

How To Enroll Online



1. Go to www.cerritos.edu
2. Click on Quick Links and select Schedule Plus
(select the class sections you would like to enroll into):



3. Click on Quick Links and select MyCerritos :
4. 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)
5. Under “My Information”, click on “**Enroll/Drop Classes**”
6. Select the appropriate 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.*

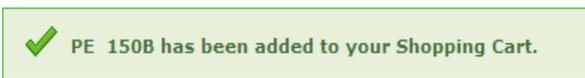
Class#	Time
DANC 122 - 2.0 UNIT Transferable to UC, CSU	
24547	6:30- 7:30PM T
	+ 3.0 HRS ARR

7 (2) Select “**Search**”. In the next screen you will be prompted for the subject and the course number (e.g. Sociology 101.)Note: If you want to view waitlisted classes, uncheck “Show Open Classes Only. Click “**Search**”. When you find the class you want, click its “**Select Class**” option. *Go to step 8*

8. In this window, you will see the class schedule of the course you selected. It is also where you can select to be added to the wait list if it is available and applicable. Click “**Next**” to continue.

Wait List Wait list if class is full

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



10. If you would like to add additional courses to your cart, please repeat Steps 7-8

11. Click on Step 2 of 3 to continue

12. You are not finished until you click on

13. 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.	✗

You are enrolled in this course

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

Common Enrollment 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

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.

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.

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 time 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.