

## How to Register with an Add Code

Admissions, Student Records & Registration

Phone: (805) 546-3140 (SLO), (805) 591-6225 (NCC)

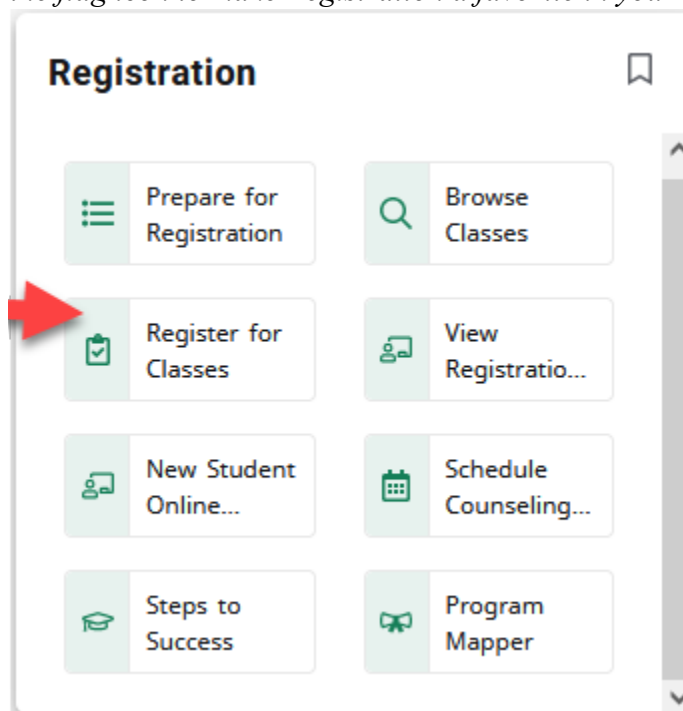
Email: [admit@cuesta.edu](mailto:admit@cuesta.edu)

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

Information on add codes:

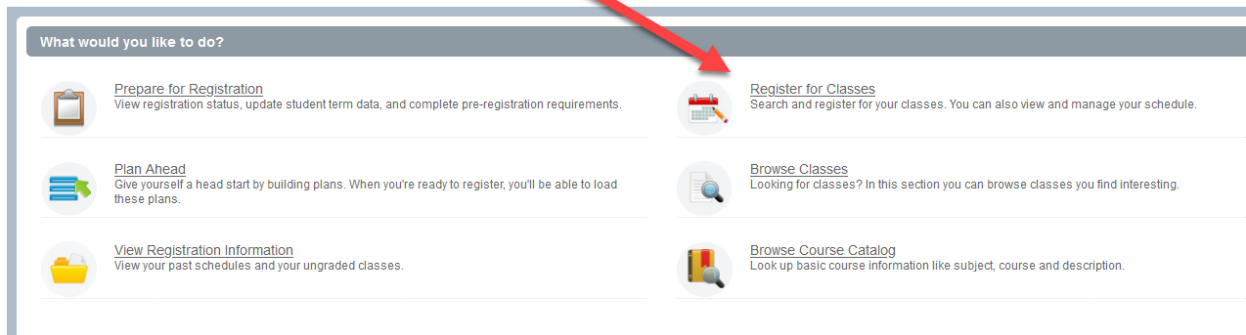
- ⇒ Add codes from the instructor are required as of the first class meeting on a space-available basis even if there are open seats in course. Students still waitlisted should also contact the instructor for an add code to late register if there is space in the course.
- ⇒ Add codes are accepted no 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. Log in to myCuesta Portal (<https://my.cuesta.edu>). Locate the Registration card and click on **Register for Classes**.
  - a. *Tip: Click the flag icon to make Registration a favorite in your myCuesta portal.*









