



# CUESTA COLLEGE

## Admissions and Records Office

TO: **All Fall 2009 Faculty**  
Division Deans and Division Assistants  
Academic Directors and Director's Assistants

DATE: August 5, 2009

FROM: Joy Chambers, Director of Admissions & Records

SUBJECT: Fall 2009 – Registration, Add Codes and Rosters

Registration in Cuesta's Fall 2009 classes continues. The following is important information regarding enrollment, the use of add codes and your class rosters.

Your myCuesta class roster is real-time information and may be downloaded at anytime. Please be sure to download your roster prior to your first class meeting so that you can confirm enrolled students and determine who may add.

- Your roster is available online in **myCuesta**, at: <http://my.cuesta.edu> in the My Web Services channel (Banner Self-Service > Faculty & Advisers).
- PERMISSION (ADD) CODES are available with your roster in myCuesta as of 9am Friday, August 14th.
- Students may register online through myCuesta into available (open) seats in a course without instructor permission (add codes) up to two (2) days prior to the start of the course. Example: Course begins on Monday and has seats available; students can register online through Friday.
- Students may not register into a closed class without an instructor's permit/add code.
- Instructors should not issue Add Codes prior to the first class meeting.
- An Add code may be issued to a student in the same way that you would sign his/her add slip. The add code allows the student to add the class through myCuesta Student Self Service or at a Walk-in registration location through the course add deadline. Please confirm the student has added by checking your current roster.
- All students must be added by the course Add Deadline. All added students must appear on the Census Roster.
- Students may officially drop a class through myCuesta or in person without the instructor's approval. Students who drop your class will be notated on your downloaded roster.

Your downloaded roster will reflect the most current enrollment information for your class. **You may view your roster at any time to confirm that students have added and/or dropped your class. Your roster will include the new student ID number issued to every student in Banner. Please use this number when referencing student information with all offices on campus and protect this number as you would any number associated with student information.**

- ❑ Deadlines for each course the student enrolls in appear on the student's myCuesta registration receipt.
- ❑ Late Add Deadline for FULL SEMESTER COURSES is Saturday, August 29, 2009.
- ❑ Deadline for students to drop FULL SEMESTER COURSES without a W is Saturday, September 12, 2009.
- ❑ Deadline for students to drop FULL SEMESTER COURSES with a W is Saturday, November 7, 2009.
- ❑ Get Roster Download Instruction/Help: Sign up for hands-on training via the "T3 - Tech Tips and Training" channel in myCuesta. You may also contact Computer Services at (805) 546-3248.
- ❑ Contact your Division or Director's Assistant for help prior to your first class meeting for the following problems: Access Problems and/or login Help needed if (1) you did not teach during the Spring 2009 semester; (2) your password is five months old; or (3) you have tried unsuccessfully to enter your password 5x's.