PeopleSoft - WebSTAR

Student Enrollment & Fee Payment
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</tbody>
</table>
Web-STAR Login

Select the WebSTAR logo on the UNO homepage.

Select the Students link.

Forgot your password

WebSTAR
Enter your current UNO LAN User ID, your current UNO LAN Password, then click Sign In

Select Learner Services on the Student Self Service page.
Web-STAR Registration

Enrollment Appointments:

On the Learner Services page, click Academics:
On the Academics page, in the Enrollment Section, click View Enrollment Appointment.

Choose the Term you wish to view.

Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 Spring</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Fall</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Summer</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Spring</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Fall</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
</tbody>
</table>
Review your Appointment Start Date / Time. You cannot register until the appointed time.

Enrollment:

Click Enroll in a Class in the Enrollment Section to add classes to your schedule.

Academics

Enrollment
View Enrollment Appointment
Enroll in a Class
View My Class Schedule
View My Weekly Schedule
View My Exam Schedule

Course Catalog and Schedule
View course cataloging information and look for specific class sections.

Academic Record
Request transcripts, view your course and grade history, evaluate your transfer credit, apply for graduation and request an enrollment verification.

View Transcripts
View My Assignments
Request Official Transcript
View Unofficial Transcript
View Degree Progress Report
View Transfer Credit Report
Evaluate Transfer Credit
View My Assignments
Request Enrollment Verification
Apply for Graduation
Learning Management Systems
Select the Term for which you are enrolling:

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003 Spring</td>
<td>Graduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Spring</td>
<td>Graduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Fall</td>
<td>Graduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Summer</td>
<td>Graduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Spring Inter</td>
<td>Graduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Spring Inter</td>
<td>Graduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2005 Fall</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2005 Summer</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Spring</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Fall</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Summer</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
</tbody>
</table>

Scroll to the bottom of your schedule and click Add Classes:
To add a class, enter the class number for the course in the Class Nbr text box. Press the Submit button.

If you are unsure of the class number, click the lookup button to the right of the text box to perform a Basic Class Search.

For a more advanced class search, click the Advanced Search link.
The class number will be displayed, along with the title of the course, its section number, the number of semester hours, and how it is graded.

Review for accuracy, then click Submit.

If you intend to audit a course, you must go to your college office to register for the course.

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject / Catalog#</th>
<th>Section</th>
<th>Units</th>
<th>Grading Option</th>
<th>Add Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20461</td>
<td>CRMC 1103</td>
<td>001</td>
<td>3.00</td>
<td>Graded</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Delete</td>
</tr>
</tbody>
</table>

Add Another Class

Submit
If the course can be taken for variable credit hours, a screen will pop up when you choose the course. The range of hours will be displayed. Enter the number of credit hours for which you have been approved.

**OK > Submit**

### Class Enrollment Options

<table>
<thead>
<tr>
<th>Class Nbr:</th>
<th>11678</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST</td>
<td>7080</td>
</tr>
<tr>
<td>Thesis Research</td>
<td></td>
</tr>
</tbody>
</table>

**Course Career:** Graduate 
**Academic Session:** Regular Academic Session 
**Class Section:** 01 Thesis

**Units:** [1.00]  
Choose between 1 and 9 units for this class.

**Grading Option:** Satisfactory/Unsatisfactory

[OK] [Cancel]
Verify the course has been added successfully by checking the Add Status column. Once your courses have been added, review your schedule by clicking View My Schedule.
You can Add, Drop, or Swap classes from the View My Schedule panel.

