

# Enrolling in Classes

## Signing on to WEBSTAR

WebSTAR is IVC's Self-Service tool for Adding/Dropping Courses, viewing your Course Schedule, Viewing Your Unofficial Transcripts and more!

## Login Instructions

1. Go to the IVC Homepage, under the For Students dropdown menu **WebSTAR** is listed as the first link.
2. For User ID, input your social security number or student ID (9 digits, begins with G00) and Pin.
3. If you have not used WebSTAR before, you must use your birthdate as your first PIN. A new PIN, will be required at this time. It must contain a minimum of 8 characters in length, lowercase, uppercase letters, numbers and symbols.

## Priority Registration Assignments

Priority registration assignments are posted in WebSTAR and the Student Portal approximately two weeks prior to the registration period. Assignments are based on what population group along with the total degree applicable units you have earned at Imperial Valley College.

Here are some of the groups that may qualify for priority registration:  
DSP&S, EOPS, ASG, CALWORKS, Veterans, Athletes, ASPIRE, Foster/Homeless Youth, Ambassadors, IVUP, SSS and first time students may be eligible for priority registration if they have completed the following: orientation, assessment and a student educational plan (SEP).

## Register or Add Classes

Registration is via the internet using WebSTAR for all eligible students. WebSTAR and the Student Portal will show the date and time that each student may start to register for the next semester.

## Course Scheduling Tool

With the course scheduling tool students can easily input preferred courses, block off break times, and instantly generate all optimized schedules that maximize credit hours while balancing learning with life. **Check out this video to learn more!**



## Waitlist 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 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.

## Add/Auth Codes

Add Authorization codes are required to register after the first day the class meets. Add authorization codes are four-digit numerical codes available only from the instructor. Each code may be used by one student only to register for that specific class.

## Dropping Classes

Students may drop classes through WebSTAR as long as they are within the deadline dates pertaining to the class. Instructors may also drop students but are not required to do so.

