Cerritos College
Academic Support Center

Student Guide

Revised 04/18/08
Introduction: What Is \textit{myCerritos}\?  
It is a personal account on the web where Cerritos College current and former students can access detailed information related to their college career. Students can view enrollment, pay fees, request transcripts and much more.

Logging Into Your Account:  
To access your personalized “myCerritos” account, you need a username and password. In some cases, your student number must be preceded with a zero (0). Your password is your birth date in six digit format (Ex.: Username: 0337506 Password: 091577)

To log-in to your account:  
1.) Open your web browser (Internet Explorer)  
2.) Type “www.cerritos.edu” in the address bar.  
3.) Click the “myCerritos” link located at the upper left corner of the Cerritos College homepage.

4.) Type your username and password in the respective boxes and click the “Sign In” button. You will be immediately transferred to your personalized account.
5.) Once logged into myCerritos, you will see a personalized welcome message in the header.

myCerritos Contents
The myCerritos homepage contains valuable information pertinent to all students. The layout consists of the following elements:

1) Campus Announcements – student should review this section frequently to maintain an understanding of current campus events.
2) Student Center – the one stop place for students to manage their enrollment, personal information, financial aid and much more.
3) Quick Links – quick links to parking, password changes and unofficial transcripts.
4) Catalog and Course Schedule – look up the courses and their descriptions.
A. One Stop - Student Center
When you click on ‘Student Center’, your personalized student center will open and with this tool you can manage your student-support services, i.e. enroll in courses, drop courses, make payments, view your financial aid information, view your registration appointment time, and more.

1. Student Center – Academics
In academics, you can search for courses, plan for future semesters, enroll in courses, drop courses, view your schedule, view a complete list of courses taken at Cerritos and view unofficial transcripts.

Michelle’s Student Center

- **Academics**
  - **Search**
  - **Enroll**
  - **My Academics**

- **Personal Information**

- **Financials**
  - **Account Inquiry**
  - **Financial Aid**
  - **Report Other Financial Aid**

- **Enrollment Dates**

- **Campus News & Info**

- **Campus Resources**

- **Cerritos College Links**

Your weekly schedule for the current semester

Any holds on your account will be listed

All items on your ‘to-do’ list will be listed

Enrollment Dates

Campus News & Info

Campus Resources

Cerritos College Links
a) Student Center – Academics – Search
1) Click on ‘Search’
2) Note that the list of links from the previous page has now become tabs along the top of the new page. You should currently be working on the tab labeled ‘Search’

3) Click the arrow to the right of ‘Term’ and choose the term you are searching.
4) Click the arrow to the right of ‘Course Subject’ and choose the course subject you are searching.
5) Click the arrow to the right of ‘Course Number’ to choose the limits of your search. You can search using the limits ‘contains’, ‘greater than or equal to’, ‘is exactly’ or ‘less than or equal to’.

Select at least 2 search criteria. Click Search to view your search results.

```
Class Search Criteria

Course Subject
Course Number
  is exactly
Course Career
  contains
  greater than or equal to
  is exactly
  less than or equal to

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria
```

6) Enter a course number in the box to the right of the ‘Course Number’ drop-down menu. For example, if you are searching for BUSA 101, you would choose Business Accounting for ‘Course Subject’ and enter the number ‘101’ as shown below.

7) Click on the ‘Search’ button.

```
Class Search Criteria

Course Subject
  Business Accounting
Course Number
  is exactly
  101
Course Career
  Undergraduate

Show Open Classes Only
  ✔

Use Additional Search Criteria to narrow your search results.

Additional Search Criteria

CLEAR CRITERIA  SEARCH
```
8) A list of the BUSA 101 courses for the chosen term will be displayed. Example shown below:

The search result shows:
- Course days and times
- Location
- Instructor
- Meeting Dates

9) If you click on the ‘Section’ number, you will be directed to the information listed for the course in the Cerritos College Course Catalog.
10) Example of the course listing for BUSA 101 is shown below

**BUSA 101 - 01 Fund Of Accounting I**
Cerritos Comm. College Dist. | 2008 Spring | Lecture

### Class Details
- **Status**: Open
- **Class Number**: 40871
- **Session**: Regular Academic Session
- **Units**: 4 units
- **Class Components**: Laboratory Required, Lecture Required
- **Career**: Undergraduate
- **Dates**: 1/7/2008 - 5/16/2008
- **Grading**: Student Option
- **Location**: Cerritos College
- **Campus**: Main Campus

### Meeting Information
- **Days & Times**: MoWe 8:30AM - 10:00AM
- **Room**: Social Science 140
- **Instructor**: Peter Moloney
- **Meeting Dates**: 01/07/2008 - 05/16/2008

### Enrollment Information
- **Enrollment Requirements**: BUSA 100 or equivalent with a grade of Credit or "C" or higher.

