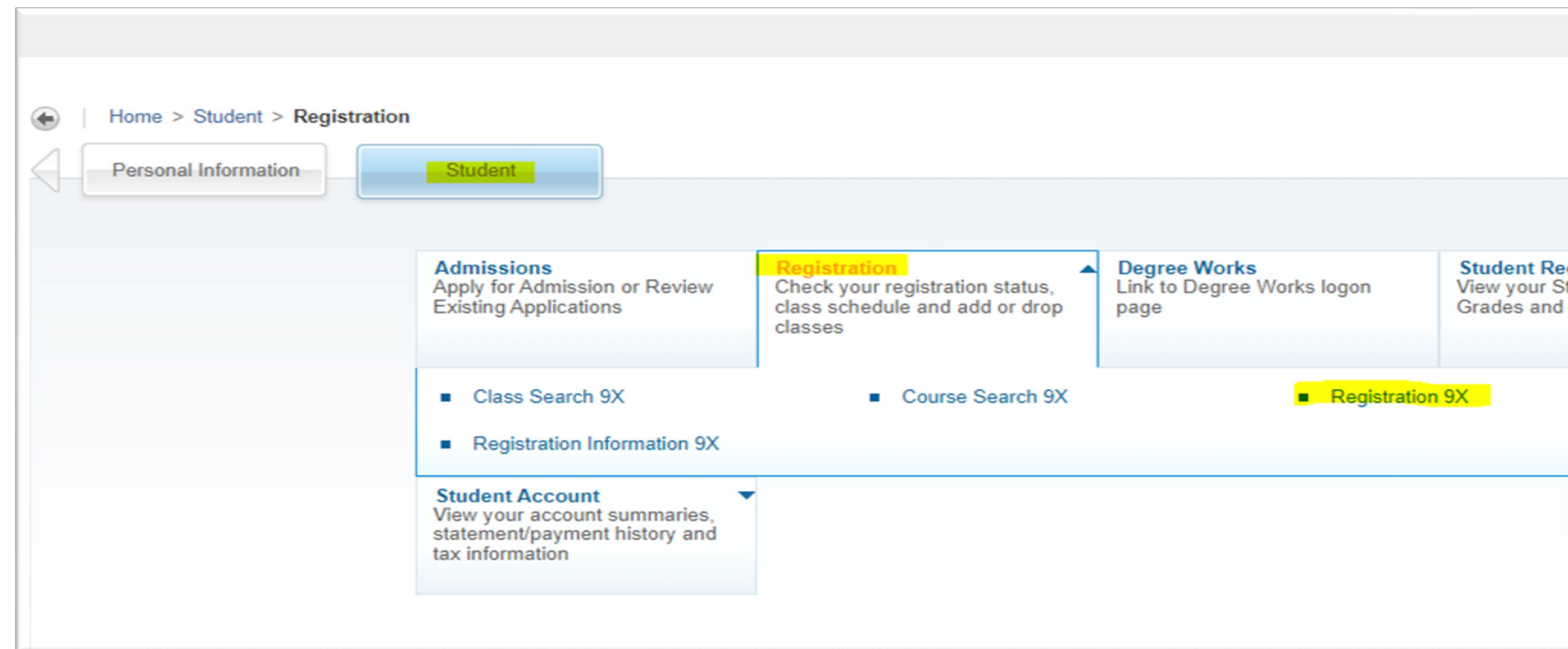


# **Maritime Self Service Registration Instructions**

Office of the Registrar

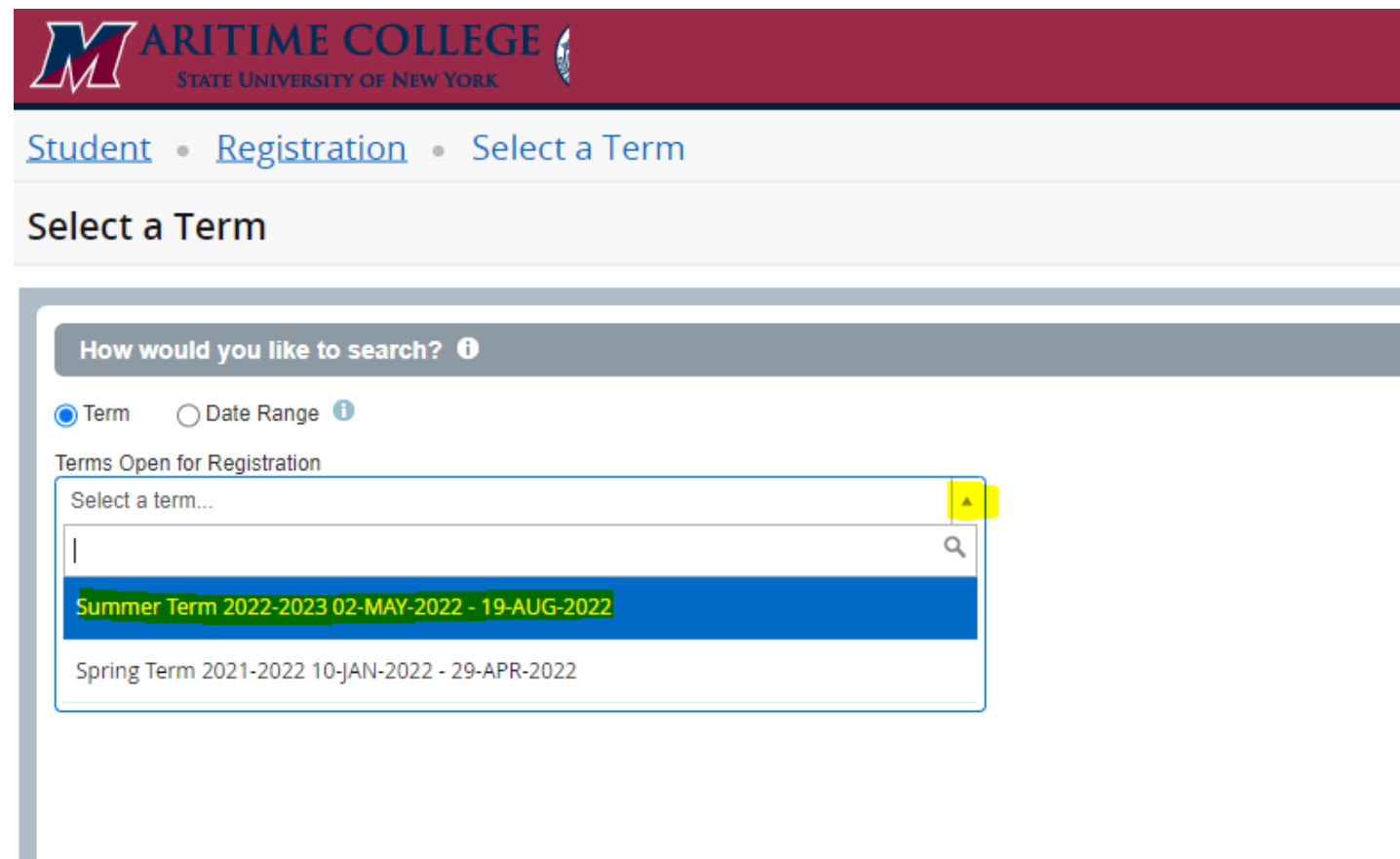
# Access Registration

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



# Term Selection

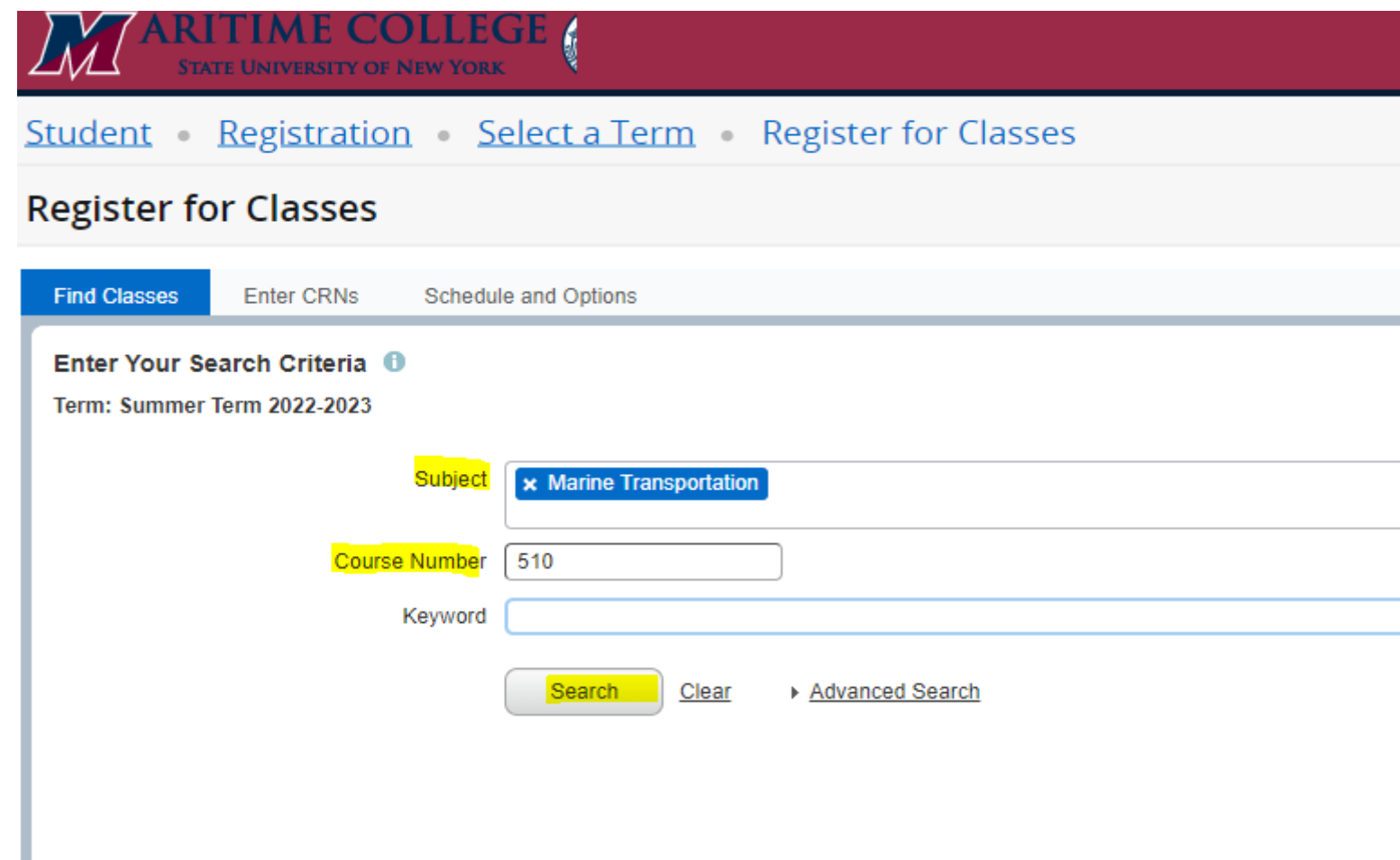
- Select **Term** from drop down
- Click on **Continue** button



The screenshot shows the Maritime College registration interface. At the top is the college's logo and name. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#). The main heading is 'Select a Term'. A search bar 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 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 page. At the top is the college's logo and name. Below it is a breadcrumb trail: [Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#). The main heading is 'Register for Classes'. Below this is a tabbed interface with three tabs: 'Find Classes' (active), 'Enter CRNs', and 'Schedule and Options'. Under the 'Find Classes' tab, there is a section titled 'Enter Your Search Criteria' with a help icon. It shows the selected term as 'Summer Term 2022-2023'. There