class requisites under Enrollment Information.

Class Search

Class Detail

DL 420 - 01 WATCHSTANDING SIMULATION

California Maritime Academy | Fall 2011 | Lecture

[RETURN TO RESULTS](#)

CLASS DETAILS

Status	●	Career	Undergraduate
Class Number	1377	Dates	9/6/2011 - 12/20/2011
Session	Regular Academic Session	Grading	Credit / No Credit
Units	2 units		
Class Components	Lecture	Required	

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Mo 8:00AM - 11:50AM	Simulator Center (Room 122)	Tuuli Messer-Bookman	9/6/2011 - 12/20/2011

ENROLLMENT INFORMATION

Enrollment Requirements	Class Requisite: Class of 2012 MT's only Course Prerequisites: CRU 300, DL 240, DL 240L
-------------------------	--

Lifting an Advisor Hold

You can **view** a student's hold on their Student Center page.

Michael Strange

[Faculty Center](#) [Advisor Center](#) [Search](#)

[my advisees](#) [student center](#) [general info](#) [transfer credit](#) [academics](#)

Advisee Student Center

Student Hold

*Change Advisee [change](#)

Academics

[My Class Schedule](#)
[Shopping Cart](#)
[Schedule Planner](#)

other academic...

Drop/Add URL

Class	Schedule
EOL 395-1 LEC (1479)	Mo/Wa/Fr 12:30PM - 1:20PM Technology Center (Room 106)
EPO 210-04 LAB (1220)	Mo/Wa/Fr 9:00AM - 11:50AM Training Ship (Qtr.)

Holds

Advisor Registration Hold
Medical Insurance Reminder

[details](#)

To Do List

No To Do's.

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

Michael Strange

Faculty Center | Advisor Center | Search

my advisees | student center | **general info** | transfer credit | academics

Advisee General Info

*Change Advisee [dropdown]

- [Service Indicators](#) [Initiated Checklists](#)
- [Student Groups](#) [Personal Data](#)
- [Addresses](#) [Names](#)
- [Email Addresses](#) [Phones](#)

Service Indicators

Positive Negative

Type	Details	Start Term	End Term	Start Date	End Date	Department
<input type="radio"/>	Medical Insurance Reminder	Fall 2017	Fall 2017	06/07/2017	08/13/2017	Health Center
<input checked="" type="radio"/>	Advisor Registration Hold	Begin Term - Srvc Indicatr Use				Records

On the Edit Service Indicator page – select the Release button, and when prompted, select OK.

Edit Service Indicator

*Institution: MACMP California Maritime Academy

*Service Indicator Code: ADV Advisor Registration Hold

*Service Ind Reason Code: OWES Owes Department

Description: 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...

Effect: Negative

Effective Period

Start Term: 0000 Begin Term End Term: [dropdown]

Start Date: [calendar] End Date: [calendar]

Assignment Details

*Department: 33500 Records

Reference: [text]

Amount: 0.00 Currency: USD

Contact Information

Contact ID: [text] Contact Person: [text]

Placed Person ID: [text] Placed By: [text]

Placed Method: Manual

Placed Process: Release Process:

Comments

Are you sure you want to release this Service Indicator?

Schedule Planner

Schedule Planner is a system 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 PeopleSoft. Please see [Registration Resources](#) on the Office of the Registrar website for more details.

Smart Planner

Smart Planner is an interactive online eAdvising tool that functions in PeopleSoft to help students be more proactive with their course planning. The result is a more efficient and engaging experience that gives students a visual presentation of their current academic status and their future path. The intent is to aid students in completing their degree quicker and more effectively while also providing the campus with course need information for enrollment planning. 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 all financial aid eligibility. It is based on two components: qualitative and quantitative criteria.

The Qualitative Standard requires students to maintain a cumulative GPA of 2.0 or better. Courses with F grades are included the GPA calculate as “zero” grade points. Letter grades of W, WU, NC, I and IC are all considered towards units attempted for pace of measure, but because no credits are earned, these grades will not improve a student’s pace towards graduation.

The Quantitative Standard has two components: Pace of Progression and Maximum Timeframe.

Pace of Progression: Full Time students are expected to complete their degree with 8 terms (four years). However, because some students need additional time, financial aid is available for up to six years for students without transfer credits.

