

Using Telephone Registration

This telephone registration system for academic students is designed for touch-tone telephones. The term calendars tell you the earliest time you can register. All semester credit courses have a five-digit number in front of them. This is the Star Reference Number.

After each message on the system, you will generally have 15 seconds to respond. If no information is entered, the message will be repeated and you will be given another 15 seconds. After the third request, if no information is entered, the system will automatically terminate your call.

Each time you add or delete a course, the system will hold the transaction on a temporary basis. In order for the transaction to become permanent, you must press [5] after you complete all your requests. **If you hang up before you press [5], the changes will not be made to your schedule.**

A worksheet is provided on the next page. Please complete this worksheet so that when you access the system, you will have all necessary information already at hand. Keep in mind that it is very important to have alternate course choices for your courses since some may have been already cancelled or filled.

System Access

To use the Star Telephone Registration system:

- Dial 982-5800 or 1-888-882-4026 and listen for the instructions
- Next, you will enter your seven-digit school identification number. If you do not have a school identification number, contact the Office of the Registrar at Tandy Hall #105, or call (956) 882-8254.
- For security purposes, you will be required to enter your own four-digit Personal Identification Number (PIN). You will be required to enter your PIN whenever accessing the system.

You may now proceed with Telephone Registration. However, if there is a hold on your file (such as admissions documents, debts to the university, etc.) you will be instructed to contact the appropriate department.

You may also encounter blocks that prevent you from registering. See Registration Block section concerning blocks and holds.

Disenrollment

Students receiving financial assistance and whose award covers 100 percent of their tuition and fees will have their award applied to their registration. These students will be considered enrolled and if they will not be attending classes must officially disenroll by submitting a complete withdrawal to the Office of the Registrar at Tandy Hall #105.

Registration Voids

If a student account has a balance of \$75 or more resulting from the original registration, the student's registration will be voided.

Add/Drop Balances

Students who add classes and do not pay by the add/drop payment deadline will **NOT** be dropped from their classes. Students will be officially enrolled in the classes and will receive a grade. It is the student's

responsibility and obligation to pay for the tuition and fees resulting from added classes.

Menu Description

Once you are instructed to proceed with registration you will have five action codes to choose from. These codes are:

- To sign up for classes, you must add them. To add a course, you press [1] and then you enter the five-digit course reference number. Repeat this sequence for each course added.
- To delete a course from your schedule, you must drop the course. To drop a course, press [2] and enter the five-digit course reference number. Repeat this sequence for each course dropped.
- If you would like to review a listing of all the courses on your schedule, press [3].
- To cancel any changes to your schedule during this telephone call, press [4].
- To conclude registration and get a tuition total press [5]. All special course fees will automatically be included in the total.

If you drive a vehicle and wish to park on campus, you will need to purchase a parking permit. Permits cost \$20.00 per semester or \$10 per summer session. You may purchase your parking permit at the Business Office and pick up the permit at Campus Police located in Cavalry Hall.

Registration Blocks

Block Type	Contact	Phone	Location
Suspension	Academic Advising	882-7362	Tandy 214
Graduate Status	Graduate Studies	882-6552	Champion
Admissions	Admissions	882-8295	Tandy 115
Placement Test	Advising Center	882-7362	Tandy 214
Foreign Student	Counseling Center	882-7092	Tandy 205
Student Petition	Department Office	Specific classes listed	
Graduate Overload	Graduate Studies	882-6552	Champion
Financial Holds/Bars	Business Office	882-8202	Tandy 107
Library Fines	Library	882-8221	Library
Undergrad. Overload	Dean of School or College:	See appropriate Dean	

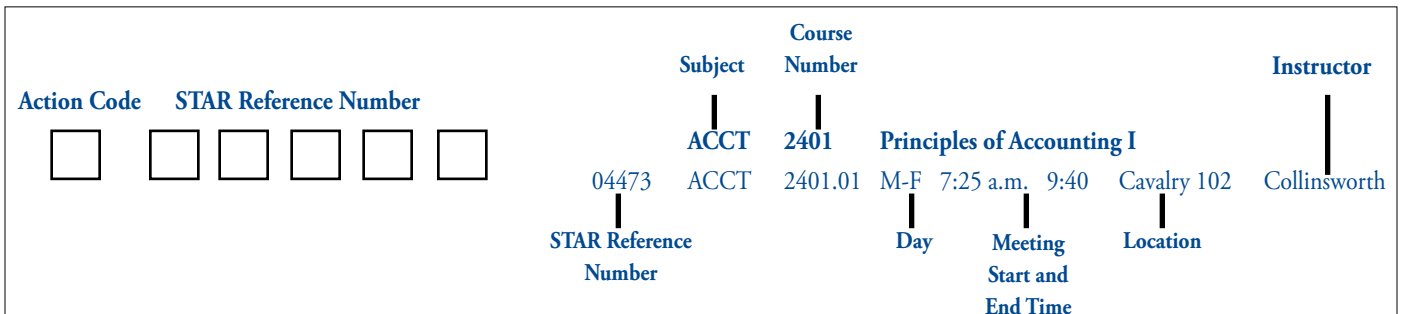
Examples of outstanding financial holds and bars balances that will prevent a student from registering for a semester:

- Balance on Installment Plan
- Balance on Student Account
- Parking Citation
- Balance on Emergency Loan
- Balance on Financial Aid Repayment
- Library Fines

For all other registration block questions, contact the Academic Advising Center at Tandy Hall #214, or call 882-7362.

Read Instructions on Following Page Carefully Before Calling

1. Call 982-5800 (if long distance, dial 1-888-882-4026)
2. Enter your seven-digit school identification number.
3. For security purposes you will be required to enter your own four-digit Personal Identification Number (PIN).
4. Listen to the menu options and select the semester you want to register for.
5. Registration Menu: Enter you one-digit Action Code
 - 1 = To add a course
 - 2 = To drop a course
 - 3 = To review a current schedule
 - 4 = To undo any changes just made to your schedule for the session you are registering for
 - 5 = To get tuition and fees total and conclude the session you are registering for



Academic Course Schedule Planner

Action Code	STAR Reference Number	Course Name and Number	Day	Time	Room
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□	□ □ □ □ □				
□	□ □ □ □ □				
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6. Enter the five-digit STAR reference number for each course.
7. Enter a five to properly exit this registration. You must exit registration properly or your registration will not be accepted. You will receive a tuition and fee total. If you need a parking permit, you will be assessed an additional \$20 fee when you make your payment at the Business Office.

It is important that you are aware of your scholastic standing at the end of each term. If you are placed on suspension, please visit the Academic Advising Center at Tandy Hall #214 for more information.