

Maritime Self Service Registration Instructions

Office of the Registrar

01/28/2022

MARITIME COLLEGE
STATE UNIVERSITY OF NEW YORK



Access Registration

- Log onto your Maritime Self Service account
- Click on Student Tab
- Click on Registration
- Click on Registration 9x

The screenshot displays the user interface for the Maritime Self Service account. At the top, a breadcrumb trail reads "Home > Student > Registration". Below this, there are two tabs: "Personal Information" and "Student". The "Student" tab is selected and highlighted in blue. Underneath the tabs, there are four main menu items: "Admissions" (Apply for Admission or Review Existing Applications), "Registration" (Check your registration status, class schedule and add or drop classes), "Degree Works" (Link to Degree Works logon page), and "Student Records" (View your Student Grades and Transcripts). The "Registration" menu item is highlighted in yellow. Below these menu items, there are three sub-menu items: "Class Search 9X", "Course Search 9X", and "Registration 9X". The "Registration 9X" sub-menu item is highlighted in yellow. At the bottom, there is a "Student Account" section with a dropdown arrow, containing the text "View your account summaries, statement/payment history and tax information".

Term Selection

- Select **Term** from drop down
- Click on **Continue** button

The screenshot shows the Maritime College website header with the logo and name. Below the header, there are navigation links for 'Student', 'Registration', and 'Select a Term'. The main heading is 'Select a Term'. A search prompt asks 'How would you like to search?' with radio buttons for 'Term' (selected) and 'Date Range'. Below this, a section titled 'Terms Open for Registration' contains a dropdown menu. The dropdown is open, showing a search bar and two options: 'Summer Term 2022-2023 02-MAY-2022 - 19-AUG-2022' (highlighted in blue) and 'Spring Term 2021-2022 10-JAN-2022 - 29-APR-2022'.

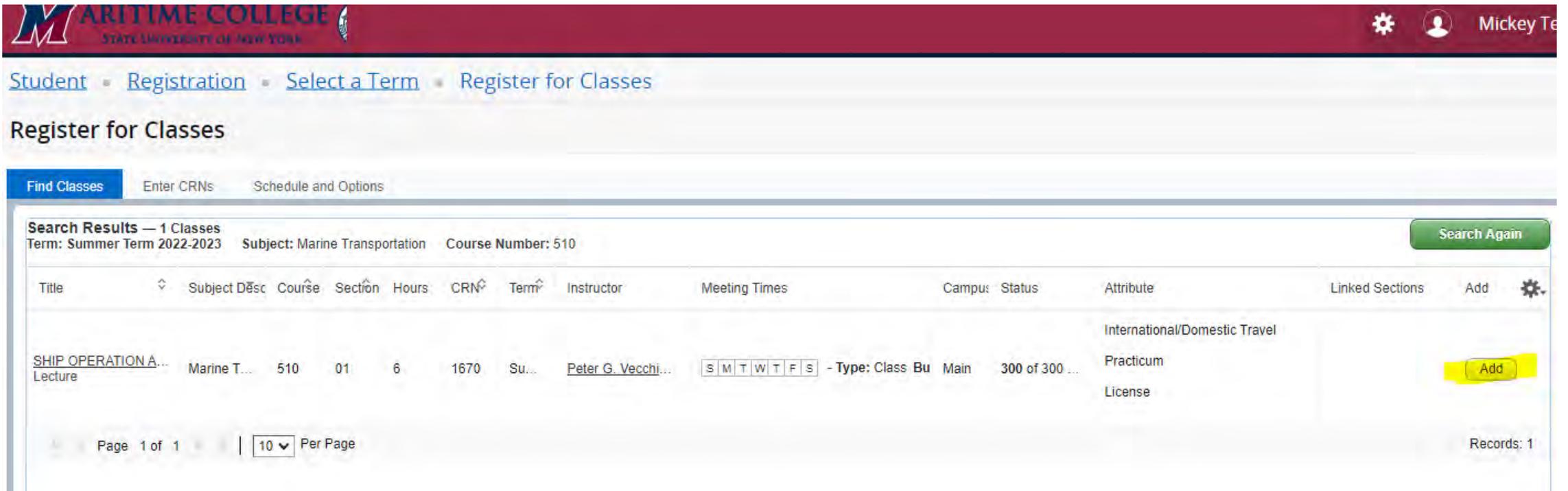
Find Classes

- Enter **Subject** or
- Enter **Course Number**
- Click **Search**

The screenshot shows the Maritime College registration interface. At the top, the college logo and name are displayed. Below the navigation menu, the page title is "Register for Classes". A tabbed interface shows "Find Classes" as the active tab, with other options being "Enter CRNs" and "Schedule and Options". The main section is titled "Enter Your Search Criteria" and includes a dropdown for the term, currently set to "Summer Term 2022-2023". There are three input fields: "Subject" with a dropdown menu showing "Marine Transportation", "Course Number" with the value "510", and an empty "Keyword" field. At the bottom of the search area, there are buttons for "Search", "Clear", and a link for "Advanced Search".

Search Results

- Find a course section you wish to register
- Click **ADD** button



The screenshot shows the Maritime College registration interface. At the top, there is a navigation bar with the college logo and a user profile for Mickey Te. Below this is a breadcrumb trail: Student > Registration > Select a Term > Register for Classes. The main heading is "Register for Classes". There are three tabs: "Find Classes" (active), "Enter CRNs", and "Schedule and Options". The search results section shows "Search Results — 1 Classes" for the "Summer Term 2022-2023" with the subject "Marine Transportation" and course number "510". A table lists the search results with columns for Title, Subject Desc, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, Linked Sections, and Add. One result is shown: "SHIP OPERATION A... Lecture" with CRN 1670, meeting on Saturdays, and an "Add" button highlighted in yellow. A "Search Again" button is in the top right of the results area. At the bottom, it shows "Page 1 of 1" and "10 Per Page".

