

Follow the directions below to register in myCuesta with an add code.

Information on add codes:

- ⇒ 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.

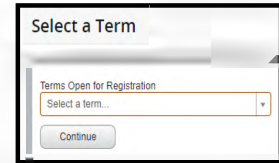
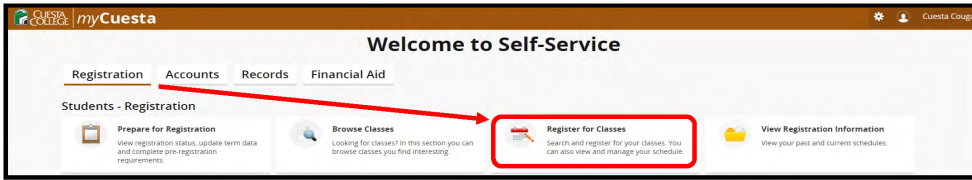
1. Login to myCuesta portal (<https://my.cuesta.edu>).
 Click on **Student Self Service**



*Tip: Click the star icon to make **Student Self Service** to appear under Favorites in your myCuesta portal.*

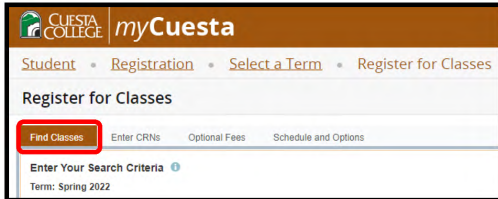
2. At **Welcome to Self-Service - Registration** tab, click on **Register for Classes**.

3. Select term, then click Continue.

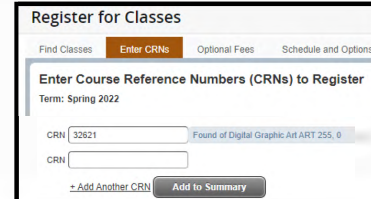


Waitlisted? Skip 4a and follow steps 5a, 5b, and 5c as you must drop/delete waitlisted course.

- 4a. Don't know CRN? Under **Find Classes** tab, search for CRN. Once you locate the CRN, click **Add**.

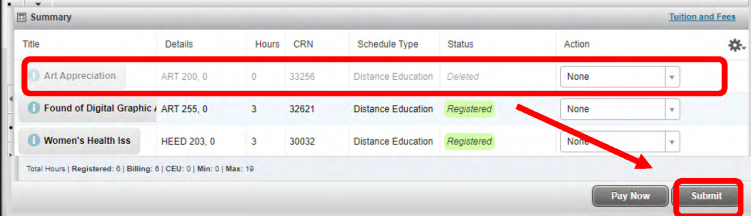
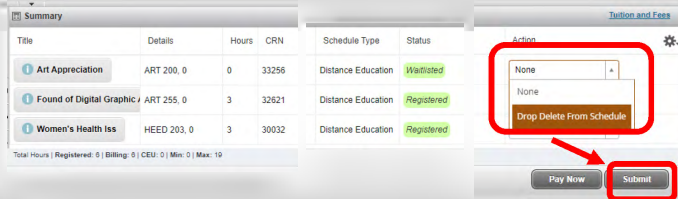


- 4b. Know the CRN? Click **Enter CRNs** and type in one or more CRNs. Click **Add to Summary**.

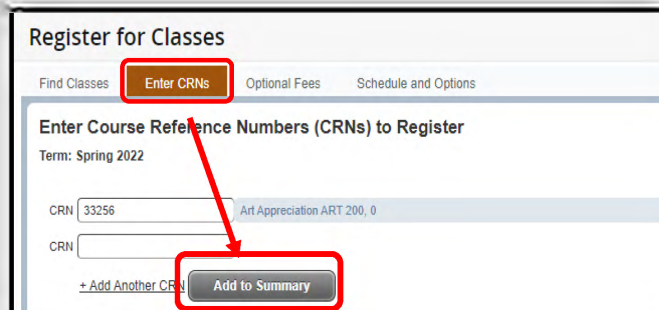


- 5a. **Waitlisted:** Drop/delete from the waitlist to add course with add code. Go to **Summary** (lower right) and under Action drop-down, select **Drop Delete From Schedule** and click **Submit**.

- 5b. **Waitlisted:** Write down the CRN!
 Click **Submit** to remove course from Deleted Status in **Summary**.



- 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**.



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.**

TROUBLESHOOTING ADD CODE ERRORS

- ⇒ **Add code does not exist for CRN?** 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.

- ⇒ **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 circumstances prevented you from registering before the add deadline, posted in Class Finder.

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.