

# STARS and WebReg Information and Worksheet

First summer session June 16 - July 18  
 Second summer session July 21 - August 22

<b>Summer 2008 Registration Dates</b>	
Priority .....	May 12-16, 2008
Both sessions—Open .....	May 19-June 13, 2008
Second session—Open.....	June 16-July 18, 2008
<b>Hours</b>	
<b>Weekdays and Weekends</b>	
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 AND/OR WebReg PRIORITY REGISTRATION...**

- if you applied for admission by April 18, 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.

**STARS AND WebReg WILL:**

- automatically move you from a waiting list into the class if someone drops.
- automatically check your prerequisite file if you satisfactorily completed or are currently enrolled in the prerequisite at GCC.
- 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.*

**STARS AND WebReg CANNOT:**

- enroll you in more than 7 units per session.
- 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.

<b>HELP</b>
<i>Questions before registering?</i> Call 818-240-1000, ext. 5910.
<i>Problems during or after registration?</i> Call the Helpline at 818-240-1000, ext. 4111 8 a.m.-1 p.m. Mon.-Fri.
<b>USE A STUDENT KIOSK</b> to get a printout of your new schedule after you have registered, added or dropped a class

**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:

- June 13.....9 a.m. to 3 p.m.(both sessions)
- July 18.....9 a.m. to 3 p.m. (second session)

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

# 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:**



<b>REQUEST CODES</b>	
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 summer is \$30.
- 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:	\$ _____
<b>Grand total:</b>	<b>\$ _____</b>

## 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. 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 days** to the college:

- A check, money order or cashiers 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 date of registration or student **MAY** be disenrolled from summer courses.

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

- Receive a BOG
- Have applied for a deferment of payment through the Student Fees Office
- Register for summer session on **June 3, 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 and health fee are 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> ).....	\$15
Student Services Fee .....	\$12.50
Picture I.D. Card Fee .....	\$10 per card
Nonresident Tuition .....	\$165 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.**