



WebStar Registration Instructions and Worksheet



Welcome to WebStar Online Registration!

BEFORE YOU REGISTER

- Ensure that you are registering on or after your assigned appointment time.
- Clear any outstanding fees or holds.
- Get counselor clearance for any Math, English or Reading classes.
- Access **WebStar** and view "Personal Information" on the Main Menu. You may update your email address through **WebStar**, however to correct your name, address and phone number you must submit the change at the Admissions and Records Office. Picture ID is required.
- **NOTE:** Registration is subject to established deadlines for adding, dropping, payment and refund of fees.

STEP 1 Go to www.fullcoll.edu and click on



STEP 2 Click on the WebStar Logo in the center of the blue circle:



STEP 3 LOGGING IN

- Enter your **Student Identification Number** as printed on your Schedule/Bill receipt or Student ID Card.
(Type the "@" sign when entering your Student ID Number)

OR

Enter your social security number with no hyphens or spaces.

- Enter your **6-digit PIN** (Personal Identification Number). Your default **PIN** is your six-digit date of birth (mmddy) unless you have changed it.

- **CHANGE PIN:** If you used your date of birth to log in, **WebStar** will require that you change your PIN.
- **SECURITY QUESTION/ANSWER:** **WebStar** may also ask you to enter a security question and answer for use in the event you forget your PIN.
- **PIN DISABLED:** Click **PIN Reset** located at the bottom of the **User Login Page**.

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STEP 4 REGISTERING FOR CLASSES

SELECTING THE TERM:

- From the **main menu**, click on “**Register for Classes**”.
- Select the “**Cypress College/Fullerton College**” option for the current term, then click “**Submit**”.

ADDING/DROPPING CLASSES:

A	<ul style="list-style-type: none"> • Enter the 5-digit CRN (Course Reference Number) from the worksheet below for each class you wish to add, and click “ Confirm Your Choices”. OR • Click the “Class Search” Button and enter desired class criteria (subject, hours, days, instructor, etc.), then click “Class Search”. • Place a checkmark in the box to the left of any classes you wish to add and click either “Add to Worksheet” or “Add Class”.
B	<p>If Add Authorization Code required, enter the 4-digit code issued by your instructor in the field provided and click “Admit Me”. After you receive the “Authorization Accepted!” message, click “Submit Changes”.</p>
C	<p>After you have Added/Dropped all your classes and are satisfied with your class schedule as shown on the registration page, click “ Complete Registration”.</p>

IDEAL CLASS SELECTIONS

CRN (Course Reference No.)					Subject	Course No.	Units	Days	Times
1	9	4	8	9	POSC	100 F	3	MW	9:00 am – 10:20 am

ALTERNATE CLASS SELECTIONS

CRN (Course Reference No.)					Subject	Course No.	Units	Days	Times

STEP 5 OPTIONAL FEES

- **Select Campus:** Choose the campus for which you have enrolled in the most units (Fullerton or Cypress) and click “**Submit**”.
- **Select Optional Fees:** Select the optional fees you wish to purchase and click “**Submit**”. If you do not wish to purchase any optional fees, leave all fees unselected and click “**Submit**”.
- **Confirm Optional Fees:** Verify your selections and click “**Confirm Purchase**”. You now advance to your “**Account Summary**”.

STEP 6 FEE PAYMENT

The amount shown next to your “Account Balance” is due and payable immediately. If payment is not submitted, you **MAY BE DROPPED** from your classes. Select “Financial Aid Payments”, “Credit Card Payments” or “Check or Money Order Payments” and follow the prompts. **NOTE:** If paying by credit card, you must designate the term you registered for.

- ❖ A **Schedule/Bill receipt** showing classes, fees and payments will be mailed if registration and payment are completed prior to the start of the term.
- ❖ You may use **WebStar** throughout the term to check or review your schedule and account balance.
- ❖ **If you decide not to attend classes** for which you have registered, it is your responsibility to officially drop within published deadlines.
- ❖ **If fees have not been paid, students who drop classes after the refund deadline** will incur a financial obligation to the college and an administrative hold will be placed on their student record until fees are paid.