### Class Attributes
- Transferable to UC, CSU
- CAN BUS SEO A

### Class Availability
- **Class Capacity**: 35
- **Enrollment Total**: 24
- **Wait List Capacity**: 10
- **Wait List Total**: 0
- **Available Seats**: 11

### Description
This course covers the basic concepts used by businesses for financial accounting. The course includes a study of: the accounting concepts and techniques essential to the administration of a business enterprise; measuring and communicating economic information; analyzing and recording financial transactions; and the preparation of financial statements for sole proprietorships, partnerships, and corporations.

Transfer Credit: CSU; UC

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**b) Student Center – Academics – Advanced Search**

1) Choose the 'Course Subject' and enter the course number as shown above.
2) Click on 'Additional Search Criteria'
3) With the expanded search window, you can search for courses based on the following information:

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**
- **Course Subject**: Business Accounting
- **Course Number**: Is exactly 101
- **Course Career**: Undergraduate
- **Show Open Classes Only**: 
- **Show Open Entry/Exit Classes Only**: 

Click on 'Additional Search Criteria' to narrow your search results.
4) With the expanded search window, you can search for courses based on the following information:

- Meeting times
- Days of the week
- Instructor Last Name
- Course Title Keyword
- Course Units
- Course Component
- Sessions (18 week, 9 week, etc)
- Mode of instruction (traditional, distance education)

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c) Student Center – Academics – Enroll
To add courses, drop courses, view your current schedule or view term information, click on ‘Enroll’. In the ‘Enroll’ page, you will see four sub-tabs:

- My Class Schedule
- Add
- Drop
- Term Information
1) My Class Schedule
   a. To view your current class schedule, choose the correct semester from the table shown.
   b. You can choose to view your schedule in ‘List’ view.
   c. Or, you can choose to view your schedule in ‘Weekly Calendar’ view.
2) Add

a. Click on the ‘Add' tab to add courses to your shopping cart. Your shopping cart will contain the courses you wish to add to your enrollment schedule.

b. Adding courses for enrollment is a three step process. When you click on ‘Add' you will be taken to the first of the three steps. In the first step you will choose the semester, search for classes in that semester class schedule and add those courses to your shopping cart. Begin by verifying that the semester shown is the correct semester. If not, click the ‘Change Term' button to choose the correct one.

c. Under ‘Add to Cart', you can add classes to your shopping cart in two different ways. To add the course using the class number, enter the number in the 'Class Number' box and click on the 'Enter' button.
d. When the course information is shown, verify that this is the course you would like to add to your shopping cart and click the ‘Next’ button.

Verify the information shown and click the ‘Next’ button

Verify course information such as course length, prerequisites needed, days and times, instructor, etc.

If you would like to add yourself to the waitlist if the class if full, click here

When finished, check the ‘Next’ button

Michelle Rodriguez

Add Classes

1. Select classes to add - Related Class Sections

BUSA 101 - Fund Of Accounting I

Lecture selected: Section 01
MoTuWeTh 8:30AM - 10:45AM Social Science 140

Laboratory 22 MoTuWeTh 10:45AM - 12:15PM Social Science 140

If you would like to add the course to your shopping cart including the option to waitlist if the course is full, check the box to the right of ‘Wait List’. When you are finished verifying information and indicating your enrollment preferences, click the ‘Next’ button.

e. Detailed course information is shown as well as the option to indicate enrollment preferences. If you would like to add the course to your shopping cart including the option to waitlist if the course is full, check the box to the right of ‘Wait List’. When you are finished verifying information and indicating your enrollment preferences, click the ‘Next’ button.
f. You will receive a confirmation message indicating that the course has been added to your shopping cart and your shopping cart will now contain the course added.

g. If you wish to delete the course and add another to your shopping cart, click on the icon to the left of the course name and start over.

h. When you are finished adding courses to your shopping cart, proceed to the next step by clicking on the green ‘Proceed to Step 2 of 3’ button.

i. The second way to add courses to your shopping cart is using the ‘Class Search’ option, located just below the class number option. Click the button to the left of ‘Class Search’ and click the green ‘Search’ button.
j. A search window will open, identical to the search option previously discussed. Choose the ‘Course Subject’ and enter the course number in the empty box. Click on the green ‘Search’ button.
The result of the search is identical to the simple ‘Search’ function shown earlier with one major difference. Searching for courses in ‘Add’ offers an extra button that allows you to add the course to your shopping cart straight from the search results by clicking on the ‘Select Class’ button.

