

STAR WORKSHEET

- To provide optimum access to all students, registration is restricted to specific classifications that allow access to the registration system only on specifically assigned dates. Check the GET website for a complete listing of your assigned appointments (<https://get.calstatela.edu>).
- Please see “Fees” on page 20 for instructions.
- To register for restricted or closed classes, you must obtain “permission” from that department/division before attempting to register. If you receive permission, a code required by the registration system will allow you to register. Use STAR or GET to register for the class(es).

REMINDER: PIN registration notices are no longer mailed to students. You must access the GET website to determine your assigned registration dates.

The following information will assist you in navigating the STAR system:

1. Call **STAR** at (323) 223-2570 to begin.
 - Following the greeting, you will be asked to either press 1 to hear general registration information or press 2 for grade information.
2. Press **3** to hear **Registration Functions**
3. Enter your **Campus Identification Number (CIN)** _ _ _ _ _
4. Enter your **Personal Identification Number (PIN)** _ _ _ _ _
5. Press **2** to **ADD** a course followed by the 5-digit course class number:

<u>5-digit</u> <u>class number</u> <i>(eg) 12475</i>	<u>course</u> <u>abbrev.</u> <i>HIST</i>	<u>course</u> <u>number</u> <i>202B</i>	<u>section</u> <u>number</u> <i>01</i>	<u>days</u> <i>MW</i>	<u>time</u> <i>12:40pm-2:20pm</i>
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Following each course you will be asked to confirm the entry by pressing the number 1. After confirming the entry you will be asked to indicate by pressing 1 that you must also register for a “related class,” this is referring to a required lab, activity, or recitation that must be taken along with the lecture course you have selected. If there is no “related class” attached to the lecture course, you may press any number other than 1 to bypass this part of the registration process.

6. Press **3** to **DROP** a course followed by the 5-digit course class number.
7. Press **5** to **LIST** your enrolled classes, including meeting days, times and locations.
8. Press ***1** to return to the main menu.
9. Press ***8** to repeat the last prompt.