IMPERIAL VALLEY COLLEGE
Summer Schedule 2014 - Instructions

REGISTER OR ADD CLASSES

Registration for full-term classes must be completed NO LATER THAN Wednesday, June 18 for Summer 2014 and Saturday, August 30 for Fall 2014. Do not wait until deadline dates to register, add or drop classes. If you have any problems, you will need time to resolve them. Staff members are available only during working hours. If you wait until the last minute to attempt to add or drop, you may not be able to get the help you need.

If you need assistance, visit the Admissions and Records Office in the Administration Building, Building 10 or call (760) 355-6101.

After following the instructions in the earlier section entitled *Signing On To WebSTAR*:

1. Click on *Student Services* menu.
2. Click on *Registration*.
3. Click on *Add/Drop Classes*.
4. If registration activities are on-going for more than one term, you will need to *Select a Term*. If only one term is possible, that term will be displayed automatically.
5. Click on *Submit*.
   If you have not been enrolled past the first two weeks of classes for two or more semesters, you will receive an error message to inform you that you must apply for readmission before you may register. In that case, you must exit the program and return to the IVC homepage. Then, click on *Apply Now*. You will not be able to register immediately. After your online application is received and processed, you will receive an e-mail informing you if you have been readmitted or additional information is needed. Applications are uploaded every hour so check your email for messages. Contact the Admissions and Records Office if you have questions or concerns.
6. Scroll to the bottom of the screen.
7. *Add Classes Worksheet*: This is a handy form to use so you may register for more than one course at a time. If you have already reviewed the printed Class Schedule and know the Course Reference Number (CRN) of the course(s) for which you want to register, input each of them on the worksheet. Then click on *Submit Changes.*
8. If you do not know the CRNs, click on *Class Search.*

   Class Search: You may search for classes in the Schedule by using any of the criteria offered. If you know the subject and class number such as BUS 126, under *Subject*, scroll to Business Administration. By *Course Number*, input 126. At the bottom of the page, click on *Class Search*.
9. All sections of BUS 126 will be displayed. Select the section you want by clicking in the box before the class.
10. Click on *Add to Worksheet*. This will return you to the screen showing your *Add Classes Worksheet*. Scroll to the bottom of the screen to see the CRN in your worksheet.
11. Repeat this process to select all classes for which you wish to register.
12. When done, click on *Submit Changes.*
13. This takes you back to the *Add/Drop Classes* screen. Scroll to the bottom. If you have received any registration errors, they will be displayed below the courses for which you were successful in registering. See *Most Common Error Messages* below.

14. **<u>ALWAYS</u> verify you completed the process correctly after finishing your transactions by reviewing and printing your schedule. See the later section on *Review and/or Print Your Schedule.***

15. Review your fees. See later section on *Review Fees.*

<u>Most Common Error Messages</u>:

DUPL EQUIV WITH SEC-....: You are attempting to register for more than one section of the same course, or for two cross-listed courses such as AG 110 and ENVS 110.

MAXIMUM HOURS EXCEEDED: You are attempting to register for more than the number of maximum units allowed: 19 for Fall or Spring Semester, 9 for Summer term.

PREQ and TEST SCORE ERROR: You are attempting to register for a course for which you have not met the prerequisite through course work completed at IVC, or accepted in transfer from another college or university (to be evaluated, transcripts must be on file in the Admissions and Records Office). Prerequisite requirements are listed under each course in the Class Schedule and catalog. You may not register for a course for which you do not meet the requirement. Grades of C or higher are required for meeting prerequisites unless otherwise noted.

REPEAT COUNT EXCEEDS...: See later section in this Class Schedule on *Repeating Courses*.

TIME CONFLICT WITH...: You are attempting to register for two classes that have an overlap of time or when one ends at the same time as another begins. Registration for both classes is not possible. No exceptions will be made.