

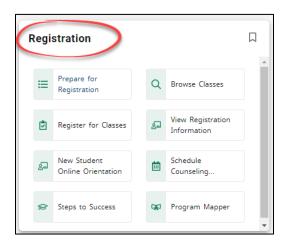
Cuesta College – Student Registration

Get Started

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

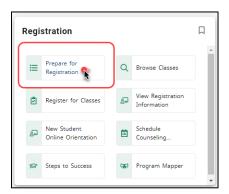


2. Locate the **Registration** card, to get started.



Prepare for Registration

1. Select Prepare for Registration.





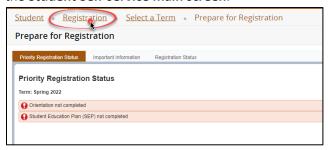
2. Select a **term**, then select **Continue**.



Review the Priority Registration tab for notifications regarding any outstanding steps need
attention prior to registration. Review the Important Information tab to review information
regarding registration, and the Registration Status tab for information on your registration
status and the window of time for registration availability.



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

1. Select Register for Classes

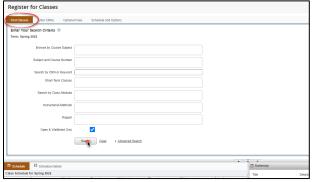




2. Select a **term**, then select **Continue**.

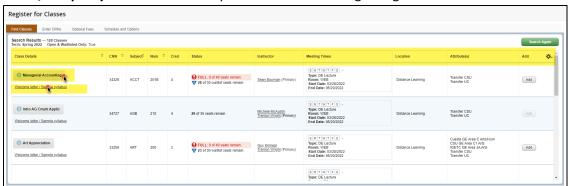


3. Select the **Find Classes** tab. Then, depending on the information you have on your course, use the search filters in the top portion of the screen as needed, then select **Search**.



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

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

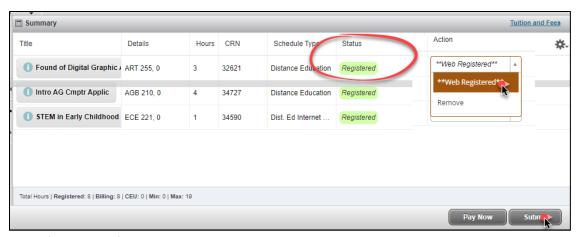


5. Select the **Add** button in the row of the course to add the course to your course summary.



6. 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.

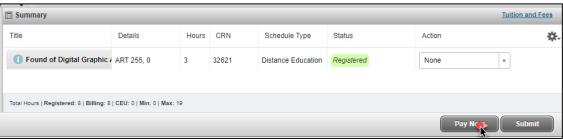




Note: If the class is full with a waitlist option, you will see a Wait Listed option in the dropdown menu. Select Wait Listed to be added to the waitlist.

Pay for Classes

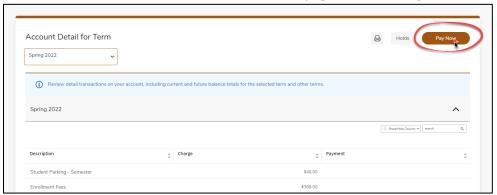
1. After you have added all classes are ready to pay, select **Pay Now** in the Summary section.



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



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



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





5. Enter your payment information and select Continue.