2. On the Registration Page, click on **Register for Classes**.

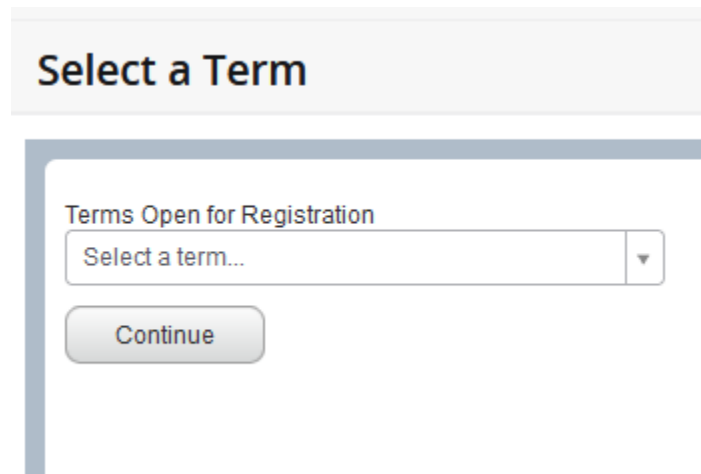
## Registration



What would you like to do?

-  **Prepare for Registration**  
View registration status, update student term data, and complete pre-registration requirements.
-  **Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.
-  **Plan Ahead**  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
-  **Browse Classes**  
Looking for classes? In this section you can browse classes you find interesting.
-  **View Registration Information**  
View your past schedules and your ungraded classes.
-  **Browse Course Catalog**  
Look up basic course information like subject, course and description.

3. Select term, then click **Continue**.



### Select a Term

Terms Open for Registration

Select a term... ▼

Continue

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

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

## Register for Classes

Find Classes

Enter CRNs

Plans

Optional Fees

Schedule and Options

### Enter Your Search Criteria ?

Term: Fall 2024

Browse by Course Subject

Subject and Course Number

Search by CRN or Keyword

Short-Term Classes

Search by Class Attribute

Instructional Methods

Region

Open & Waitlisted Only



Search

[Clear](#)

[Advanced Search](#)

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

## Register for Classes

Find Classes

Enter CRNs

Plans

Optional Fees

Schedule and Options

### Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

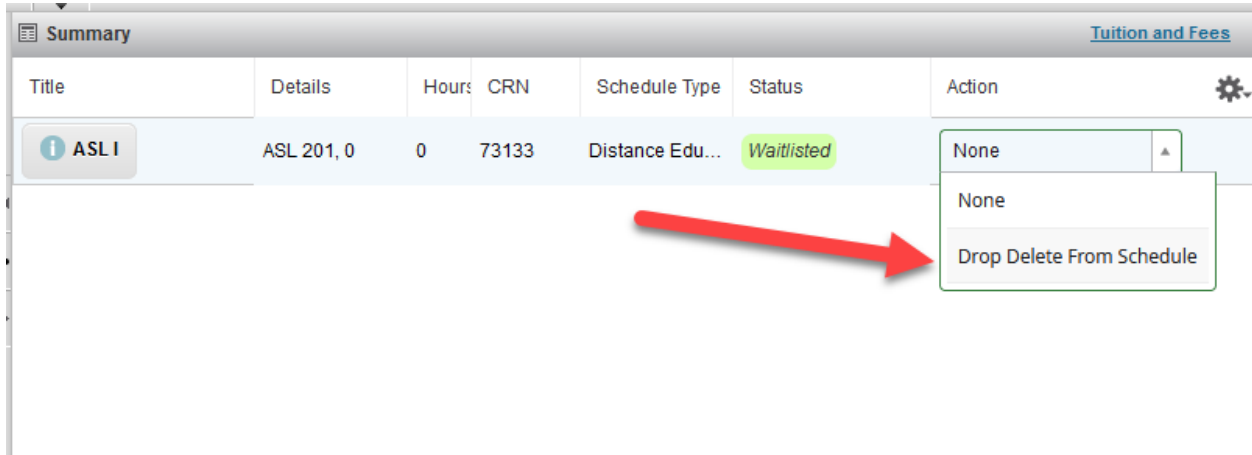
[+ Add Another CRN](#)

