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.

To make an appointment with someone in the Registrar's office you would choose “Registrar Specialist (STAR)”
The general information about the STAR system will come up.

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

Choose the area that pertains to your particular concern.

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 students 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 InState/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 prerequisite 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.
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…”

---

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 prerequisite 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

©2009 Brooklyn College, All rights reserved.
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”

You will be brought to a confirmation page once you have scheduled your appointment.
Until your appointment meets you will be able to see any upcoming appointments on the category page of the STAR system.

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. **Progression 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 students 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 Adseement 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:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite Errors</td>
<td>May 16 2016, 1:20PM</td>
<td><strong>Cancel</strong></td>
</tr>
</tbody>
</table>

©2007 Brooklyn College. All rights reserved.