

WebReg and STARS Information and Worksheet

Fall Semester—September 2 - December 17, 2008

Fall 2008	
Registration Dates	
PriorityJuly 14 - August 1, 2008	
OpenAugust 4 - 29, 2008	
Hours	
Weekdays and Weekends	
Registration:	8 a.m.-8 p.m.
Add/Drop:	8 p.m.-11 p.m.

BEFORE YOU CHOOSE YOUR COURSES

See a COUNSELOR to update your Student Education Plan, update your prerequisites, and discuss which classes you need to take.

USE STARS PRIORITY REGISTRATION...

- if you applied for admission by June 20, 2008.
- if you were enrolled at GCC during spring 2008

You can register on the time and date assigned to you or any time after that.

WEBREG AND STARS WILL:

- automatically move you from a waiting list into the class if someone drops.
- automatically check your prerequisite file (so you need to make sure you have given your counselor this information.)
- accept your credit card to pay your registration fees. *Have your credit card ready.*
- give you ticket numbers of open sections for a particular course. *Have your class schedule available for reference.*

WEBREG AND STARS CANNOT:

- enroll you in more than 19 units.
- allow you to repeat a course in which you got an A, B, C or CR (except for certain classes that can be taken more than one time).
- enroll you in a course for a third time if you got a D, F, NC or W the first two times.
- give you prerequisite credit for a course you took somewhere else unless your counselor has entered it in your prerequisite file. See your counselor first.

TIPS ON USING STARS

- If you become confused about what courses you have enrolled in, just hang up and start over.
- When you finish registering, don't hang up until STARS says, "**your call is now complete**" and you hear the **bell**. The bell means you have successfully completed the process.
- If you need to review your classes and fees, call STARS and press OPTION 2.

<p>Help</p> <p><i>Questions before registering?</i> Call 818-240-1000, ext. 5910.</p> <p><i>Problems during or after registration?</i> Call the Helpline at 818-240-1000, ext. 4111 8 a.m.-1 p.m. Mon.-Fri.</p> <p>Use a STUDENT KIOSK to get a printout of your new schedule after you have registered, added or dropped a class</p> <p>Tips on using WebReg</p> <ul style="list-style-type: none"> • Complete your worksheet including adds, drops or wait listed. • Move your worksheet to your class schedule. • Check to make sure your entries are correct on your schedule. • Click "FINALIZE" to complete your transaction. • If you don't click "FINALIZE," you will not add or drop classes.

ADDING & DROPPING CLASSES

You can complete all add and drop transactions by calling STARS at 818-545-7777 or online via WebReg between the hours of 8 p.m. and 11 p.m. During the first two weeks of each semester or the first week of a winter or summer session, **adds with an Authorization Code** and drops may be completed between 8 a.m. and 11 p.m.

If you have a problem adding a class using STARS or WebReg, go to walk-through registration in AA1. Walk-through registration will be available:

August 29.....9 a.m. to 3 p.m.

<p>Use a STUDENT KIOSK to get a printout of your new schedule after you have registered, added or dropped a class.</p>

STARS Registration Worksheet

BEFORE YOU CALL:

1. Read this worksheet, follow these directions, and have this worksheet with you when you register by STARS.
2. Write your GCC STUDENT ID number in the boxes of step #2 of the STARS registration worksheet.
3. Write your six-digit **Personal Identification Number (PIN)** in the boxes of step #3. If this is the first time you have called STARS, follow step #3 to create a **PIN**. *If you have forgotten your PIN you must come to the Admissions & Records Office with photo identification.*

1. Call (818) 545-7777 at or after your assigned time and follow the simple directions you hear.
2. When asked, push the buttons on the telephone to enter your GCC STUDENT ID number.

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(write your GCC STUDENT ID number here)

This PIN will only be known to you; therefore, write it down and keep it in a safe place. You will need this PIN to access any and all of your personal academic records.

PRESS THE TELEPHONE NUMBER BUTTON TO MAKE YOUR SELECTION:



REQUEST CODES	
1	= REGISTER/ADD
2	= DROP
3#	= HEAR SCHEDULE
6#	= CONFIRM/COMPLETE

3. When asked, push the buttons on the telephone to enter the six-digit **PIN** you have chosen. If you have not chosen one, push **OPTION 2** and enter your **Date of Birth**, (mm/dd/yy) then create a new six-digit **PIN**.