are three input fields: 'Subject' with a dropdown menu showing 'Marine Transportation', 'Course Number' with the value '510', and 'Keyword' which is empty. At the bottom of the search criteria section are three buttons: 'Search' (highlighted in yellow), 'Clear', and 'Advanced Search'.

# Search Results

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



STATE UNIVERSITY OF NEW YORK

 Mickey Te

[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

Search Again

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
SHIP OPERATIONA... 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 bottom right
- Status will show as *Pending*
- Click **SUBMIT** button to complete

STATE UNIVERSITY OF NEW YORK

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

Search Again

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

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.

Panels

Summary

Title	Details	Hours	CRN	Schedule Type	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 Cont.

- If registration saved successfully, a Save Successful message will appear in the upper right corner.
- Status will show from *Pending* to Registered

STATE UNIVERSITY OF NEW YORK

Mickey Test

[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

Search Again

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

Schedule Details

Class Schedule for Summer Term 2022-2023

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

Panels

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

MARITIME COLLEGE  
STATE UNIVERSITY OF NEW YORK

# Register by CRN's

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

- Click on Enter CRN's tab
- Enter first CRN in box
- Click +Add Another CRN to add additional course
- Click ADD TO SUMMARY when done

MARITIME COLLEGE

STATE UNIVERSITY OF NEW YORK

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: 16

Review Compliance Res

# Submit Registration

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

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.

Panels

Summary

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

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

Review Compliance Results

**Submit**

# 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](mailto:registrar@sunymaritime.edu).