After selecting the course, a detailed listing will appear. Click ‘Next’ to confirm your choice.

You will receive a confirmation message indicating that the course has been added to your shopping cart and your shopping cart will now contain the course added.

If you wish to delete the course and add another to your shopping cart, click on the icon to the left of the course name and start over.
o. When you are finished adding courses to your shopping cart, proceed to the next step by clicking on the green 'Proceed to Step 2 of 3' button.

p. Step 2 asks for you to confirm the courses you added to your shopping cart. Review the course details and click the green 'Finish Enrolling' button to complete enrollment.

q. When you have successfully added a course to your schedule, a green checkmark will be shown in the status box and you will be in the final step of the adding process. Step 3 allows you to view your results as well as opt to make a payment, view your class schedule or add another class.
r. When you have *not* been successful in adding a course, you will see a red ‘x’ and receive details regarding the error in the message box.

s. When you receive the error ‘Unable to add this class. Requisites have not been met. Check the class description for a list of enrollment requirements’, you can visit a counselor to verify that you have or have not met the requisites or you choose a class for which you are able to enroll.

t. When you receive the error ‘You have a hold on your record. The hold on your record must be removed before this transaction can be processed’, you must clear the hold to proceed with enrollment. Go to the 'Hold' section of your student center to find detailed information regarding the hold on your account.

u. Common errors that will *not* allow you to add courses are:
   - Prerequisite not met
   - Holds on account
   - Enrollment appointment
   - Unpaid balance in your account
3) **Drop**
   a. Click on the ‘Drop’ tab to drop courses from your current semester schedule.
   b. Dropping courses from your schedule is a three step process. When you click on ‘Drop’ you will be taken to the first of the three steps. In the first step you will choose the semester for which you’d like to drop a course. Choose a semester and click the green button ‘Continue’
   c. Choose the course you wish to drop and click the green button “Drop Selected Classes’
4) Term Information
   a. Click on 'Term Information' to view your personal enrollment appointment, view important enrollment dates, view term enrollment limits and to view your grades for the given term.
   b. Click on ‘View my enrollment dates’

   Click here to view your personal enrollment information

   The enrollment date screen will show you your enrollment appointment, important enrollment dates for the term selected, as well as your personal enrollment limits.
d. Click on ‘View my grades’

d) Student Center – Academics – My Academics
To view your course history or request an unofficial transcript, click on ‘My Academics’. You can also view ‘My Program’ to view your career objectives, program information and major.
2. **Student Center – Finances**
   In finances, you can instantly view your account balance, conduct an account inquiry, view financial aid information, report other financial aid and make a payment.

**Michelle's Student Center**

<table>
<thead>
<tr>
<th>Finances</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account</td>
</tr>
<tr>
<td>Account Inquiry</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>View Financial Aid</td>
</tr>
</tbody>
</table>

**You have no outstanding charges.**

**Navigation Tabs**

- Account Summary
- Electronic Payments/Purchases

Any outstanding charges will be shown here

To make a payment on your account, click here

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**a) Student Center – Finances – Account Inquiry – Summary**

1) Click on 'Account Inquiry'
2) The new ‘Account Inquiry’ page will open and you will see two tabs labeled, ‘Account Inquiry’ and ‘Electronic Payments/Purchases’.
4) The page will default open on the ‘Summary’ tab. Your account summary will be shown and any charges due will be indicated in the ‘What I Owe’ section of the page.

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**b) Student Center – Finances - Account Inquiry – Activity**

1) The ‘Activity’ tab shows the account activity for a given period of time. You can adjust the time periods to show account activity for any period of time.
2) Click on the green ‘Payment’ button to make a payment.

c) Student Center – Finances – Account Inquiry – Charges Due

1) The ‘Charges Due’ tab shows a list of charges due by due date.
d) Student Center – Finances – Account Inquiry – Payments
1) The ‘Payments’ tab shows the history of your payments. You can adjust the list by choosing the date parameters for the payment history.

