

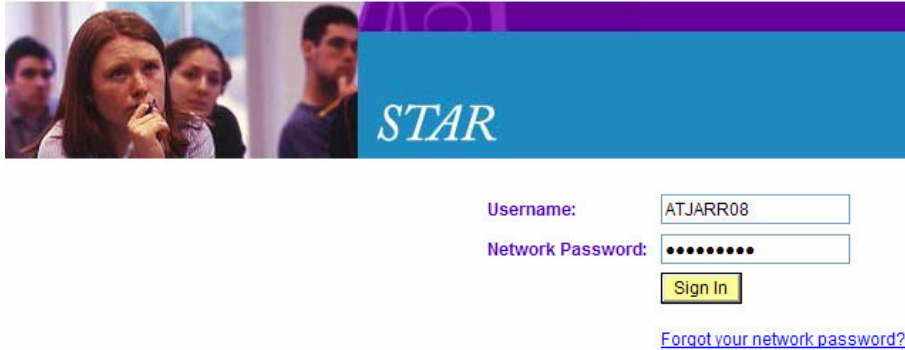
## Instructions for Using STAR for Students

STAR is the Holy Cross on-line student academic records system. STAR is accessible from the Web Services page using your Network username and Network password.

### Accessing STAR

1. Browse to the Holy Cross home page (<http://www.holycross.edu>).
2. Click on the Web Services link (<http://www.holycross.edu/about/websev.htm>).
3. Click on the STAR link  
(<https://star.holycross.edu/servlets/clientservlet/star/?cmd=login&languageCd=ENG>)
4. Enter your Network username and password and click Sign In.

Holy Cross



Username:

Network Password:

[Forgot your network password?](#)

5. Click on the SA Self Service link, click STAR for Students.



6. Once logged in, you will see the main STAR page.

## STAR for Students



### [Finances](#)

View your account, make a payment, and apply for financial aid.



### [Academics](#)

Enroll in classes, view and request transcripts, view grades.



### [Student Personal Data](#)

Maintain your personal data including contact information, passwords and holds.



### [Room and Board Information](#)

View your Housing and Meal Plan Information

**Finances** gives you access to your student account and your financial aid information.

**Student Personal Data** gives you access to view and change your personal data including contact information, default settings, and holds.

**Academics** gives access to your grades, transcripts, schedule, change of major and change of advisor forms. You will also use this link to enroll in classes.

**Room and Board Information** lets you view your Housing and Meal plan information.

## Finances

### **Account**

**Tuition Bill** – Select this link to view you bill information

### **Financial Aid**

**View My Financial Aid** – Select this link to view details of your Financial Aid package.

**To Do List** – Select this link to view any checklist items that are outstanding.

**Holy Cross Financial Aid** – Select this link to view the Holy Cross Financial Aid website (<http://www.holycross.edu/departments/adm-fa-bur/financial/index.htm>).

**Accept/Decline Financial Aid** – Select this link to view the Accept/Decline Financial Aid.

**NSLDS Student Access Website** – Select this link to view Student Loan Data System webstie.

## Student Personal Data

### **Contact Information**

**Names** – Select this link to update your degree name or phonetic name. You must contact the Office of the Registrar to change your primary name.

**Addresses** – Select this link to update or view your address(es). Only address types of Home, Mailing and Off-Campus can be updated.

**Phone Numbers** – Select this link to update or view your phone number(s). Phone types of Home, Off-Campus, or Cell can be updated.

**E-mail Addresses** – Select this link to view your e-mail address. The system will only store your Holy Cross e-mail address.

**Emergency Contacts** – Select this link to update or view your emergency contact information.

### **Holds and To Dos**

#### **Security Settings**

**User Preferences** – Select this link to change your user defaults for the Term value and Financial Aid Year.

#### **Holds and To Dos**

**Holds** – Select this link to view the holds on your record as well as view contact information in order to remove the hold.

**To Do List** – Select this link to view any checklist items that are outstanding.

## **Room and Board Information**

### **Housing Selection Process**

**Request Participation in Process** – Select this link to view details of your Request Participation in Process, RA Roommate Assignment, and Housing Selection Guide.

**RA Roommate Assignment** – Same as above.

**Housing Selection Guide** – Click this link to view the housing selection process.

**Housing Information** – These links are only available after housing has confirmed room assignments for a term.

**View your Housing Information** – Select this link to view details of your housing information.

**Assignment for Current Term** – Select this link to view your current room assignment

**Assignment for Next Term** – Select this link to confirm your room assignment for next term.

## **Academics**

### **Enrollment**

**View Enrollment Appointment** – Select this link to view your enrollment appointment for the upcoming term.

**Enroll in a Class** – Select this link to register for a class. See the detailed enrollment instructions for further information.

**View My Class Schedule** – Select this link to view your class schedule for the selected term.

**View My Weekly Schedule** – Select this link for a view of your weekly schedule based on the date you provide.

**View My Exam Schedule** – Select this link to view your final exam schedule.

### **Course Catalog and Schedule**

**View Course Catalog** – Select this link to review information in the course catalog.

**View Schedule of Classes** – Select this link to view the schedule of classes for a selected term. You can search for classes by entering a Subject or any portion of the title of the course.

**Addendum Course Schedule** – Select this link to view changes that have been made to the printed course schedule.

### **Academic Record**

**[View My Grades](#)** – Select this link to view your grades for the selected term. !

**[View Unofficial Transcript](#)** – Select this link to view an unofficial transcript of your record. After generating your transcript you can e-mail a formatted .pdf version of your transcript to yourself if you would like a printed copy.

**[View Degree Progress Report](#)** – Select this link to view your advising transcript to determine which requirements are not yet fulfilled for your degree. After generating your transcript you can e-mail a formatted .pdf version of your transcript to yourself if you would like a printed copy. You can also generate a 'what-if' report to evaluate how your current coursework fits with a new major. There are separate What-If documents that describe this feature.

**[View Transfer Credit Report](#)** – Select this link to view a report about both transfer and test credit that may have been awarded to you.

**[View My Advisors](#)** – Select this link to view your advisor's name and other information.

**[Apply for Graduation](#)** – Select this link to apply for graduation on-line. ***This feature is only available to graduating seniors in the time period set by the Registrar.*** You will receive an e-mail indicating when you should complete this application.

**[Phonetic Name](#)** – Select this link to enter a phonetic spelling for your name to be use at commencement

### **Forms**

**[Change in Major, Minor, or Concentration](#)** – Select this link to generate a form for a change in major, minor or concentration.

**[Change in Advisor](#)** – Select this link to generate a form to request a change of advisor.