

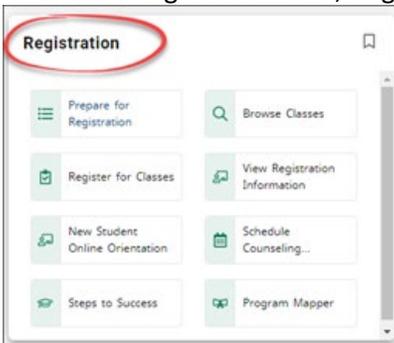
# Cuesta College – Student Registration

## Get Started

1. Login to myCuesta using your Cuesta username and password  
 Forgot username?- email support@cuesta.edu. Forgot password?- Change your password.

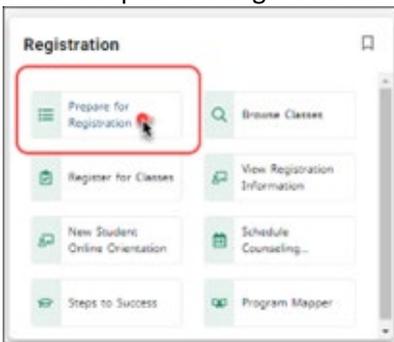


2. Locate the Registration card, to get started.

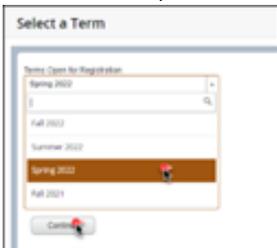


## Prepare for Registration

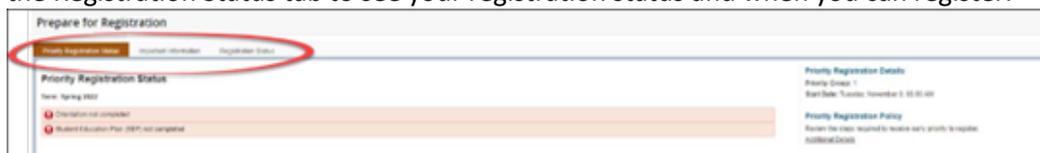
1. Select Prepare for Registration.



2. Select a term, then select Continue.



- Review the Priority Registration tab for any notifications about steps you need to complete before registering. Then review the Important Information tab for details about registration and the Registration Status tab to see your registration status and when you can register.

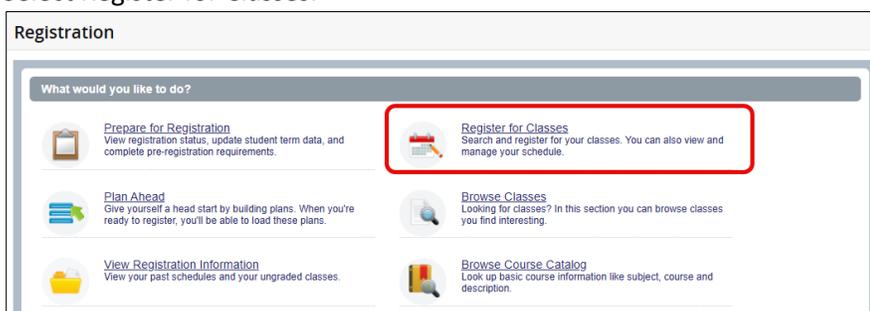


Then, after reviewing the information in Prepare for Registration, select Register to go back to the Student Self-service main screen.

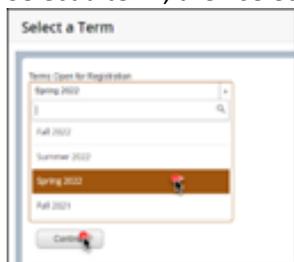


## Add Classes to Your Schedule

- Select Register for Classes.



- Select a term, then select Continue.

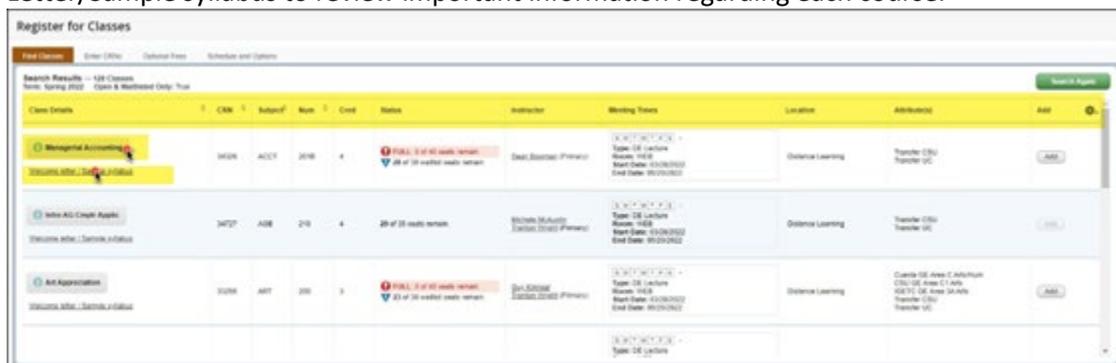


- Select the Find Classes tab. Then, depending on the information you have on your course, use the search filters in the top portion of the screen as needed, then select Search.