Maximum Timeframe: Federal regulations stipulate the maximum timeframe for completion of a degree is 150% of the published length of time required to complete the program. Transfer credits applied to outstanding degree requirements will be counted as both attempted and completed units when determining both pace of progression and maximum timeframe, remedial coursework is not included in the maximum attempted and completed unit calculation.

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 students are given the opportunity to appeal for reinstatement of financial aid. If granted, they will received their aid for one term. The third term they fail 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 California State University Maritime Academy. Grade forgiveness means that the course may be taken again and the new grade earned may replace the old 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](#).

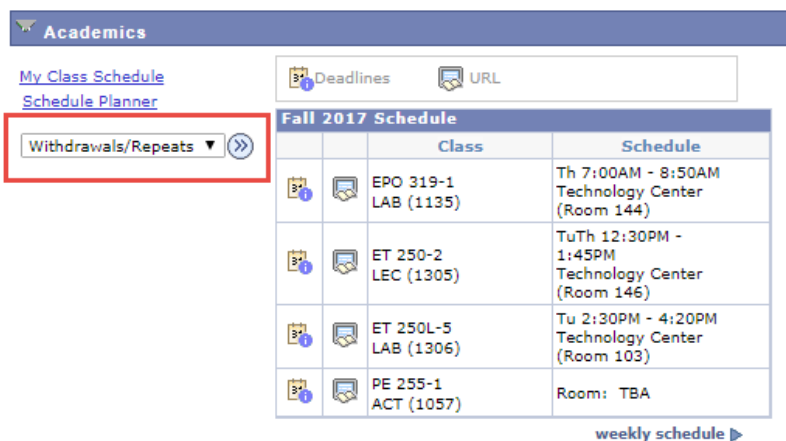
Repeat limits do not apply to courses for which multiple enrollments are allowed, i.e. Physical Education, Performing Arts. Undergraduate students may repeat courses only if they earned grades lower than a C-

Students requesting to exceed 16 units of repeated courses for grade forgiveness must complete a Petition to Repeat, and be granted permission to enroll in the repeated units. Enrollment in repeat units for grade forgiveness 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.

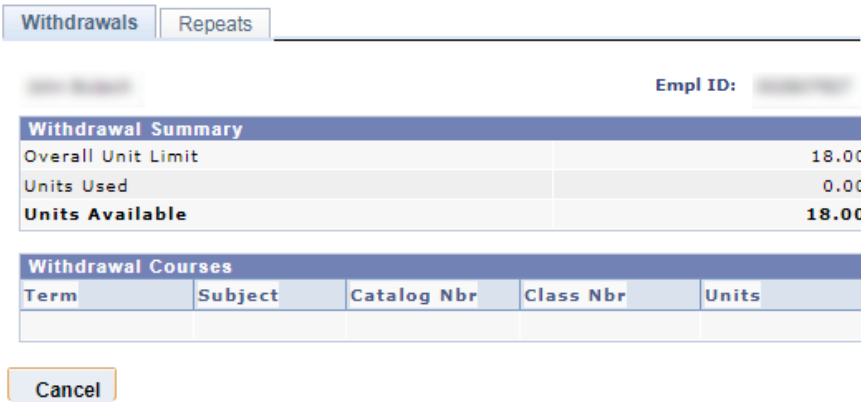
Unit Limit for Withdrawal from Courses: Undergraduate students may withdraw from no more than 18 total semester units of coursework attempted at Cal Maritime. Withdrawals for “serious and compelling” reasons, which are petitioned and approved, may not count toward the maximum of 18 semester units.

To review a student’s EO 1037 count:

From the Student Center in PeopleSoft, click on the Withdrawal/Repeats option from the drop down menu and then the double arrow.



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. Please note that 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 in order to earn their degree. Please refer to a University Advisor (advisor@csu.edu) for an accurate count of repeat units.

A student may be placed on Administrative Academic Probation if they have surpassed or need to surpass the 16 unit repeat limit in order to earn their degree.

