

Maritime Self-Service Registration Instructions

Log on to “**Maritime Self Service**” with your USER ID and login PIN.

- Click on “**Student**”
- Click on “**Registration**”
- Click on “**Add or Drop Classes**”
- Select a **Term** (Fall 2013-2014) and click “Submit.”
- Enter your **Alternate PIN** and click “Submit.”

Adding Classes:

- If you know the **Course Reference Number (CRN)** of the courses you would like to register for, enter the CRN for each course in the boxes on the **Add Classes Worksheet** and click on “Submit Changes.”
- If you don’t know the Course Reference Numbers (CRN) of the courses you would like to register for, click on “**Class Search**” beneath the boxes. Select the **Subject** and click on “**Course Search**” or “**Advanced Search**” to select more criteria. Click on the “Select” box on the left-hand side of the desired class and click on “**Register**.” You will repeat this process for each class you would like to take.

Dropping Classes:

- If you would like to **drop** a class, click on the box under the column “Action,” highlight “**Web Drop**” and “Submit Changes.”

During your registration you may receive one of the following error messages:

Error Message:	Reason:
Closed Section	There are no seats available in this section.
Prerequisite or Test Score Error	You are missing a prerequisite and/or corequisite for the course in which you attempted to register for.
Linked Course Required	You attempted to add a course that requires you to register for both a lecture <i>and</i> lab section. You must select both sections in order for registration to process.
Time Conflict with CRN---	You attempted to add a class that conflicts with the class time of another class on your schedule.
Maximum Hours Exceeded	You attempted to add more than the allotted credits you are allowed to take in the given semester.
Duplicate Section	You attempted to register for a course section already on your schedule.
Repeat Hours Exceeds ---	You attempted to add a course in which you have exceeded the number of times allowed to repeat.