**Add to Summary**

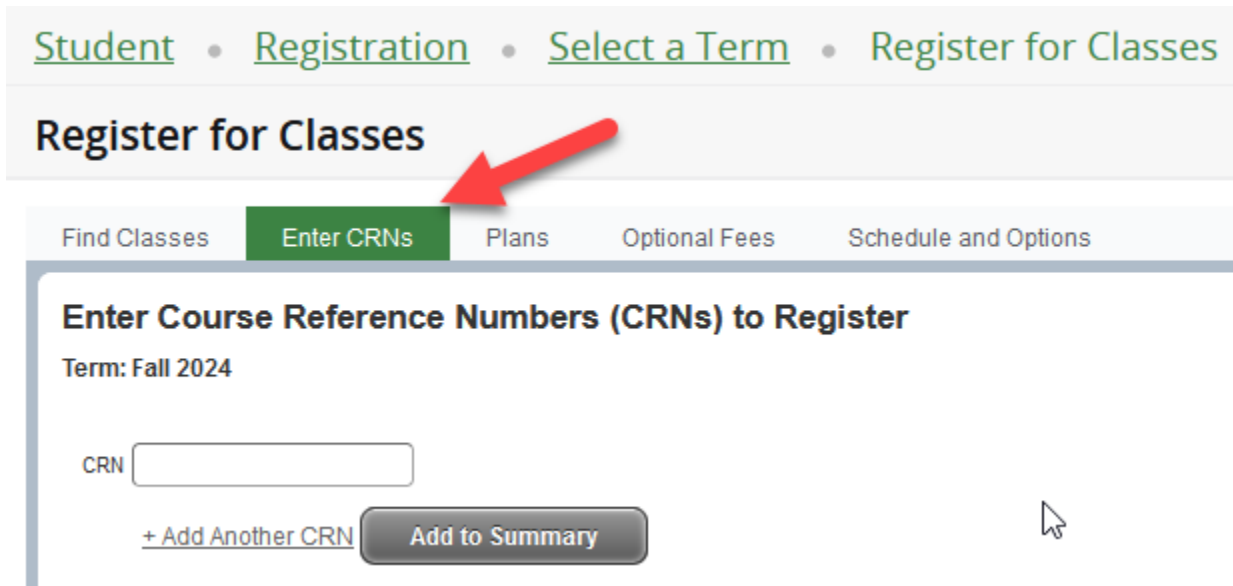


5. Steps if Waitlisted for the Class

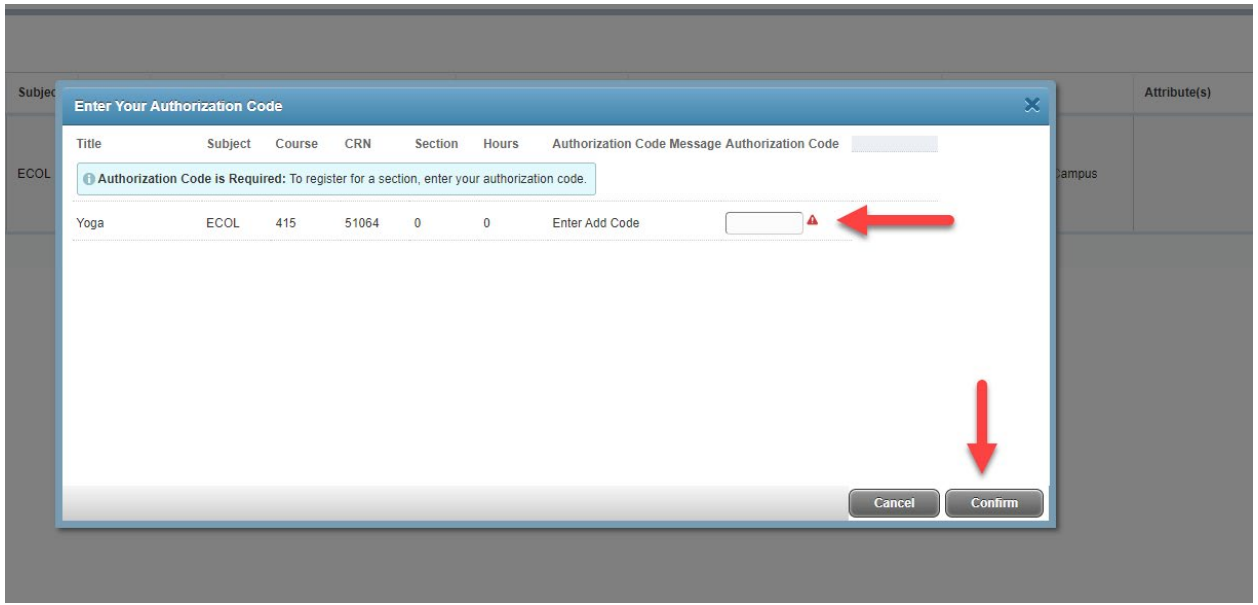
- a. Drop/delete from the waitlist to add course with add code. Go to **Summary** (lower right) and under Action drop-down select **Drop Delete From Schedule** and click **Submit**.



