

Filled Classes

When classes are filled, a "C" will appear in place of the selection box in front of the class under the *Class Search* function of WebSTAR. If you attempt to register for a course and the maximum number of seats are already taken, you will receive a message telling you the class is filled. We suggest the following:

1. Go for the sure thing and try to find another class section of the course that still has seats available. Under the "Class Search" function, input the "Subject" and "Course Number" (for example, Art 160). Click on "Class Search" at the bottom of the page and all class sections of the course offered will be displayed. Note the following headings:
Cap – the total capacity of the class; number of total seats possible
Act – number of students actively registered at this time
Rem – number of seats remaining
 Select a class section with seats remaining. If no section with seats remaining is available and classes have not yet started, continue to check online to see if seats have opened up because students have dropped.
2. Students who attempt to register in a class that is closed may now select the option to have his/her name placed on a Wait List.
3. As a last resort, attend the first class meeting to attempt to receive the instructor's permission to enroll. If successful, you will be issued an add authorization code by the instructor. Go online immediately and use that code to register.

Wait List Procedures

Students who attempt to register in a class that is closed may select the option to have his/her name placed on a Wait List. **Students cannot be added to a wait list IF:** (1) it is prior to a student's registration appointment; or (2) the student is already enrolled, or on a wait list for another section of the same class; or (3) the wait list is full; or (4) the class has started.

Students are added to the wait list for a class on a first-come, first-served basis. As seats become available, students are given the option via their IVC email to add the class in which they are wait-listed.

INSTRUCTIONS:

1. See the earlier sections on *Signing On To WebSTAR and Register*.
2. To determine if there are Wait List slots available for a class go to *Look Up Classes to Add*. Select the term and click Submit, Select the Subject and enter the course number (example: select English and 110 for course number). Look at the Wait List numbers under the WL columns. Scroll down and click register.
3. Input the CRN of the class you wish to Wait List.
4. Click on *Submit Changes*.
5. Click on the *Action Box* and select Wait Listed. (Note under Status it will list how many students are on the Wait List.)
6. Click on *Submit Changes*.
7. You will receive an email through your IVC email address if you clear a Wait List and are able to register for the class. Check your emails daily as you will only have 24 hours to register for the class once you clear the Wait List.
8. To drop a Wait Listed class go to the *Add/Drop Classes* section. Click on the *Action Box* and select *Drop No "W" with a refund*.
9. Click on *Submit Changes*.

Students will not be added to a class IF: (1) the class will cause a time conflict with another class on the student schedule; or (2) the class will cause the student to go over the maximum number of units allowed; or (3) another section of the same course is already on the student schedule; or (4) the student has a HOLD which prohibits registration. The student will be billed immediately once the student has been successfully moved from the wait list into the class and an email notice will be sent to the IVC student email address. Students are responsible for all fees generated from added classes.

The Wait List is only active up to the first day of the semester, after this point an Add Authorization Code from the instructor is required.

Add Authorization Codes

An Add Authorization code is required to register beginning on the first day a class meets whether it is filled or open. Codes may not be input (used) until the first day the class meets.

Add authorization codes are four-digit numerical codes available only from the instructor of the individual class section. Each code may be used by one student only to register for that specific class. Students should attend the first class meeting to request a code. If one is granted, **the student to whom it is assigned must input it in WebSTAR to register. Use of Add Authorization code by any other student will be grounds for disciplinary action.** Use the code as soon as you obtain it; do not wait until the last day to register. If you encounter a problem, you may not be able to resolve it before the deadline. **ABSOLUTE DEADLINE FOR FULL-TERM CLASSES: Wednesday, June 20th for Summer Intersession.**

INSTRUCTIONS:

1. See the earlier sections on *Signing On To WebSTAR and Register or Add Classes* for step-by-step instructions for using WebSTAR.
2. Input the CRN of the class for which you wish to register or add to your schedule. If this is a class you have Wait Listed click on the Action Box and select *Registered via Web*.
3. Click on *Submit Changes*.
4. You will then receive a message that the course status is **INCOMPLETE** with a box in which you must input the Add Auth Code. Type it in the box provided.
5. **Click on Validate.** The code will be checked to make sure it is assigned to the class CRN. If okay, *APPROVED* or *VALIDATED* will appear in the space under "Status." **YOUR REGISTRATION IS NOT COMPLETE.**
6. **Click on Submit Changes. If no other errors appear, "Registered via Web" will appear under "Status."**
7. **Verify you completed the process correctly by reviewing your schedule. See the later section on Review and/or Print Your Schedule.**
8. Review your fees. See later section on *Review Fees*.