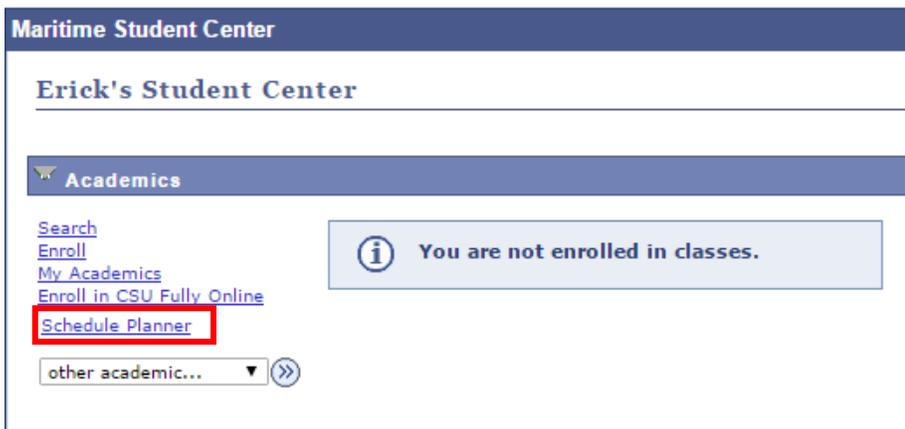


Schedule Planner

Log into your Cal Maritime Portal > click on PeopleSoft > Maritime Student Center



Click on the "Schedule Planner hyperlink." It will open up the schedule planner. Make sure to click on the "Click here" button

Schedule Planner

i The Schedule Planner helps you plan your class schedule. You may need to disable the pop-up blocker of your internet browser to successfully launch the Schedule Planner.

Instructions:

1. **CLICK HERE** to open the Schedule Planner in a pop-up window.
2. Return to this window after clicking 'Send Schedule to Shopping Cart'
3. Visit the **COURSE ENROLLMENT** page from your Student Center to continue with course enr



Once you click on the "Click here" button a new webpage window will open



Select Campus

Select All Campuses

California Maritime Academy

If not checked already, select your campus by clicking California Maritime Academy then save.

Course Status	Open Classes Only	<input checked="" type="button" value="Change"/>	Term	Fall 2016	
Campuses	All Campuses Selected	<input type="button" value="Change"/>	Academic Groups	All Academic Groups Selected	<input type="button" value="Change"/>
Sessions	All Sessions Selected	<input type="button" value="Change"/>	Instruction Modes	All Instruction Modes Selected	<input type="button" value="Change"/>

Instructions: Add desired courses and breaks and click **Generate Schedules** button!

Courses

i Add the courses you wish to take for the upcoming term.

Breaks

i Add times during the day you do not wish to take classes.

Shopping Cart

<input checked="" type="checkbox"/>	Subject	Course	Component	Instructor	Day(s) & Location(s)
<input checked="" type="checkbox"/>	i Language (LAN)	110	LEC	Robert Manheimer	TTh 12:30pm - 1:45pm - Training Ship (Maury) MAURY

Schedules

Now that the schedule planner is open you will need to add your courses.

On this page you will want to select your course status

Select Course Status

Course Status

Open Classes Only

Open & Full w/Waitlist Open

Open & Full

[← Cancel](#) [✓ Save](#)

- **Open Classes only (courses that have seats available)**
- **Open & Full w/waitlist Open (Courses that are full but have a waitlist)**
- **Open & Full (All courses)**

First choose Open Classes only. If you do not see a course that you need then switch to Open & Full w/waitlist open.

Click Save

Now add your courses and breaks. Your breaks could be lunch, work or a time that you are not available or wish to not have classes. The more breaks you put into the scheduler the less options you might have for different schedules to generate.

Courses [+ Add Course](#) **Breaks** [+ Add Break](#)

i Add the courses you wish to take for the upcoming term. *i* Add times during the day you do not wish to take classes.