Search Results — 1 Classes
Term: Summer Term 2022-2023 Subject: Marine Transportation Course Number: 510 [Search Again](#)

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
SHIP OPERATION A... Lecture	Marine T...	510	01	6	1670	Su...	Peter G. Vecchi...	S M T W T F S	- Type: Class Bu	Main	300 of 300 ...	International/Domestic Travel Practicum License	Add

Page 1 of 1 | 10 Per Page Records: 1

Submit Registration

- View course on the bottom right
- Status will show as *Pending*
- Click **SUBMIT** button to complete

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Summer Term 2022-2023 | Subject: Marine Transportation | Course Number: 510

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
SHIP OPERATION... Lecture	Marine T...	510	01	6	1670	Su...	Peter G. Vecchi...	S M T W T F S -	Type: Class Bu Main	300 of 300 ...	International/Domestic Travel Practicum License		Add

Page 1 of 1 | 10 Per Page | Records: 1

Schedule

Class Schedule for Summer Term 2022-2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hour	CRN	Schedule Typ	Fin Aid Status	Status	Action
SHIP OPERATION...	MT 510, 01	6	1670	Lecture		Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Review Compliance Results

Submit

Submit Registration

- If Registration saved successfully, **Save Successful** message will appear in upper right corner
- Status will also change from *Pending* to *Registered*

The screenshot displays the Maritime College registration system interface. At the top, the college logo and navigation menu are visible. A green message box in the upper right corner indicates "Save Successful". Below this, the "Register for Classes" section shows search results for a class titled "SHIP OPERATION... Lecture". The class details include the subject "Marine Transportation", course number "510", section "01", and instructor "Peter G. Vecchi". The status of the class is listed as "Registered". A red arrow points to the "Save Successful" message, and a red circle highlights the "Registered" status in the class details table.

Save Successful

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 1 Classes
Term: Summer Term 2022-2023 | Subject: Marine Transportation | Course Number: 510

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
SHIP OPERATION... Lecture	Marine T...	510	01	6	1670	Su...	Peter G. Vecchi...	S M T W T F S	- Type: Class Bu Main	300 of 300 ...	International/Domestic Travel Practicum License		

Page 1 of 1 | 10 Per Page | Records: 1

Schedule | Schedule Details

Class Schedule for Summer Term 2022-2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

Title	Details	Hour	CRN	Schedule Typ	Fin Aid Status	Status	Action
SHIP OPERATION...	MT 510, 01	6	1670	Lecture		Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 16

Review Compliance Results

Register by CRN's

You may also register by entering CRN's if you have them in advance. Follow these steps:

- Click on Enter CRNs tab
- Enter first CRN in box
- Click +Add Another CRN to add another
- Click ADD TO SUMMARY when done

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Summer Term 2022-2023

CRN 1675 SUMMER SEA TERM III ENGR 530, 01

CRN 1676 ENGINEERING LICENSE SEMINAR ENGR 516, 01

CRN 1678 MEDICAL FIRST AID PS 412, EN

CRN

+ Add Another CRN **Add to Summary**

Schedule Schedule Details

Class Schedule for Summer Term 2022-2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.

Summary

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18 **Review Compliance Res**

Submit Registration

- Courses should be added to your Summary in bottom right
- Click **SUBMIT** button to save.

The screenshot displays a registration system interface. At the top, there is a section for adding courses to a summary, featuring a text input field for the CRN, a "+ Add Another CRN" link, and an "Add to Summary" button. Below this is a "Class Schedule for Summer Term 2022-2023" grid with columns for days of the week (Sunday to Saturday) and rows for times (6am, 7am, 8am). To the right, a "Summary" table lists selected courses with columns for Title, Details, Hours, CRN, Schedule Type, Financial Aid Status, Status, and Action. The table contains three entries: "MEDICAL FIRST AID" (PS 412, EN, 1 hour, CRN 1678), "ENGINEERING LIC..." (ENGR 516..., 0 hours, CRN 1676), and "SUMMER SEA TER..." (ENGR 530..., 5 hours, CRN 1675). All three are in "Pending" status. At the bottom right, a "Submit" button is circled in red. A "Review Compliance Results" button is also visible. A tooltip at the bottom left provides instructions: "Display or hide additional registration information using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels."

Title	Details	Hours	CRN	Schedule Typ	Fin Aid Status	Status	Action
<u>MEDICAL FIRST AID</u>	PS 412, EN	1	1678	Lecture		Pending	**Web Registered*
<u>ENGINEERING LIC...</u>	ENGR 516...	0	1676	Lecture		Pending	**Web Registered*
<u>SUMMER SEA TER...</u>	ENGR 530...	5	1675	Lecture		Pending	**Web Registered*

Other Information

- If your registration does not save successfully, error messages should appear in upper right corner with explanation
 - **Prerequisite or Test Score Error**- this means you do not have the necessary prerequisites to take the course
 - **Time Conflict**- there is a time conflict with another course on your schedule
 - **Program Restriction**- you are not in the required degree program to take the course
 - **Closed Course**- the course is filled (no seats available)
- Holds on your account will prevent registration. Please be sure to resolve any outstanding holds before registering.
- Use the back arrow in your web browser to go back to previous screen
- If you need assistance, please contact the Registrar's Office at 718-409-7400 option 1 or registrar@sunymaritime.edu.