- b. **Write down the CRN!** Click **Submit** to remove course from Deleted Status in **Summary**.
- c. Once the waitlisted record is removed from Summary, under **Register for Classes**, click on **Enter CRNs**. Enter the CRN of the deleted waitlisted course and then click **Add to Summary**.



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**.

## Register for Classes

Find Classes   Enter CRNs   Plans   **Optional Fees**   Schedule and Options

### Optional Fees

Term: Fall 2024

**Student ID Card**

**\$10**

Add Fee



Your Student ID is the official student identification card for Cuesta College students. It can be used on campus to receive bus pass discounts, free food at student government events, reserve books at the library and more! You can also use at local businesses for discounts.

Proceed to Payment

9. Confirm enrollment, view schedule and/or print class schedule. Under **Register for Classes**, click on **Schedule and Options** tab.

## Register for Classes

Find Classes   Enter CRNs   Plans   Optional Fees   **Schedule and Options**

### Summary

Term: Fall 2024

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Study Path	Date	Status	Message
ASLI	ASL 201.0	5	73130	Lecture and/...	Standard Letter...	Credit	None	07/05/2024	Registered	**Web Regis...

Total Hours | Registered: 5 | Billing: 5 | CEU: 0 | Min: 0 | Max: 19

10. Review Account balance and pay fees owed by debit/credit card. Click on **Registration** tab in upper left, then click on **Accounts** tab.

## Welcome to Self-Service

[Registration](#)   **[Accounts](#)**   [Records](#)   [Financial Aid](#)

### Student - Accounts



#### Account Detail for Term

Display the detailed account information for the selected term.



#### Account Summary

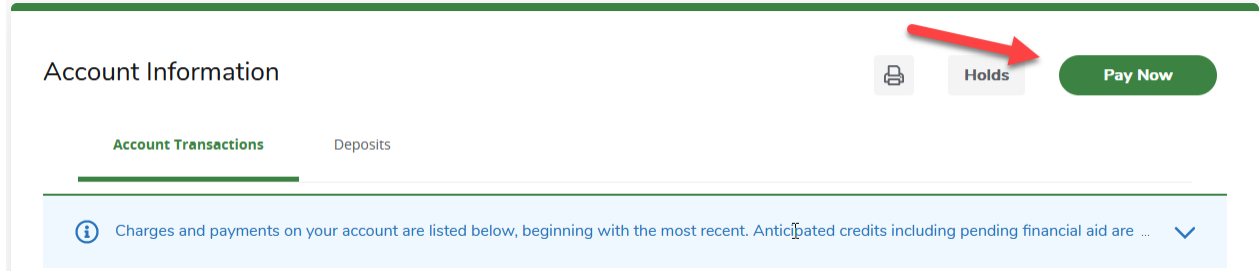
View account information including summary and details of transactions.



#### Tax Notification (1098-T)

Review your 1098-T form for a specific tax year.

11. Click on **Account Detail for Term** or **Account Summary** to view fee history (charges/payments) at Cuesta. Click Pay Now to pay fees.



Account Information

Account Transactions Deposits

Print Holds Pay Now

Charges and payments on your account are listed below, beginning with the most recent. Anticipated credits including pending financial aid are ...