Click on add course

Add Course

By Subject Search by Course Attribute

Subject

Course

[← Done](#) [+ Add Course](#)

Add Course

By Subject Search by Course Attribute

Subject Select Subject

Course

- Business (BUS) (5)
- Chemistry (CHE) (4)**
- Computers (COM) (2)
- Coop. Education Prog (CEP) (2)
- Deck Labs (DL) (15)
- Economics (ECO) (1)
- Engineering (ENG) (8)
- Environmental Health Sci (EHS) (4)

Choose your subject and course number

By Subject Search by Course Attribute

Subject Chemistry (CHE) (4)

Course Select Course

- 105 INTRODUCTORY CHEMISTRY**
- 105L INTRODUCTORY CHEMISTRY LAB
- 110 GENERAL CHEMISTRY
- 110L GENERAL CHEMISTRY LAB

Once selected click on the add button the course will be added to your desired course list

Desired Courses Shopping Cart

Chemistry (CHE) 105
INTRODUCTORY CHEMISTRY

If you added the wrong course as you see above CHE 105 was added but based on my curriculum sheet I should take CHE 110. Click on the  which will allow you to remove this course from your desired course list. Then add the correct course by searching for the subject and course number, click add once the correct course has been selected.

To ensure that you are adding the correct courses use your curriculum sheet. This can be located on the CSUM website, under Office of the Registrar. Curriculum sheets.

FALL 2016			
CHE	110	General Chemistry	3.0
CHE	110L	General Chemistry Lab	1.0
ELEC	8	American Institutions Elective	3.0
ELEC	21	Humanities Elective (Lower Division)	3.0
ENG	100	Engineering Graphics	2.0
ET	110	Introduction to Engineering Technology	1.0
MTH	100	College Algebra and Trigonometry	4.0
PE	101	Swim Competency Exam	0.0
PE	102	Beginning/Intermediate Swimming	(0.5)
Total			17.0

Once all of your courses are in your desired list click the “Done” Button

Add Course

By Subject

Search by Course
 Attribute

Subject

Physical Education (PE) (17) ▼

Course

101 SWIM COMPETENCY EXAM ▼

← Done

+ Add Course

Physical Education (PE) 101 - SWIM COMPETENCY EXAM

Swim assessments, completed during Orientation, indicate which of our new cadets may participate in Marine Safety and Survival Programs immediately, and let us know which members of the incoming class require PE 102 Beginning/Intermediate Swimming before they can begin more intensive training. Swim assessments should be considered a challenge exam that if passed fulfills the prerequisite requirement for many of the classes offered at the academy. Student who pass the assessment will receive a CR grade. Students who do not pass exam or do not take test will be required to enroll in PE 102 Beginning/Intermediate Swimming.

Desired Courses

Shopping Cart

i	Chemistry (CHE) 110 GENERAL CHEMISTRY	x
i	Chemistry (CHE) 110L GENERAL CHEMISTRY LAB	x
i	Engineering (ENG) 100 ENGINEERING GRAPHICS	x
i	Engineering Technology (ET) 110 INTRO TO ENGINEERING TECH	x
i	History (HIS) 100 U. S. HISTORY (TO 1877)	x
i	Humanities (HUM) 195 SPECIAL TOPICS	x
i	Math (MTH) 100 COLLEGE ALGEBRA AND TRIG	x
i	Physical Education (PE) 101 SWIM COMPETENCY EXAM	x

Click on “Generate Schedules”

Schedules

Generate Schedules

Generated 5 Schedules

- View 1 Chemistry (CHE)-110-1, Chemistry (CHE)-110L-2, Engineering (ENG)-100-3, Engineering Technology (ET)-110-1, History (HIS)-100-1, Humanities (HUM)-195-1, Math (MTH)-100-4, Physical Education (PE)-101-1
- View 2 Chemistry (CHE)-110-1, Chemistry (CHE)-110L-3, Engineering (ENG)-100-3, Engineering Technology (ET)-110-1, History (HIS)-100-1, Humanities (HUM)-195-1, Math (MTH)-100-4, Physical Education (PE)-101-1
- View 3 Chemistry (CHE)-110-1, Chemistry (CHE)-110L-2, Engineering (ENG)-100-3, Engineering Technology (ET)-110-1, History (HIS)-100-1, Humanities (HUM)-195-1, Math (MTH)-100-1, Physical Education (PE)-101-1
- View 4 Chemistry (CHE)-110-1, Chemistry (CHE)-110L-2, Engineering (ENG)-100-1, Engineering Technology (ET)-110-1, History (HIS)-100-1, Humanities (HUM)-195-1, Math (MTH)-100-1, Physical Education (PE)-101-1
- View 5 Chemistry (CHE)-110-1, Chemistry (CHE)-110L-2, Engineering (ENG)-100-2, Engineering Technology (ET)-110-1, History (HIS)-100-1, Humanities (HUM)-195-1, Math (MTH)-100-1, Physical Education (PE)-101-1

Click on View 1

Back

Send to Shopping Cart



Schedule 1 of 5



You are viewing a potential schedule only and you must still register.