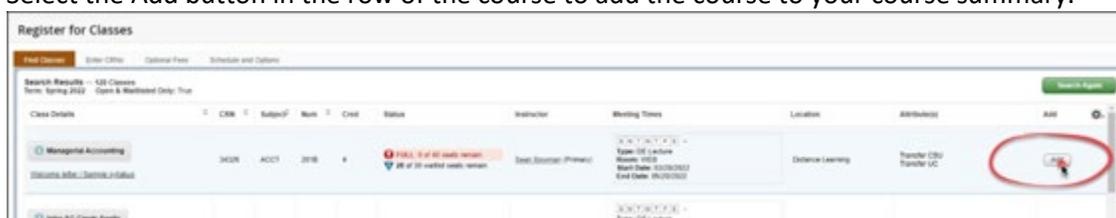


**Note:** Most search fields will allow you to enter more than one item to narrow your search results.

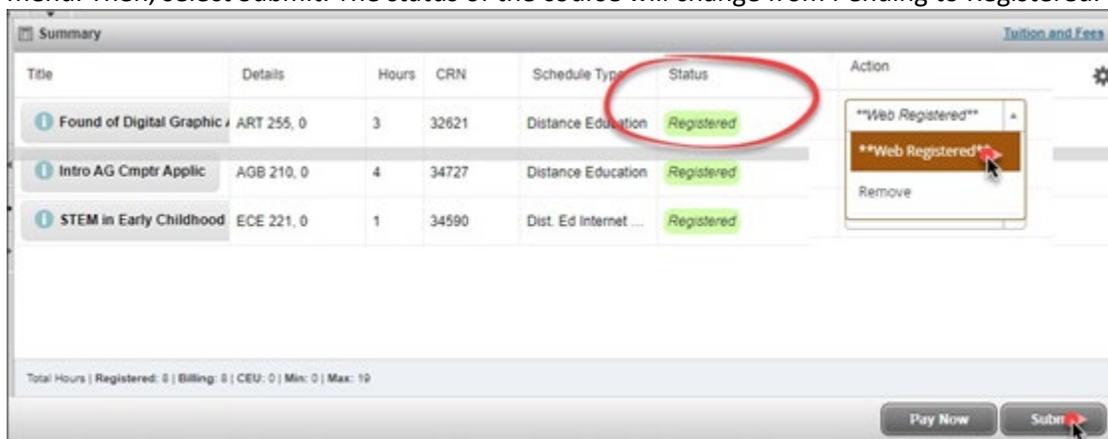
- Use the information in the displayed columns, select the course title and the Welcome Letter/Sample syllabus to review important information regarding each course.



- Select the Add button in the row of the course to add the course to your course summary.



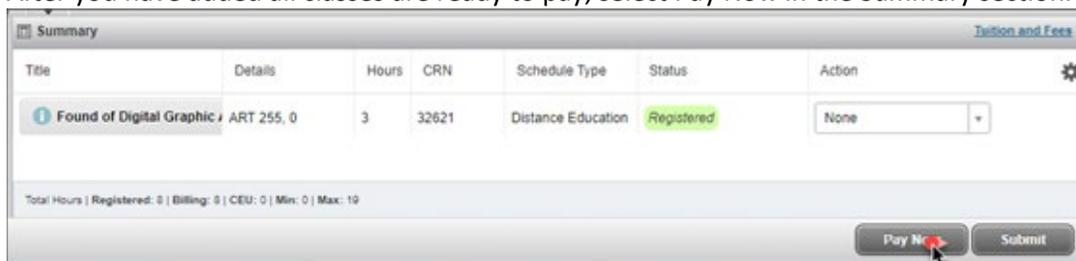
- View the added course in the Summary section of the screen. To complete the addition of the course to your registration schedule, select **\*\*Web Registered\*\*** from the action dropdown menu. Then, select Submit. The status of the course will change from Pending to Registered.



**Note:** If the class is full with a waitlist option, you will see a **Wait Listed** option in the dropdown menu. Select **Wait Listed** to be added to the waitlist.

