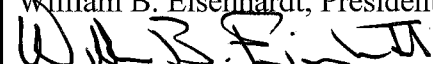


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Course Registration
Policy Number:	338
Policy Administrator:	Provost, Vice-President of Academic Affairs
Policy Initiator:	Registrar
Authority:	
Effective Date:	May 3, 2001
Revised Date:	June 30, 2012
Approved:	William B. Eisenhardt, President
Approval Signature:	

Purpose: The purpose of the policy is to ensure an equitable registration process for students who are eligible to register for courses at the California Maritime Academy.

Scope: New and Continuing Students

Accountability: Office of the Registrar

Policy: It is the policy of the California Maritime Academy to allow sufficient time for students who are eligible to register for courses during the published registration period in the CMA Academic Calendar.

Procedures:

The registration period is published in the CMA Academic Calendar.

Registration for the fall semester normally occurs in the middle of the previous spring semester; and registration for the spring/cruise semester occurs in the middle of the previous fall semester. Students register for courses online during the registration period. New admits (freshman and transfer) register during the summer prior to the start of the Fall semester.

Students are not permitted to attend any course for which they are not officially registered.

Registration times are randomly assigned by the Student Records Office. Students who do not register for courses during the regular registration period may be subject to a late registration fee.

When the semester begins, registration for courses after the add/drop period is not permitted; submission of late registration forms are not guaranteed.