

Course Selection

Every first-year student will enroll in four courses for the fall semester. One of these courses will be a Montserrat seminar. The remaining three courses will be elective or common area courses. In order to complete your fall enrollment you must do five things:

1. Review the descriptions of the Montserrat seminars and other courses open to first year students in the First Year Guide.
2. Select your Montserrat seminar preferences on-line through STAR. (Complete by June 30.)
3. Complete your 1st Year Course Questionnaire through STAR. (Complete by June 30)
4. Review your schedule on-line through STAR at the end of July to see which Montserrat seminar and additional course you have been placed in. Enter your preferences for two additional courses in your on-line enrollment backpack. (Enter prior to August 1)- you will receive an email from the registrar once schedules are available.
5. Beginning at 5:30 p.m. (EDT) on August 1, go on-line to enroll in two additional courses through STAR.

More detailed instructions about each of these steps are given below.

1. Course Information

You can find information about the courses that will be open to first year students for fall 2017 in the First-Year Guide, in this First-Year Schedule of Classes booklet and on-line through STAR

First-year Website

The website contains course descriptions of all Montserrat seminars and all other courses open to first-year students. You should review the Montserrat seminar descriptions as well as the course descriptions before making your selections online. Please be sure to refer to the website as it will have the most up to date information should changes occur.

First-year Guide

The guide contains information about the College's common area requirements and the courses recommended for students interested in exploring certain majors.

Schedule of Classes – Fall 2017

The Schedule of Classes is a listing of all classes scheduled to be offered in the fall 2017 semester that are open to first-year students. In this listing you will find the prerequisites for the course, the common area designation, and the class meeting time. There is also a four-digit number, the class number, associated with each course that is used during enrollment. In addition to the schedule, there is also a listing that contains the courses by common area designation. Please note that these listings do not contain the prerequisites for these courses. Go back to the subject listings to find these.

STAR:

You will use STAR to create your preferred list of Montserrat seminars, to complete your 1st Year Questionnaire and to enroll in your classes. You can also view course descriptions and the schedule of classes through STAR. To access the STAR system from the Holy Cross homepage:

- select Current Students at the top
- in the list of Log In Links on the left, click on STAR – Student Academic Records
- enter your User Name and Network Passphrase

Please note: if logging in from off campus, you will be prompted to log in twice. You will use the same username and passphrase for each log in. The pop-up blocker on your browser must be turned off. If you are unable to access STAR using this username and passphrase, please call the ITS Help Desk at (508) 793-3548. If you have other problems using STAR, you can contact the Registrar's Office at (508) 793-2511.

2. Montserrat Selection

All first-year students will participate in one full-year Montserrat seminar—comprised of separate but linked fall and spring courses. Because the seminars are limited to 16 students, you must select a minimum of 6 seminars that you would be interested in taking. Information about the Montserrat program, cluster descriptions and seminar descriptions can be found in the First Year Guide. You can also view the seminar descriptions on-line through the STAR system. You must create a list of preferred Montserrat seminars in STAR and submit this list no later than June 30, 2017.

To create your preferred list in STAR, go to the STAR for Students page,

- click on **Student Center**
- select 1st Year Course Preference from the 'go to...' drop down menu.
- on the Welcome Page, click **Montserrat at Holy Cross**
- on the Montserrat Welcome Page, click **View All Seminars**

You can view the entire list of seminars or choose to view the seminars by cluster or by common area requirement. To read the course

description for each seminar, click on the Seminar ID, e.g., CORE 01. After reading the course description, return to the list of seminars. **It does not matter in which order you add the seminars to your list. The order of seminars will not be used in placement. As you add courses to your seminar list, click the update button to save your list.**

Once you have created a list of at least 6 seminars, you can submit your list by clicking View My Preferred Seminars and then clicking Submit. Once you have submitted your list you cannot make any changes.

If you are coming to Gateways, you should wait until you have had the opportunity to consult with an advisor before submitting your seminar list.

You must submit your list of preferred seminars on-line by June 30, 2017. During the month of July we will enroll you in one of these seminars. If you do not submit a list, you will be assigned a seminar at random.

3. 1st Year Questionnaire

The 1st Year Questionnaire is designed to help your advisor and class dean learn more about your academic strengths and interests and to identify courses you would like to take in your first year. You will fill out the 1st Year Questionnaire in STAR.

To fill out the 1st Year Questionnaire, go to the STAR for Students page,

- click on **Student Center**
- select 1st Year Course Preference from the ‘go to...’ drop down menu.
- on the Welcome Page, click **1st Year Questionnaire**

At the end of the questionnaire you will list 6 courses you are interested in taking during your first year at Holy Cross. You will need to choose one as a first choice and one as a second choice. During the month of July, we will enroll you in one of your choices.

As you complete the questionnaire, you can save your responses by clicking the Update button. When you are finished, click the Submit button to submit your responses. Once you have submitted your responses you cannot make any changes to the questionnaire.

