

Enrollment Services phone: (805) 546-3140 email: admit@cuesta.edu

Follow the directions below to register in myCuesta with an add code. Information on add codes: \Rightarrow Add codes from the instructor are required as of the first class meeting on a space-available basis even if there are open seats in course. Students still waitlisted should also contact the instructor for an add code to late register if there is space in the course. Add codes are accepted no earlier than the first day the course meets; Deadline to submit is day prior to Census Date in Class Finder. Online/DE only courses first day will be the Monday of the start of the week course begins. • If in-person course begins on Wednesday, add code will be accepted on Wednesday, not Monday of week course begins. • Login to myCuesta portal (https:my.cuesta.edu). 1. STUDEN SELF-SERVIS Tip: Click the star icon to make Student Self Service Click on Student Self Service to appear under Favorites in your myCuesta portal. Student Self Service 2. At Welcome to Self-Service - Registration tab, click on Register for Classes. 3. Select term, then click Continue. 😪 🖓 🖽 my Cuesta 🏶 😰 Cu Select a Term Welcome to Self-Service Registration Accounts Records **Financial Aid** Terms Open for Registration Select a term. Students - Registration Prepare for Registration Browse Classes -**Register for Classes View Registration Information** à. Continue Waitlisted? Skip 4a and follow steps 5a, 5b, and 5c as you must drop/delete waitlisted course. 4b Know the CRN? Click Enter CRNs and type in one or more CRNs. 4a. Don't know CRN? Under Find Classes tab, search for CRN. Once you locate the CRN, click Add. Click Add to Summary. Register for Classes Find Classes Enter CRNs Optional Fees Schedule and Opti Student • Registration • Select a Term • Register for Classes Enter Course Reference Numbers (CRNs) to Registe **Register for Classes** Term: Spring 2022 CRN 32621 Found of Digital Graphic Art ART 255, 0 Find Classes Enter CRNs Optional Fees Schedule and Options CRN Enter Your Search Criteria ① + Add Another CRN Add to Summary Term: Spring 2022 5b Waitlisted: Write down the CRN! **5a** Waitlisted: Drop/delete from the waitlist to add course with add code. Go to Summary (lower right) and under Action drop-Click Submit to remove course from Deleted Status in Summary. down, select Drop Delete From Schedule and click Submit. Summary Tuition and Fees E Summary Tuition and Fees Hours CRN Schedule Type * Hours CRN Schedule Type Art Appreciation ART 200, 0 0 33256 Distance Education Deleted None Art Appreciation Distance Education Waitlisted ART 200, 0 33256 Found of Digital Graphic / ART 255, 0 3 32621 Distance Education Registered Found of Digital Graphic / ART 255, 0 3 Distance Education Registered 32621 Women's Health Iss HEED 203 0 3 30032 Distance Education Registered Women's Health Iss HEED 203.0 3 Distance Education Registered 30032 rs | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 19 5c Waitlisted: Once the waitlisted record is removed from Summary, under Register for Classes (upper left), click on Enter CRNs. Enter the CRN of deleted waitlisted course and then click Add to Summary. **Register for Classes** Enter CRNs Find Classes **Optional Fees** Schedule and Options Enter Course Reference Numbers (CRNs) to Register Term: Spring 2022 Art Appreciation ART 200, 0 CRN 33256 CRN Add to Summary + Add Another CR

	How to Register with an Add Code (continued)
6.	A pop-up window to Enter Your Authorization Code will appear. Enter the 6-digit add code issued to you by the instructor. Add codes are case-sensitive. Enter letters in capitals. Click Confirm.
7.	Go to Summary to change Status = Pending, by clicking Submit. You are not officially enrolled until Status = Registered.
\Rightarrow \Rightarrow	TROUBLESHOOTING ADD CODE ERRORS Make sure you are adding within the correct term. Confirm term under Find Classes Search or Schedule (lower left). Spring CRNs start with 3; Summer CRNs start with 5 and Fall CRNs start with 7. If correct term, contact the instructor to confirm the course CRN and add code. Register for Classes Image: Classes Classes Image: Classes Classes Classes Image: Classes Class Schedule for Spring 2022 Past Census error? It is too late, past the add deadline. If you have been attending the course before Census, submit a Late Add Petition and route to the instructor for approval. Approval is based on your participation prior to Census and extenuating sircumstances provented you from registering before the add deadline. Dester in Classes in the class Schedule for Spring 2022
8.	To purchase parking permit and/or Cuesta Student ID, click on Optional Fees tab under Register for Classes.
9.	Confirm enrollment, view schedule, and/or print class schedule. Under Register for Classes, click on Schedule and Options tab.
9.	Review account balance and pay fees owed by debit/credit card. Click on Registration tab in upper left. 10. Click on Account Detail for Term or Account Summary to view fee history (charges/payments). Click Pay Now to pay fees. Welcome to Self-Service Welcome to Self-Service Weicher Service Welcome to Self-Service Weicher Service Weicher Service Weicher Service Weicher Service Weicher Self-Service Weicher Self-Service