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(write your PIN here)

4. Enter **1 + ticket number + # to add a class**. You will be told if you are registered in the class, or if the class has been cancelled. If the class is closed, you will hear the following phrase, *"the class is closed, if you would like to be placed on the Waitlist, press 1 or if you would like to hear a list of open ticket numbers for this course, press 2. Please have your class schedule available for reference.*

CLASS SELECTION

Request Code	Ticket Number	Push # Key	Course Title	Days/Time	Units
1	6006	#	POLS 101-Intro to Govt.	MWE 1-2 pm	3
		#			
		#			
		#			
		#			
		#			
		#			

5. You will repeat step 4 until you have entered all your classes. After you have entered all your classes, press **6 and the # key to get a confirmation of your courses**. You will hear the ticket number and the course name and number of the classes in which you have enrolled. **You must complete your fee calculation now. DO NOT HANG UP!**

STARS Registration Worksheet

- You will be asked if you want to purchase a parking permit for the semester. Parking for fall is \$60.
- Would you like to make a contribution to the Glendale College Foundation to assist with the college's educational programs?

6. You will be told your total fees for registration.

Total registration fees: \$ _____

Previous debts to the college: \$ _____

Grand total: \$ _____

7. PAYING YOUR FEES—

You can use your **Visa or MasterCard** to pay your fees at the time of registration or within **seven days** of your registration by calling back into STARS or logging into WebReg. Have your credit card ready to enter your account number and month/year of expiration date. *(If you encounter problems paying with your credit card, please bring your credit card to the Student Fees Office in the lobby of the Administration Building.)*

OR

Mail the following items within **seven working days** to the college:

- A check, money order or cashier's check made payable to **Glendale Community College**.
- A self-addressed stamped envelope.

Mail everything to:

STARS
Glendale College/Student Fees Office
1500 N. Verdugo Road
Glendale, CA 91208

DO NOT HANG UP
 until you hear the words
**"your registration is
 now complete"**

and the **sound of the bell** 

CALLING BACK INTO STARS

- Call **STARS** (818) 545-7777
- Push Option 1—to register, add or drop classes
- Push Option 2—to confirm your schedule and fees
- Push Option 3—to pay by VISA or MasterCard

DEADLINE TO PAY FEES

Fees must be paid **within seven (7) working days** from the date of registration or student **MAY** be disenrolled from fall courses.

Students **WILL NOT** be disenrolled for nonpayment of fees if they:

- Receive a BOG.
- Have signed up for the payment plan through **FACTS** for fall
- Register for fall semester on **Aug. 18, 2008 or thereafter.**

Incorrect Fees and Fee Waivers—If you believe that an error was made in your fee calculation, you will need to go to the Student Fees Office located in the lobby of the Administration Building. If you wish to waive the Student Services Fee due to financial hardship, go to the Student Business Services Office located in the Bookstore. If your fees are waived you relinquish all privileges and your rights to use all services funded by the Student Services Fee. The health fee may be waived by students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization. (Waivers for the current semester/session will not be granted after the final deadline to withdraw from classes and be eligible for a refund as published in this class schedule.)

Financial Aid Students—STARS will let you know if you have been awarded a BOG. If you are awarded a BOG, the enrollment fee is waived, but you **must** pay all other fees.

FEES

Enrollment Fee	\$20 per unit*
Health Services Fee (<i>summer or winter</i>)	\$12
Health Services Fee (<i>fall or spring</i>).....	\$16
Student Services Fee	\$12.50
Picture I.D. Card Fee	\$10 per card
Nonresident Tuition (<i>fall or spring</i>)	\$181 per unit
Parking Fee (<i>summer or winter</i>)	\$30 per vehicle
Parking Fee (<i>fall or spring</i>)	\$60

**Fees are subject to change.*

WAITING LISTS

Many classes have a wait list. Students who elect to be on the wait list at the time of registration will be required to pay all fees for the course. If a registered student drops the course, the first wait list student will be automatically moved into the course. It is the student's responsibility to verify enrollment status on the first day of class from the instructor. **It is the student's responsibility to drop a class without a "W" to be eligible for a refund or not be held responsible for payment of fees.**

Please confirm your registration. If you did not follow instructions, you will not be enrolled in a course(s), or you will receive a letter grade rather than a "W" notation. **It is your responsibility to make sure you have completed all transactions on STARS and WebReg correctly.**