### Pay for Classes

- After you have added all classes are ready to pay, select Pay Now in the Summary section.



2. Select any optional fees, as necessary. Then, select Proceed to Payment.

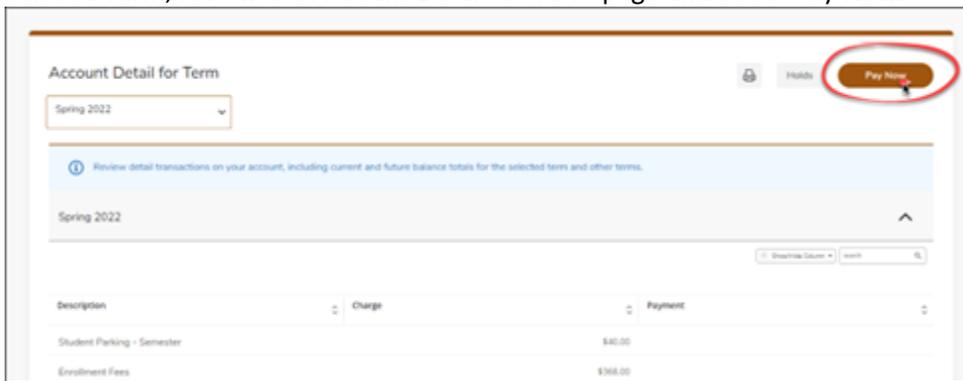


The screenshot shows the 'Register for Classes' page with the following optional fees:

- Student Vehicle Parking:** \$40 (Fee listed). Includes a 'Vehicle Registration Form' button. Note: 'Please note that students requiring (CPV) vehicles will require a \$75.00 extra Student Fee and forms regarding applicable permits. Please allow 2-3 hours for vehicle processing.'
- Student Motorcycle Parking:** \$15 (Add Fee). Includes a 'Add Fee' button. Note: 'Parking permits are required to park on campus.'
- Student ID Card:** \$10 (Add Fee). Includes an 'Add Fee' button. Note: 'Your Student ID is the official student identification card for Cuesta College students. It can be used on campus to reserve bus seats, library, the food or student government events, receive books at the library and more! You can also use it at local businesses for discounts.'

The 'Proceed to Payment' button is circled in red.

3. Select a Term, review the Account Detail for Term page and select Pay Now.



The screenshot shows the 'Account Detail for Term' page for Spring 2022. The 'Pay Now' button is circled in red. The account summary shows:

Description	Charge	Payment
Student Parking - Semester	\$40.00	
Enrollment Fees	\$360.00	

4. Select the term(s) to pay for, then select Pay Now.

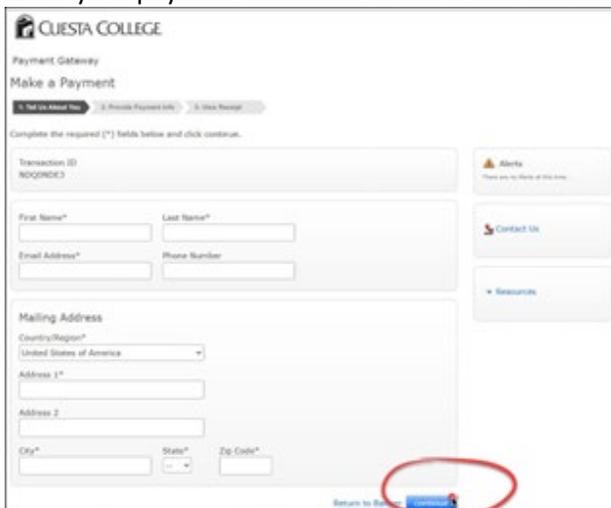


The screenshot shows the 'Payment' modal window with a list of terms to pay for. The 'Pay Now' button is circled in red.

Term	Net Term Balance
Spring 2022	\$40.00
Summer 2022	\$0.00
Fall 2022	\$0.00
Winter 2023	\$0.00
Spring 2023	\$0.00
Summer 2023	\$0.00
Fall 2023	\$0.00
Winter 2024	\$0.00

Amount payable: \$40.00

5. Enter your payment information and select Continue.



The screenshot shows the 'Payment Gateway' form for Cuesta College. The 'Continue' button is circled in red. The form includes the following fields:

- Transaction ID: 80290283
- Alerts: There are no alerts at this time.
- Contact Us
- Resources
- First Name\*
- Last Name\*
- Email Address\*
- Phone Number
- Mailing Address:
  - Country/Region\*: United States of America
  - Address 1\*
  - Address 2
  - City\*
  - State\*
  - Zip Code\*