	Class #	Section	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
	1356	1	Chemistry (CHE)	110	3	TTh 9:30am - 10:45am - Classroom Building (Room 102) 102	California Maritime Academy	3
	1360	2	Chemistry (CHE)	110L	1	W 9:00am - 11:50am - Lab Building (Room 220) 220	California Maritime Academy	1
	1125	3	Engineering (ENG)	100	1	F 9:00am - 10:50am - Lab Building (Room 101) 101	California Maritime Academy	2
	1139	1	Engineering Technology (ET)	110	10	Th 2:30pm - 3:20pm - Technology Center (Room 146) 146	California Maritime Academy	1
	1064	1	History (HIS)	100	4	MWF 1:30pm - 2:20pm - Classroom Building (Room 202) 202	California Maritime Academy	3
	1462	1	Humanities (HUM)	195	21	MF 3:30pm - 4:45pm - Classroom Building (Room 203) 203	California Maritime Academy	3
	1187	4	Math (MTH)	100	1	MTWTh 8:00am - 8:50am - Lab Building (Room 201) 201	California Maritime Academy	4
	1430	1	Physical Education (PE)	101	46		California Maritime Academy	0
								17

This will show you the first option, if you want to see other options click on the arrow button. This will allow you to view the different schedule options. In the schedule you have a list of courses, how many seats are open, times and days the classes are offered, and room the course will take place in.

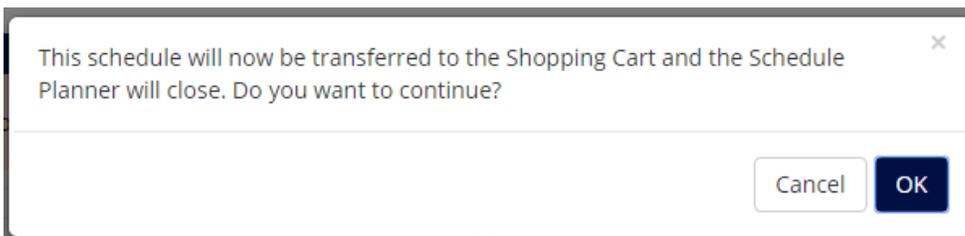
It also gives you a schedule as a calendar view also.

	Monday	Tuesday	Wednesday	Thursday	Friday
8am	Math (MTH)-100 LEC - Lab Building (Room 201) 201	Math (MTH)-100 LEC - Lab Building (Room 201) 201	Math (MTH)-100 LEC - Lab Building (Room 201) 201	Math (MTH)-100 LEC - Lab Building (Room 201) 201	
8:15					
8:30					
8:45					
9am			Chemistry (CHE)-110L LAB - Lab Building (Room 220) 220 Frank Yip	Chemistry (CHE)-110 LEC - Classroom Building (Room 102) 102 Steven Burman	Engineering (ENG)-100 LEC - Lab Building (Room 101) 101
9:15		Chemistry (CHE)-110 LEC - Classroom Building (Room 102) 102 Steven Burman			
9:30					
9:45					
10am					
10:15					
10:30					
10:45					
11am					
11:15					
11:30					
11:45					
12pm					
12:15					
12:30					
12:45					
1pm					
1:15					
1:30	History (HIS)-100 LEC - Classroom Building (Room 202) 202		History (HIS)-100 LEC - Classroom Building (Room 202) 202		History (HIS)-100 LEC - Classroom Building (Room 202) 202
1:45					
2pm				Engineering Technology (ET)-110	
2:15					
2:30					
2:45					
3pm					
3:15					
3:30	Humanities (HUM)-195 LEC - Classroom Building (Room 203) 203 Lauren Hartman				Humanities (HUM)-195 LEC - Classroom Building (Room 203) 203 Lauren Hartman
3:45					
4pm					
4:15					
4:30					
4:45					

Once a schedule is generated that you like send this to your shopping cart.



This message will appear, if satisfied click "ok".



The message below will be received if the courses were sent with no problems.

✔ Thank you. Your schedule is now ready to be imported. Please follow the instructions below.