Withdrawals Repeats

Empl ID: [REDACTED]

Repeat Summary			
	Units Used	Units Available	Unit Limit
Grades Forgiven	7.00	9.00	16.00
Grades Averaged	0.00	0.00	0.00
Repeats From Enrollment	0.00	0.00	0.00
Total Repeats	7.00	9.00	16.00

Grades Forgiven Find View All First 1-2 of 2 Last

Term	Subject	Catalog Nbr	Class Nbr	Grade	Units
Fall 2015	MTH	211	1242	F	4.00
Fall 2014	CHE	110	1453	F	3.00

Grades Averaged Find View All First 1 of 1 Last

Term	Subject	Catalog Nbr	Class Nbr	Grade	Units
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Repeats From Enrollment Find View All First 1 of 1 Last

Term	Subject	Catalog Nbr	Class Nbr	Units
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Individual Course Repeat Exceptions Find View All First 1 of 1 Last

Term	Course ID	Subject and Catalog Number
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Cancel

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. In order to register for the course the student will need to submit a [petition for exception-undergraduate course repeat policy](#) to the Office of the Registrar.

Academic Standing Policy

The Academic Standing policy may be found at: https://www.csum.edu/web/policies/academic-affairs/academic_records. This 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 out of three 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. The following tasks are performed each term.

- Academic and Administrative Academic Probation
 - Initial meeting with student is scheduled at the beginning of the term and students sign paperwork acknowledging their academic standing and understanding of the policy. This paperwork is signed by the student, Faculty Program Advisor, Department Chair, Academic Dean (for those on Administrative Academic Probation), and a University Advisor.
 - Students are met with every 2-3 weeks throughout the term to measure progress.
 - Disqualified students are given guidance on readmission process.
- Probation Alerts/Warnings
 - Students at risk of being placed on probation are informed of potential policy impacts
 - Warning emails 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.
 - Early Alert discussions to put success plans in place.

Student Advisement Meetings

What Should the Student do in Preparation for Academic Advising?

Send your advisees an email, indicating how you want them to sign up for their advising appointments. Some faculty put sign-up sheets on their door, some arrange appointments via email, and others allow drop-ins. Make your expectations clear – what should they do in preparation for their appointment and what should they bring. Some items you might suggest:

1. Bring their [Curriculum Roadmap](#) with classes they have passed crossed off
2. Make sure the courses they plan on taking the next term are in their [Schedule Planner](#) shopping cart
3. Create a list of alternatives if first choice classes are full

Meeting Topics

1. Review [Curriculum Roadmap](#)
2. Restructure four year plan if needed due to failed courses
3. Review [Searching for Classes](#) and “Requisite” Information
4. Review current course enrollment and anticipated grades
5. Review Schedule Planner’s shopping cart with your student and confirm their schedule or changes that need to be made
6. Confirm with student that waivers of requisites will not be accepted by the Office of the Registrar for processing until the first day of instruction

Registration - Helpful Hints for Students

1. Students should register for their courses as early as they can within their appointment window, as class sections can fill up quickly.
2. Check your “holds” before you attempt to add courses. Holds such as conduct, accounting, advisor, or university advisor will prevent all registration.
3. English and/or Math Placement holds will prevent students from registering for EGL 100 and/or MTH 100 respectively, or for any course for which these courses are pre-requisites.
4. Students cannot enroll in a course if they do not have the required prerequisite. Prerequisites and co-requisites can be found in the online Course Catalog or by using the Course Search functionality and using the appropriate hyperlinks.
5. When adding courses with “co-requisites”, be sure to enroll in the requisite courses at the same time, otherwise the enrollment attempt will error out. Examples of this are: CHE100 and CHE100L; PHY100 and PHY100L; and DL 105, DL 105L, DL 105X.
6. 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.
7. Students are limited to 20 units per term. Students on Academic Probation are limited to a maximum of 15 units and minimum of 12 units. Overload forms must be submitted in order to change these limits.
8. If you get an error message after you finish enrolling in your classes, be sure to read the error message. Typical errors: class conflicts with another class, class is full, or requisites not met. You will have a chance to update your shopping cart if needed.
9. 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 real error issue.
10. If a class section is “full”, always try to get into another section of a class first before placing yourself on a Wait List. If all sections of a required class are full, be sure to place your name on the Wait List for the section you prefer.
11. Troubleshooting – when the student has issues regarding course registration:
 - a) Ask a student to log in at your desk to see their view and to show them how to navigate

- b) Use two different browsers to stay logged in and have a student log in at the same time
- c) When students have enrollment errors have them remove the first course erroring out and add the rest of their courses. Sometimes the first course's error will cause a student to not be able to enroll in the rest of their chosen courses