

Using STARS

REGISTERING FOR CLASSES IN STARS

1. Go to the Rhodes State Webpage and click on “**Choose Quick Link**”. Then, click on “**STARS Online**”.
2. Click on “**Click Here to Proceed to STARS Online!**” Then, click on “**Enter Secure Area**”.



STARS Online

IMPORTANT MESSAGE

Important Registration & Payment Dates and Oth

- Summer/Fall Quarter 2011 on-time registration Students begins Monday, April 25, 2011
- Summer/Fall Quarter 2011 on-time registration 2, 2011
- Summer Quarter 2011 fees are due by 5:00pm canceled. Students whose registration is canceled Registration Fee.
- Summer Quarter 2011 classes begin June 20, 2011
- Refer to Important Advising, Registration and Payment dates. [Important Spring 2011 Registration Date](#)
- Refer to Important Financial Aid and Business Office mailing dates. [Important Spring 2011 Financial Aid](#)

REMINDER: If you are planning to graduate at the end of the semester your graduation petition is due by April 15, 2010. If you are planning to continue your education your graduation petition is due by July 15, 2010.

[Click Here to Proceed to STARS Online!](#)

3. You will now need to enter your User ID and pin. Your STARS Username is your last name, period, first initial and middle initial, example: **smith.jw**
Pin is your birthday (MMDDYY). Then, click on “**Login**”.

RHODES STATE COLLEGE STARS

User Login

Please enter your user Identification Number (ID) and your Password. Please Exit and close your browser to protect your privacy.

Please note that 3 unsuccessful login attempts will disable your account. Please contact the Registrar's Office in the Registrar Service building or call 419-995-8311 to enable your Password.

We strongly recommend that you change your Password

User ID:

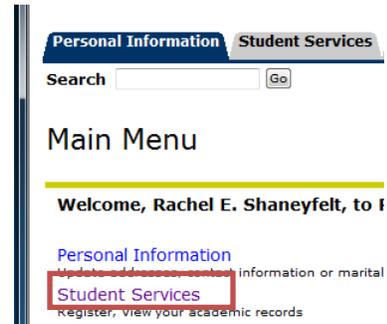
Password/PIN:

Login Forgot Password/PIN?

4. **If Login Verification Change PIN comes up:**

- Re-enter your Old PIN (pin that you entered from above).
- Enter in a New PIN (must be 6 characters; it can be numbers or letters, but is case sensitive).
- Re-enter your New Pin.
- Click on Login.

5. Click on “**Student Services**”, then “**Registration**”, and then “**Continue**”.



6. Click on “**Add/Drop Courses**”, then you will need to verify your address and phone number, then click on “**Proceed to Registration**”.

Registration

- [Select Term](#)
- [Add/Drop Classes](#)
- [Look-up Classes to Add](#)
- [Change Class Options](#)
- [Student Schedule by Day & Time](#)
- [Concise Student Schedule](#)
- [Student Detail Schedule](#)

7. Select the term you are registering for and click “**Submit**”.

A screenshot of a web form titled "Select Term". It features a dropdown menu with the text "Select a Term:" followed by a list of options: "Summer Quarter 2011", "Fall Quarter 2011", and "Summer Quarter 2011". The "Fall Quarter 2011" option is selected and highlighted with a blue background. Below the dropdown menu is a "Submit" button. The entire form is enclosed in a red border.

8. If you know the 5-digit Course Reference Numbers (CRN), scroll to the bottom of the screen and enter these numbers in the boxes located in the “**Add Classes Worksheet**” section. You may enter all CRNs at once or individually before submitting. Click on “**Submit Changes**”.

A screenshot of a web form titled "Add Classes Worksheet". At the top, there is a note: "Be sure to verify your schedule after submitting your". Below this, there is a section labeled "CRNs" with four empty input boxes for entering CRNs. At the bottom of the form, there are three buttons: "Submit Changes", "Class Search", and "Reset". The entire form is enclosed in a red border.

9. If you **do not** know the 5-digit CRNs, click on “**Class Search**” and search for a class.

- Select the subject you want by scrolling down through the alphabetical list and click on the desired subject.
- All the other fields are optional. Fill in as many as you can to narrow your search.
- Click on “**Class Search**”.

Subject: ACC-Accounting
ATS-Associate Tech Studies
BHS-Basic Health Sciences

Course Number:

Title:

Credit Range: hours to hours

Part of Term: Non-date based courses only

Instructor: All
Tucci, John B.

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

- Choose your course by clicking in the box to the left of each course listed. Click on **“Add to Worksheet”**.

Sections Found
Basic Health Sciences

Select	CRN	Subj	Crse	Sec	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	20427	BHS	139	01	3.000	Medical Terminology	T	05:00 pm-07:50 pm	40	9	31	TBA	09/21-12/09	TBA
<input type="checkbox"/>	20428	BHS	139	02	3.000	Medical Terminology	F	02:00 pm-04:50 pm	40	10	30	TBA	09/21-12/09	TBA
<input type="checkbox"/>	20429	BHS	139	03	3.000	Medical Terminology	F	10:00 am-12:50 pm	40	11	29	TBA	09/21-12/09	TBA
<input type="checkbox"/>	20641	BHS	139	04	3.000	Medical Terminology	S	08:00 am-10:50 am	40	5	35	TBA	09/21-12/09	TBA
<input type="checkbox"/>	20430	BHS	139	90	3.000	Medical Terminology	TBA		40	20	20	TBA	09/21-12/09	TBA
<input type="checkbox"/>	20742	BHS	139	901	3.000	Medical Terminology	TBA		40	0	40	TBA	09/21-12/09	TBA

- If done selecting courses click on **“Submit Changes”**, if not click on **“Class Search”** and add other courses to your worksheet. When all done click on **“Submit Changes”**.

10. DROPPING A COURSE:

- In the **CURRENT SCHEDULE** section, click on the down arrow in the action column next to the desired course and select **“Drop Course - Web”**. Click on **“Submit Changes”** at the bottom of the screen.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered on Web on May 23, 2011	Registered Registered Drop Course - Web	20428	BHS	139	02	Rhodes State Student - Quarter	3.000	Normal Grading Mode	Medical Terminology

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 21.000
Date: May 23, 2011 10:29 am

Add Classes Worksheet

CRNs

11. PRINTING A SCHEDULE:

- Click on “**Concise Student Schedule**” at bottom of the screen. To print the schedule, click on the **Printer Icon** at the top right hand corner.

[[Select A Different Term](#) | [Change Course Option](#) | [Concise Student Schedule](#) | [Student Schedule by Day & Time](#) | [View Fee Assessment](#) | [Make Payment](#)
| [View Holds](#)]

12. PRINTING A BILL:

- Click on “**View Fee Assessment**” at the bottom of the screen.

[[Select A Different Term](#) | [Student Detail Schedule](#) | [Student Schedule by Day & Time](#) | [View Fee Assessment](#)]
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13. CLICK EXIT WHEN DONE WITH YOUR STARS ONLINE SESSION



RHODES
STATE COLLEGE

STARS Online

Personal Information | Student Services | Faculty Services | Advising Suite

Search

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