Instructions

Visit the 'Enrollment' page in Student Center to continue with enrollment.

Click the 'Import Cart' button.

The screenshot shows the 'Add Classes' interface. At the top, there are buttons for 'my class schedule', 'class search', 'add', and 'drop'. Below this is a section titled 'Add Classes' with a progress indicator showing step 1 of 3. The main heading is '1. Select classes to add'. A sub-heading says 'Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.' An information box contains the text: 'You have a schedule pending from Schedule Planner. Please press the **Import Cart** button below to load your schedule into the enrollment shopping cart.' A red arrow points from this box to the 'import cart' button in the 'Add a class using one of the following:' section. This section includes 'Search for Classes' with a 'search' button, 'Enter Class Nbr' with an 'enter' button, and 'Schedule Planner Search' with 'schedule planner' and 'import cart' buttons. At the bottom, there is a 'Semester Enrollment Shopping Cart' section which currently shows 'Your enrollment shopping cart is empty.'

Go back to where you launched the Schedule planner, click on Import Cart.

Add Classes

1. Select classes to add - Enrollment Preferences

Fall 2016 | Undergraduate | California Maritime Academy

CHE 110L - GENERAL CHEMISTRY LAB

Class Preferences

CHE 110L-2 Laboratory Open Wait List Wait list if class is full

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Course Corequisite: CHE 110
- Physical Science Lab Elective

Permission Nbr

Grading Graded

Units 1.00

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
2	Laboratory	We 9:00AM - 11:50AM	Lab Building (Room 220)	Frank Yip	08/29/2016 - 12/24/2016

Click next for each course added to your shopping cart. If the course is full check add to the wait list box and then click next, if a permission number is required add in the box available above. Once this is all completed your cart should look like this.

 Open
 Closed
 Wait List

Add to Cart:

Enter Class Nbr

Find Classes

Class Search

Fall 2016 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	CHE 110-1 <small>(1356)</small>	TuTh 9:30AM - 10:45AM	Classroom Building (Room 102)	S. Runyon	3.00	
	CHE 110L-2 <small>(1360)</small>	We 9:00AM - 11:50AM	Lab Building (Room 220)	F. Yip	1.00	
	ENG 100-3 <small>(1125)</small>	Fr 9:00AM - 10:50AM	Lab Building (Room 101)	Staff	2.00	
	ET 110-1 <small>(1139)</small>	Th 2:30PM - 3:20PM	Technology Center (Room 146)	M. Kazek	1.00	
	HIS 100-1 <small>(1064)</small>	MoWeFr 1:30PM - 2:20PM	Classroom Building (Room 202)	J. Metz	3.00	
	HUM 195-1 <small>(1462)</small>	MoFr 3:30PM - 4:45PM	Classroom Building (Room 203)	L. Hartman	3.00	
	MTH 100-4 <small>(1187)</small>	MoTuWeTh 8:00AM - 8:50AM	Lab Building (Room 201)	Staff	4.00	
	PE 101-1 <small>(1430)</small>		TBA	T. Rossi		

Click proceed to Step 2 of 3

If you get a warning message please read the message then click ok

IMPORTANT! PLEASE READ!

This is an ELM (Entry Level Math) warning. (It affects your registra

All entering undergraduates are required to take the ELM test unil
SAT, ACT, or EAP. Scores are listed below.

If you recently completed the ELM exam with a score of "50" or hi
scores or college transcripts are received.

If you are not exempt from the ELM exam, and you have not yet ta

This "math" warning will remain in effect until you complete this re

Minimum Scores:

ELM On or after March 23, 2002 - 50 or higher

ACT October 1989 and beyond - 23 or higher

SAT 550 or higher

EAP Z



Click ok again

Confirm classes

Click "finish enrolling

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Fall 2016 | Undergraduate | California Maritime Academy

Class	Message	Status
CHE 110	Success: This class has been added to your schedule.	✓
CHE 110L	Success: This class has been added to your schedule.	✓
ENG 100	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.	✗
ET 110	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.	✗
HIS 100	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
HUM 195	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓
MTH 100	Error: Unable to add this class - requisites have not been met. Course Prerequisite: MTH 001 or successful completion of remediation requirement	✗
PE 101	Success: This class has been added to your schedule.	✓

[My CLASS SCHEDULE](#) | [ADD ANOTHER CLASS](#)

View
results

The results will let you know if the class enrollment was successful or if an error was received.