

Student STAR Instructions

A student can make an appointment with a specialist in the Office of the Registrar by logging into their BC WebCentral account and going to E-Services> Schedule an Appointment

The screenshot shows the Brooklyn College WebCentral portal. The main content area features a section titled "BC Feedback - What's Next" with text about the submission of BC Feedback reports for Spring 2016. A dropdown menu is open under the "E-SERVICES" tab, with "SCHEDULE AN APPOINTMENT" highlighted. Other menu items include "UNDERGRADUATE STUDENT TRANSACTIONS", "MY CAMPUS APPOINTMENTS", "BC PARKING PERMITS", "HOUSING SEARCH", "ADVERTISE AN EVENT", "EQUIPMENT RESERVATION SYSTEM", "REGISTER AND PAY TUITION", and "ORDER AN OFFICIAL TRANSCRIPT".

To make an appointment with someone in the Registrar's office you would choose "Registrar Specialist (STAR)"

The screenshot shows the "Schedule an Appointment" section of the Brooklyn College WebCentral portal. The page title is "Schedule an Appointment" and it includes the text: "Save time by scheduling your appointment online for the following services:". Below this, a list of services is provided:

- > Academic Advisement (CAAT) general academic questions, CORE, pre-health, adult/returning students, course and standing appeals, petitions
- > Department Advisement Tool E-signup (DATE) select an appointment with a department advisor
- > Academic Advisement (UWIN) online workshop enrollment system for CAASS
- > Transfer Evaluation Seminar System (TESS) online workshop registration for the Transfer Student Services Center (TSSC)
- > Second-Semester Registration only for first-year, non-transfer students in their second-semester
- > Registrar Specialists (STAR) permit courses, student record maintenance requests and senior graduation audits

Student STAR Instructions

The general information about the STAR system will come up.

Press “Continue” to search through the various areas, get information, or make an appointment.

S.T.A.R.

[SCHEDULING TOOL FOR APPOINTMENT WITH REGISTRAR]

The Registrar's Office manages various academic processes that affect every BC student. The Registrar understands that our students are busy and using STAR can help you obtain answers to frequently asked questions, and thereby save a visit or a call. If you need to meet with one of our support staff, the STAR appointment system will ensure that you get their undivided attention at a time convenient for you without waiting in line.

STAR will help you:

1. Identify the issue for which you need information or assistance
2. Obtain important information and helpful tips about what is required
3. Make an appointment to meet with Registrar staff, if the information provided does not answer your questions

[Continue](#)

©2009 [Brooklyn College](#). All rights reserved.

Choose the area that pertains to your particular concern.

S.T.A.R.

[SCHEDULING TOOL FOR APPOINTMENT WITH REGISTRAR]

The STAR system was created to give you information and support for some important Registrar services:

1. [Issuing permits](#) (for questions related to taking courses at another CUNY or non-CUNY college)
2. [Processing student requests](#) (pass fail, course withdrawals, core pass option, change name or SSN, declare major, minor or concentration, speech proficiency, foreign language proficiency, grades, etc.)
3. [Graduation audit and degree progress issues](#) (this is specific only to student who have filed for graduation via CUNY First. If you have not applied for graduation or are not eligible to apply, degree progress should be discussed with an Academic advisor)
4. [Residency](#) (for questions regarding In State/Out of State tuition eligibility)
5. [DegreeWorks](#) (for questions regarding why a requirement is showing or not showing on your Degree Works Online Advisement system page)
6. [Prerequisite errors \(not for requisite override permission, this is only if CUNY First is not recognizing a successfully completed pre-requisite\)](#)
7. [Transcript](#) (for questions regarding submitted transcript requests or questions on submitting a transcript request)
8. [Registration](#) (for registration concerns not involving department specific permissions)
9. [Other registrar issues](#) (for concerns that do not fall into the categories mentioned above)

Please click on the Registrar Service from the list above that best fits your inquiry.

©2009 [Brooklyn College](#). All rights reserved.

Student STAR Instructions

Pertinent information regarding this area or answers to frequently asked questions along with information on what to provide in order to make an appointment will appear.

If, after reading the information, you believe you still need to meet with someone go to the area that says “click [here](#) to make an appointment with one of our support staff...”

S.T.A.R.