![Payment History](image)

Change the date parameters of the account activity report here

Payments posted to your student account in the date period chosen

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e) Student Center – Finances – Account Inquiry – Pending Aid
1) The ‘Pending Aid’ tab shows a list of pending financial aid.

![Pending Financial Aid](image)

View pending financial aid here
f) Student Center – Finances – Electronic Payments/Purchases

1) The ‘Electronic Payments/Purchases’ tab allows you to pay for any outstanding charges on your student account.
   a. Enter your credit card information as it appears on the card.
   b. Make sure that your address matches the address attached to your credit card.
   c. Click the green ‘Next’ button to move to Step 2.
   d. Enter the amount you wish to pay in the ‘Payment Amount’ box. You can also elect to pay an additional amount to your account by entering an amount in the ‘Self Service Excess Payment’ box.
   e. Click the green ‘Next’ button to move to Step 3.
f. Review your payment information and when finished, click the green ‘Submit’ button.

g) Student Center – Finances – Financial Aid
   1) To view your Financial Aid information, click the link ‘View Financial Aid’
2) Choose the aid year you wish to view.

3) For the chosen year, you can view your award summary including award description, category, amount offered and amount accepted.

4) To view scheduled disbursement dates, click the link 'View Scheduled Disbursement Dates'.

Your financial aid award is determined from the information provided in your application. If there is no financial aid displayed your application may be in progress. Please check back.
5) The scheduled disbursement page shows the dates for your scheduled disbursement. Please note that the scheduled disbursement dates are tentative. Once checks are disbursed, you can view actual dates on the ‘Account Inquiry – Activity Tab’.

6) To view the cost of attendance, click on ‘Financial Aid Summary’
7) The financial aid summary shows the estimated cost of attendance, EFC and need.
8) Click on the ‘Estimated Financial Aid Budget’ for the breakdown per term.

![My CERRITOS](https://example.com/mycerritos.png)

### Financial Aid

#### Financial Aid Summary

**Federal Aid Year 2007-2008**

<table>
<thead>
<tr>
<th>Estimated Financial Aid Budget</th>
<th>13,314.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Family Contribution</td>
<td>3,019.00</td>
</tr>
<tr>
<td>Estimated Need</td>
<td>11,801.00</td>
</tr>
<tr>
<td>Total Aid</td>
<td>3,808.00</td>
</tr>
<tr>
<td>Remaining Need</td>
<td>7,993.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

This is your financial aid eligibility based on your estimated financial aid (budget) costs, family contribution, and estimated need for this aid year.

9) The estimated financial aid budget shows the breakdown of items included in the Financial Aid Budget.

![My CERRITOS](https://example.com/mycerritos.png)

### Financial Aid

#### Estimated Financial Aid Budget

**Federal Aid Year 2007-2008**

Listed below is an estimate of items used to determine your costs.

<table>
<thead>
<tr>
<th>Estimated Financial Aid Budget Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2008 Spring</strong></td>
</tr>
<tr>
<td>Category Description</td>
</tr>
<tr>
<td>Books/Supplies</td>
</tr>
<tr>
<td>Enrollment Fees</td>
</tr>
<tr>
<td>Personal/Misc Expenses</td>
</tr>
<tr>
<td>Room/Board</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Term Total</td>
</tr>
<tr>
<td><strong>2007 Fall</strong></td>
</tr>
<tr>
<td>Category Description</td>
</tr>
<tr>
<td>Books/Supplies</td>
</tr>
<tr>
<td>Enrollment Fees</td>
</tr>
<tr>
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<td>Room/Board</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Term Total</td>
</tr>
<tr>
<td>Total Cost of Attendance</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

The items listed above are based on costs associated with your academic program. These costs are estimates only and are subject to change based on changes to academic standing, as well as other factors impacting tuition and fees.
3. **Student Center – Personal Information**

In personal information, you can view and update your user preferences including your home address, phone numbers and email addresses.

