



# REGISTERING FOR CLASSES

STARS Online is Rhodes State's web interface that allows students to register for classes in addition to viewing information such as transcripts and fee assessments. Students may also change personal information such as their address and emergency contacts. If you have any questions, please contact Admissions 419-995-8320.

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## STEP 1

1. Go to [www.Rhodesstate.edu](http://www.Rhodesstate.edu)
2. Click on "MYRHODES" at the top, then "Students", then "STARS online"

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## STEP 2

1. Click "Enter Secure Area"
2. Enter your user ID (R number) and PIN (initial PIN is your birthday mmddyy)

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## STEP 3

1. Click "Student Services" tab
2. Click "Registration"
3. Click "Add/Drop Classes"

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## STEP 4

1. Verify your address and telephone number. If changes need to be made, click on "Update addresses and phones" otherwise,
2. Click on "Proceed to Registration" If you do not know which classes to register for, returning students contact your advisor and new students contact your success navigator.

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## STEP 5

1. Click the down arrow to the right of the box
2. Click the desired term to register (For example, Fall Semester 2021)
3. Click the box labeled "Submit"

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## STEP 6

1. If you know the 5-digit Course Reference Number, or CRN, enter these numbers in the boxes located in the “Add Classes Worksheet” section. Click on “Submit Changes” to process your registration. Proceed to Step 9
2. If you do not know the 5-digit Course Registration Number, scroll to the bottom of the screen and click on the box labeled “Class Search”. Proceed to Step 7

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## STEP 7

1. Select the subject you would like by scrolling down through the list and clicking on the desired topic.
2. All the other fields are optional and do not have to be filled in to begin the search. Fill in as many as you would like to narrow your search.
3. Click the “Class Search” box

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## STEP 8

1. Choose your courses by clicking in the empty box to the left of each course listed.
2. Click “Register” if you would like to register for these courses or click “Add to Worksheet” if you would like to flag them for later consideration. You may also choose to start another search by clicking “Class Search”.
3. The system returns you to the “Add/Drop Classes” screen after processing your request. Proceed to Step 9

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## STEP 9

1. Please take a few moments to verify your registration before exiting! After the system processes your requests, the Add/drop screen re-appears.
2. Scroll down using the scroll- bar on the right-hand side of the screen until you see the Current Schedule section. Check to be sure you are registered for the requested courses. If there are any registration errors,

they will appear in the middle of the screen, below the courses processed correctly.

## VIEW YOUR SCHEDULE

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### STEP 1

1. Go to the “Student Services” tab
2. Click on “Registration”
3. Go to “Concise Student Schedule” or “Student Detail Schedule.

## DROPPING A CLASS

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### STEP 1

1. In the Current Schedule section, click the down arrow in the action column next to the desired course and select “Drop Course-web”.
2. Click on “Submit Changes” at the bottom of the screen.

## ACCESSING TEXTBOOK INFORMATION

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The following information is available for textbooks for each course: Title, Author, Edition, Copyright year, Publisher, ISBN, New or Used pricing through the Campus Bookstore. To access:

### STEP 1

1. Go to the “Student Services” tab

2. Click on “Registration”
3. Go to “Concise Student Schedule” or “Student Detail Schedule”
4. Click “View Book Information”. If “Unable to find the specified course” appears, click again until information displays.

## ACCESSING STUDENT EMAIL

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### STEP 1

1. Go to [www.Rhodesstate.edu](http://www.Rhodesstate.edu)
2. Click on “MYRHODES” at the top, then “Students”, then “Email”

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### STEP 2

1. Enter your user ID (reference STARS for your User ID, which is under “Personal Information” then “View Rhodes ID and Username”)
2. Enter your password (R number)