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.*

DROPPING CLASSES

Maintain control of your own records. As soon as you know you will not be attending a class, DROP IT by using WebSTAR. **You will receive grades of F for courses you are no longer attending and have not dropped and those grades will remain on your transcript <u>forever.</u>**

Give your fellow students a break. Others may be trying to register for a class you know you will not be attending; drop it so they may be able to take it.

DO NOT RELY ON ANYONE ELSE; PROTECT YOUR RECORDS. Instructors MAY drop for nonattendance, but many do not. You are responsible for all classes for which you register. Do not assume you will be dropped for nonattendance. The failing grades you receive will not be changed because you quit attending. **The following deadlines are for full-term classes. Short-term classes have unique deadlines – contact the Admissions and Records Office.**

Deadline to drop without owing fees and/or be eligible for a refund	**Saturday, August 31**
Deadline to drop course without it appearing on your transcript (without W)	**Monday, September 2**
Deadline to drop full-term course	**Saturday, November 9**

CAUTION: <u>Do Not Wait</u> until these deadlines to drop. Some fall on days when the College is closed. If you have problems, no one will be available to assist and exceptions will not be made because you did not drop on time.

WebSTAR Instructions:

1. Follow the instructions for "Register or Add Classes" until you reach the *Add/Drop Classes* screen.

2. Click on the arrow in the *Action* box of the class you wish to drop. The drop status possible for the course at the time you are attempting to drop will be displayed. Click on that status.

3. Click on *Submit Changes*.

4. Verify you completed the process correctly by reviewing your schedule. See the later section on *Review and/or Print Your Schedule.*

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

CHANGE GRADING OPTIONS

If you have registered for a course which allows you to select either the standard letter grading option P/NP, on your current schedule in WebSTAR on the *Add/Drop Classes* screen "Standard Letter" will be underlined in the Grade Mode column. If you wish to change to P/NP grading, click on the underlined word. You will be taken to the *Change Class Options* screen. A drop-down box will appear in the Grade Mode box under the course. Click on the arrow in the drop-down box and select Pass/No Pass. You may also get to this screen by selecting *Student Services & Financial Aid, Registration, Change Class Options*. **(Continued on next page.)**