If you are attending Gateways, you should not submit your questionnaire until after you’ve met with an advisor at Gateways.

You must submit your list of preferred courses on-line by June 30, 2017. During the month of July we will enroll you in one of these courses. Anyone who does not submit the questionnaire will not be permitted to enroll.

Course Enrollment

4. Using your Enrollment Backpack to Prepare for Enrollment

During the month of July we will enroll you in a Montserrat seminar and either your primary or alternate choice. You will complete your enrollment by enrolling in **two additional** courses on-line using the STAR system beginning August 1. In order to prepare for enrollment you should do the following prior to August 1:

1. Review your class schedule in STAR to see which Montserrat seminar and other course you have been placed in.
2. Use the Schedule of Classes booklet to identify which sections of your remaining course preferences will fit into your schedule.
3. Add these courses to your on-line Enrollment Backpack and “Validate” your selections.

Reviewing Your Class Schedule:

To review the courses you have been enrolled in by the Registrar do the following:

- log into STAR
- click Student Center
- then, My Class Schedule

You cannot change your Montserrat seminar. If you have any questions about your placement in Montserrat please contact Prof Stephanie Yuhl, the director of Montserrat, at syuhl@holycross.edu or (508)793-3003. If you want to change the other course you are enrolled in, you can do that during on-line enrollment beginning August 1.

Identifying Additional Course Selections:

You should look in the *Schedule of Classes* booklet to determine which section of the course best fits with your class schedule. Because class size is limited at Holy Cross, you should identify alternatives for each of your choices. Record the four-digit class number for each choice, the class number is the number you will need to enroll in the course.

Enter Course Selections in your Enrollment Backpack:

In preparation for enrollment, you should place all of your additional course selections in your enrollment backpack.

To access your enrollment backpack,

- click on the **enrollment backpack link** in your Student Center.
- next, click on **Fall 2017**
- then, **Continue**

To place courses in your backpack prior to enrollment,

- type in the four-digit class number from the Schedule of Classes booklet and click 'enter'.
- you can also use the 'search' button to browse the on-line schedule of classes for a course. To search for a class, you must enter the subject. You can enter any other appropriate criteria to narrow your search. The search is set to look for open sections only.
- you can add as many courses to your backpack as you wish.

The **validation feature** pre-checks courses for prerequisites, time conflicts, consent required, etc. It does not check to see if there are seats available in these courses. Once you have entered your selections into your backpack, you should select **Validate** to ensure that you are eligible to enroll in these courses. **This process does not enroll you in courses, you must do that during your enrollment period as described below.**

When you log into STAR, you may have a Registration Advising Hold on your account. If you have a hold it means that you have not submitted your 1st Year Questionnaire. You will not be able to enroll if this hold is on your account. Please contact the Registrar's office immediately at (508) 793-2511.

5. Enrolling in Courses from your Backpack

Enrollment for the Class of 2021 will begin at 5:30 p.m. Eastern Daylight Time on August 1 and continue through 11:59 p.m. on August 13. You must go on-line to enroll in the courses you have entered into your Enrollment Backpack. If you do not enroll during this time period, you will need to wait until the open enrollment period which begins on August 22. Please be aware that a number of courses that you might be interested in will be closed by that time.

In order to enroll in classes you must:

- log into STAR and click on **Student Center**.
- click on the **Enrollment Backpack link** and **Fall 2017**.
- click on **Continue**. If you have placed courses in your backpack, you should see a listing of these courses here.
- under the Select column, **checkmark the courses** in which you want to enroll in and then click Enroll (beginning at 5:30 p.m. on August 1) . Review the list of courses to confirm your choices.
- then, click "**finish enrolling**" to process your request.

View the results and check for messages. A green check mark indicates that you have successfully enrolled in the class; a red X indicates you have not been enrolled in the class.

If you have successfully enrolled in four classes—including your Montserrat seminar— your enrollment is complete. You can view your complete schedule by clicking the link **My Class Schedule**. If you have not completed your enrollment in four classes, click the link **Add Another Class** to return to your backpack and select one of your alternate course choices for enrollment. If you do not have more alternates in your backpack, you can use the Search button on the backpack page to search for other classes.

You cannot make any changes to your Montserrat seminar, but if you want to switch any of your other courses, you can use the SWAP feature to switch this class with another class.

Help Desk

If you have forgotten your passphrase or if you cannot access the STAR system, please contact the ITS Help Desk at (508) 793-3548 for assistance. The Help Desk is staffed Monday – Friday from 9:00 – 5:00 Eastern daylight time (EDT).

Enrollment Help

If you have questions during enrollment, you may contact the Registrar's Office at (508)793-2511 or via email at registrars@holycross.edu. Following are the office hours during the 1st Year enrollment period:

Tuesday, August 1	5:30 p.m. – 7:00 p.m. (EDT)
Wednesday, August 2 – Friday, August 4	8:30 a.m. – 4:30 p.m. (EDT)
Monday, August 7 – Friday, August 11	8:30 a.m. – 4:30 p.m. (EDT)