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**Personal Information**

- **User Preferences**

**Contact Information**

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Billing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Main Street</td>
<td>None</td>
</tr>
<tr>
<td>Norwalk, CA 90650</td>
<td></td>
</tr>
<tr>
<td>Los Angeles</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Phone</th>
<th>Home E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>5629234671</td>
<td>None</td>
</tr>
</tbody>
</table>

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**a) Student Center – Personal Information – Addresses**

1) When you lick on 'User Preferences' you will be directed to a webpage organized by 3 tabs. The first tab, ‘Personal Information’ will be opened on the ‘Addresses sub-tab.’

2) In the address sub-tab, you can edit or delete your home and mail addresses.

3) To add an address, click on the green ‘Add a New Address’ button.
4) In the ‘Edit Address’ page, enter the address information for the address you would like to add to your personal information.
5) When finished, click the ‘OK’ button to save the address in your personal information.

b) Student Center – Personal Information – Phone Numbers
1) The second sub-tab is ‘Phone Numbers’. In the phone number sub-tab, you can add and delete phone numbers as well as indicate your preferred phone number for contact from the college.
2) To add a phone number, click the green ‘Add a Phone Number’ button.
3) Click the arrow to the right of the empty box on the new line and choose the type of phone number you are adding.
4) Enter the new telephone number in the next box.
5) When finished, click the green ‘Save’ button.
6) You can also check the ‘Preferred’ box to the right of the phone number you would like flagged as your preferred phone number. Click the green ‘Save’ button.
c) Student Center – Personal Information – Email Addresses

1) The third sub-tab is ‘Email Addresses’. In the email addresses sub-tab you can add and delete email addresses in your personal information. You can also indicate the preferred email address for contact from the college.

2) To add an email address, click the green ‘Add an Email Address’ button.

3) Click the arrow to the right of the empty box on the new line and choose the type of email address you are adding.

4) Enter the new email address in the next box.

5) When finished, click the green ‘Save’ button.

6) You can also check the ‘Preferred’ box to the right of the email address you would like flagged as your preferred email address. Click the green ‘Save’ button.
d) **Student Center – Personal Information – Internet Addresses**

1) The fourth sub-tab is 'Internet Addresses'. In the internet addresses sub-tab you can add and delete internet addresses in your personal information.

2) To add an internet address, click the green ‘Add an Internet Address’ button.

<table>
<thead>
<tr>
<th>Michelle Rodriguez</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Information</strong></td>
<td><strong>Security</strong></td>
</tr>
<tr>
<td>addresses</td>
<td>phone numbers</td>
</tr>
<tr>
<td>go to ...</td>
<td></td>
</tr>
</tbody>
</table>

**Internet Addresses**

Below is a list of your internet addresses. These are websites, FTP sites, etc. that are owned or maintained by or otherwise specific to you. To add a new address, click Add an Internet Address.

**No current internet address information found.**

3) Click the arrow to the right of the empty box on the new line and choose the type of internet address you are adding.

4) Enter the new internet address in the next box.

5) When finished, click the green ‘Save’ button.

6) Click the green ‘Save’ button.

<table>
<thead>
<tr>
<th>Michelle Rodriguez</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>URL Address</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td><a href="http://www.cerritos.edu/est">www.cerritos.edu/est</a></td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Click here to delete an internet address

Type the new internet address here

Click here to select the type of internet address

* Required Field
4. Student Center – Holds
In holds, you can view any holds placed on your account. You can also view details regarding the hold and view information on how and where to clear it.

1) Click on ‘details’ to view additional information regarding the hold(s) on your student account.

2) A list of your holds will show the hold item, amount and department with whom the hold has been placed.
3) By clicking on the hold, you can view contact information regarding the resolution of the hold.

5. Student Center – To Do List
   In your To Do List, you can view items due to Financial Aid.

   1) Click on 'details' to view additional information regarding the To Do items listed on your student account.
2) A list of your To Do items will show the item, due date and status.

![Screenshots of MyCerritos](image)

- Click any of the items to view contact information

3) By clicking on the To Do item, you can view the contact information regarding the To Do item as well as a description of the item.
6. Student Center – Enrollment Dates
In your Student Center, you can view your enrollment appointment as well as navigate to important enrollment dates campus wide.

1) The ‘Enrollment Dates’ box will display your enrollment date for the next enrollment period. Click on ‘details’ to view further enrollment information.

2) The window will display additional enrollment information for the chosen semester as well as personal term enrollment limits.

Enrollment Dates
To view appointments and enrollment dates for another term, select the term and click Change.

2008 Summer | Undergraduate | Cerritos Comm. College Dist.