

Enrolling In Classes

Signing On To WebSTAR

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



User ID: G00123456

PIN:

Login

Forgot PIN?

Login Instructions:

1. Go to the IVC Homepage (www.imperial.edu), under the For Students dropdown menu WebSTAR is listed as the first link.
2. Click on the **Home** tab at the top of the page and then select **Direct WebSTAR Link**.
3. For **User ID**, input your social security number or student ID (9 digits, begins with G00).
4. Enter your PIN.
5. Click on **LOGIN**.
6. If you have not used WebSTAR before, you must use your birthdate as your first PIN. You will then be required to change it to another number. Re-enter your current PIN, which is your six-digit birthdate. Then, input a new PIN, which should contain the following: minimum of 8 characters in length, lowercase, uppercase letters, numbers and symbols. Do not tell anyone else what your PIN is.
7. Enter a security question. If you forget your PIN in the future, this question and if you know the answer, your PIN may be released to you. Keep it short and a question that not just anyone will know the answer to. Some examples: Dog's name? Nephew's name? Mother's maiden name? Favorite car?
8. Input the answer.
9. Click on **Submit**.
10. If you agree to the terms of usage, click on **Continue**.

Plan Your Schedule Of Classes

Pay close attention to when and where the classes meet.

When selecting classes using WebSTAR, use the following key for class meeting days:

M = Monday **T** = Tuesday **W** = Wednesday **R** = Thursday
F = Friday **S** = Saturday **U** = Sunday

Examples : **MTWR** = class meets on Monday, Tuesday, Wednesday and Thursday

MW = class meets on Monday and Wednesday

TR = class meets on Tuesday and Thursday

Some classes are offered off campus. The six to eight-digit building and room number follow the name of the instructor in the printed Class Schedule. The first three to four digits are the building and the last three to four are the room number. For example, 200-203 is Building #200, room 203. Refer to the **Location Legend** for off-campus designations. Most off campus locations will have alphabetical abbreviations before the room number. For instance, SHS-C-10 is Southwest High School, room C-10.

Not all classes are offered for the full semester. In the Class Schedule, all start and end dates are indicated for each course.

Each short-term class has an individual set of deadline dates to add, drop, be eligible for a refund, etc. Check with the Admissions and Records Office or your instructor for deadline dates.

By California State law, **you will not be allowed to register for courses that have any overlap of time, or for two classes with the ending time of one being the starting time of the other.** Exceptions will not be made. Plan your schedule so you have enough time between classes to get to the next one. If it meets on a different campus, you will need to allow travel time. Leaving class early or arriving late is not acceptable.

The **maximum number of units for which students may register** is 19 in the primary terms (Fall and Spring) and 9 in Summer or Winter sessions.

Once students have completed a proficiency in a subject area with a C or higher grade, they may not take a lower proficiency level in that subject area. For example: A student may not enroll in English 009 after having successfully completed English 110. (This does not apply to vocational refresher courses.)

Prerequisites are requirements that must be met before courses may be taken. **Co-requisites** require that two courses be taken in the same semester. **Recommended preparation** is strongly recommended by the faculty for the student to have a good chance of successfully completing the course. All such requirements are listed under the course title in this Class Schedule and the Catalog. **Prerequisite requirements** must be completed with a C grade or higher.

Course Reference Numbers (CRN) are required for each course for which you wish to register. If using the printed Class Schedule, the five-digit number is listed before the time each class section meets.