[SCHEDULING TOOL FOR APPOINTMENT WITH REGISTRAR]

You have indicated you need help with: Prerequisite errors

If you have successfully completed the prerequisite for a course and have credit for it in CUNY First but you are still unable to register you may use this application for us to review.

Keep in mind, the prerequisite should be based on the Academic Bulletin's outlined prerequisite listed under the course description or any general requisite made by the applicable department.

Appointment requests without detailed information (including the course you are registering for as well as the prerequisite earned) will not be honored.

We hope the above information resolved your issue. If not, please click [here](#) to make an appointment to meet with one of our support staff for this area.

Click [here](#) to return to previous page

Student STAR Instructions

Complete the information that appears in order to make an appointment with the staff. Please note, information on your concern is necessary to make an appointment. Students who do not provide detail regarding their issue will not be able to be seen. The available appointment times for that particular area will show, select the day and time that works best for you and click "Select Appointment"

S.T.A.R.

[SCHEDULING TOOL FOR APPOINTMENT WITH REGISTRAR]

Dear TEST STUDENT,

Please follow the steps below to select an appointment or change an existing one:

Step 1: Please supply the email address that you check most often. The status of your request at each step of the process will be sent to this email address.

Preferred Email Address:

Our records show that you have enrolled for SMS text message alerts to the following telephone number:
646-269-8898

If this is not correct, please adjust your subscription by clicking [HERE](#).

This will open a new enrollment window, which you should close after you are done. You will then be able to continue with this transaction.

Step 2: Please supply cell phone. This will allow the office of the Registrar to contact you for additional information and to alert you in case of schedule changes.

Cell Phone:

Step 3: Please state your issue. This information will help us to serve you better.

Issue:

Step 4: Select one appointment from the list below that is most convenient for you by clicking the circle to the left, and then clicking the "Select Appointment" button at the bottom of the page.

Prerequisite Errors

Date	Time
<input checked="" type="radio"/> May 16 2016	12:20PM
<input type="radio"/>	1:20PM
<input checked="" type="radio"/> May 17 2016	12:20PM
<input type="radio"/>	1:20PM
<input checked="" type="radio"/> May 18 2016	12:20PM
<input type="radio"/>	1:20PM

You will be brought to a confirmation page once you have scheduled your appointment.

S.T.A.R.

[SCHEDULING TOOL FOR APPOINTMENT WITH REGISTRAR]

Dear TEST STUDENT,

You have made an appointment with Registrar's Course Catalogue Team on May 16 2016 1:20PM.

The office is located in West Quad Building, room 306.

Please arrive on time and bring any documentation that you wish to present. If you are not going to be able to make your appointment, please cancel your appointment online so that another student can use that time slot.

We look forward to meeting with you.

Click [here](#) to return to "Appointment Registration" page

Student STAR Instructions

Until your appointment meets you will be able to see any upcoming appointments on the category page of the STAR system.

S.T.A.R.

[SCHEDULING TOOL FOR APPOINTMENT WITH REGISTRAR]

The STAR system was created to give you information and support for some important Registrar services:

1. [Issuing permits](#) (for questions related to taking courses at another CUNY or non-CUNY college)
2. [Processing student requests](#) (pass fail, course withdrawals, core pass option, change name or SSN, declare major, minor or concentration, speech proficiency, foreign language proficiency, grades, etc.)
3. [Graduation audit and degree progress issues](#) (this is specific only to student who have filed for graduation via CUNY First. If you have not applied for graduation or are not eligible to apply, degree progress should be discussed with an Academic advisor)
4. [Residency](#) (for questions regarding In State/Out of State tuition eligibility)
5. [DegreeWorks](#) (for questions regarding why a requirement is showing or not showing on your Degree Works Online Advisement system page)
6. [Prerequisite errors](#) (not for requisite override permission, this is only if CUNY First is not recognizing a successfully completed pre-requisite)
7. [Transcript](#) (for questions regarding submitted transcript requests or questions on submitting a transcript request)
8. [Registration](#) (for registration concerns not involving department specific permissions)
9. [Other registrar issues](#) (for concerns that do not fall into the categories mentioned above)

Please click on the Registrar Service from the list above that best fits your inquiry.

Our records show that you are already registered for appointment(s) with the Office of the Registrar. If you wish to cancel an existing appointment, click [Cancel](#) next to the appointment below.

Appointment Type	Date	Time	
Prerequisite Errors	May 16 2016	1:20PM	Cancel