

How To Register Online



1. Go to www.cerritos.edu

2. Click on the MyCerritos logo:



3. Scroll down to “Sign in to MyCerritos” and enter your “User ID” (Student ID #) and Password (Birth date MM/DD/YY, for example October 1st of 1989 would be: 100189)

4. Under “One Stop”, click on “Student Center”

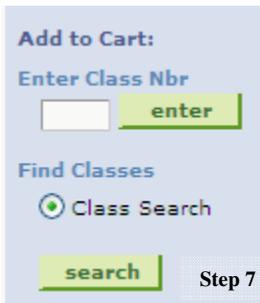


5. On the left hand side of the screen, click on “Enroll”



6. Click on the correct session: (i.e., Summer, Fall, or Spring)

7. You have 2 options to add courses to the Shopping Cart:



7 (1) Enter the **Class #** from the schedule of classes, or other resource, and press “**Enter.**” *Go to step 8.*

Step 7 (1)

Class#	Time	
DANC 122 -	2.0 UNIT	
Transferable to UC, CSU		
24547	6:30- 7:30PM	T
+ 3.0 HRS ARR		

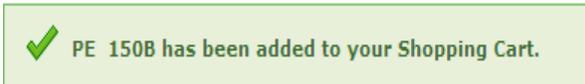
7 (2) Hit the search key. In the next window you will be asked for the subject and the course number (e.g. Sociology 101); hit “**Search.**” When you find the class you want, click on “**Select class.**” *Go to step 9.*

8. In this window, you will see the class schedule of the course you selected. Click “Next” to continue.

9. This section is the “Wait List” option; if the class is full select this option if you want to be placed on the wait list. Click “Next” to continue.

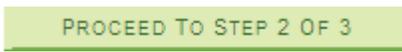
Wait List Wait list if class is full

10. You have now added a class to your “Shopping Cart”

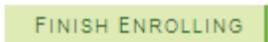


11. If you would like to add additional courses, please repeat Steps 7-10.

12. Click on Step 2 of 3 to continue



13. You are not finished until you click on



14. Make sure you see the “**Success**” status on all your classes, if you see errors “**X**”, check the reverse side of this sheet for a possible solution.

Message	Status
Success: This class has been added to your schedule.	✓
Error: Unable to add this class - requisites have not been met.	✗

If you see this **ERROR** message, you are **NOT** enrolled in this course.



Common Registration Errors

X Prerequisites Error: Check to see if you have taken and passed the course that is required prior to the one you're attempting to add. Refer to class schedule and/or un-official transcripts

Example:

Intermediate Algebra, Math 80 – 4.0 Units:
Prerequisite: **Math 60** or equivalent with a grade of Credit or "C" or higher or a satisfactory score on Intermediate Algebra Readiness test.

Note: If you took the prerequisite course at another college, bring an unofficial transcript from the Institution and see a counselor for a prerequisite clearance. Find more info at "prerequisite checking" from the counseling webpage.

X Time scheduling Error: You are trying to enroll into a class that meets during times that conflict with a class you're already enrolled in. Check your schedule.

X Unit Load Exceeded: You have reached your unit max for the semester; **see a counselor** to increase your unit load if you qualify.

X Course previously taken: You have taken or withdrawn from the course twice in the past. You must complete an **Academic Records & Standards Committee Petition** and submit it to the Admissions and Records Office to retake this course. Forms are available at the information desk.

X Hold on registration: You have a hold on your account with the college. Log in to your MyCerritos, and click on Student Center. On the right hand side you will see a "**Holds**" tab. If it is a fee, see the admissions office. If the hold is from counseling, see the front desk or the information desk in the Admissions Office.

X Multiple Enrollment not allowed: The system shows that you're already enrolled in that course **or** are enrolled in the course under a different class (ticket) number. (Check your class schedule and make adjustments)

X You do not have a valid enrollment at this time: Not every student has the same enrollment appointment date and time. Until your appointment time passes, you are only able to add classes to the shopping cart. For your appointment time, go back to step #4 (click on the One Stop Center). On the right hand side, you'll see "Enrollment Dates;" click on details.