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Component</th>
<th>Description</th>
<th>Grading Option</th>
<th>Grade</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSL 123</td>
<td>081</td>
<td>Lecture</td>
<td>Introduction to Computers</td>
<td>Graded</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Location: TBA</td>
<td></td>
<td></td>
<td></td>
<td>08/22/2005 - 12/31/2005</td>
</tr>
<tr>
<td>DEV 107</td>
<td>081</td>
<td>Lecture</td>
<td>Pre-College Algebra</td>
<td>Pass/Unsatisfactory/Fail</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Location: TBA</td>
<td></td>
<td></td>
<td></td>
<td>08/22/2005 - 12/31/2005</td>
</tr>
<tr>
<td>DEV 107</td>
<td>082</td>
<td>Lecture</td>
<td>Pre-College Algebra</td>
<td>Pass/Unsatisfactory/Fail</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Location: TBA</td>
<td></td>
<td></td>
<td></td>
<td>08/22/2005 - 12/31/2005</td>
</tr>
<tr>
<td>ENGL 1150</td>
<td>081</td>
<td>Lecture</td>
<td>English Composition</td>
<td>Graded</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Location: TBA</td>
<td></td>
<td></td>
<td></td>
<td>08/22/2005 - 12/31/2005</td>
</tr>
<tr>
<td>ENGL 1150</td>
<td>082</td>
<td>Lecture</td>
<td>English Composition</td>
<td>Graded</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Location: TBA</td>
<td></td>
<td></td>
<td></td>
<td>08/22/2005 - 12/31/2005</td>
</tr>
<tr>
<td>HIS1 1001</td>
<td>081</td>
<td>Lecture</td>
<td>World History I</td>
<td>Graded</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Internet</td>
<td></td>
<td></td>
<td></td>
<td>09/19/2005 - 12/31/2005</td>
</tr>
<tr>
<td>PHL 1000</td>
<td>081</td>
<td>Lecture</td>
<td>Introduction to Philosophy</td>
<td>Graded</td>
<td></td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Location: TBA</td>
<td></td>
<td></td>
<td></td>
<td>08/22/2005 - 12/31/2005</td>
</tr>
</tbody>
</table>
Drop This Class:

Click > Drop / Update Classes

Click the down arrow under the Action column to Drop the unwanted class.

Enrollment

Drop Classes 2005 Fall

Patrick Star

Undergraduate University of New Orleans

Your enrolled classes for this term are listed below. You can view the details about each class by clicking the class link in the Subject/Catalog# column.

To drop a class, select Drop from the Action column. You can drop more than one class at a time.

When you are finished making your updates, click the SUBMIT button.

Verify your changes were successful by checking the Update Status column.
Swap Classes:

Click > Swap Classes

Enter or lookup the class number of the desired course in the Swap To Class Nbr column next to the unwanted class > Submit
View Class Schedule:

Click View My Class Schedule in the Enrollment Section:

Academics

Enrollment
- Enroll in classes, view your class and exam schedule
  - View Enrollment Appointment
  - Enroll in a Class
  - View My Class Schedule
  - View My Dismissed Schedule
  - View My Exam Schedule

Course Catalog and Schedule
- View course catalog information and look for specific class options
  - View Course Catalog
  - View Schedule of Classes

Academic Record
- Request transcripts, view your course and grade history, evaluate your transfer credit, apply for graduation and request an enrollment verification
  - View My Grades
  - View My Assignments
  - Request Official Transcript
  - View Unofficial Transcript
  - View Degree Progress Report
  - View Transfer Credit Report
  - Evaluate Transfer Credit
  - View My Answers
  - Request Enrollment Verification
  - Apply for Graduation
  - Learning Management Systems

Select the desired Term:

View My Class Schedule

Select Term

Jason Jennings

<table>
<thead>
<tr>
<th>Term</th>
<th>Academic Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004 Fall</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Summer</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2004 Spring</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
<tr>
<td>2003 Fall</td>
<td>Undergraduate</td>
<td>University of New Orleans</td>
</tr>
</tbody>
</table>

Print your schedule via the print function of your internet browser.
Basic Class Search

(You must select at least two criteria for the search)

➢ Select the Institution from the drop-down menu.
➢ Enter the Term.
➢ Click Basic Search to complete the search.

Class Search

Select Institution and Term

Select the institution and term for which you want to search.
Then click Basic Search or Advanced Search to continue.

In the Basic Class Search window, enter or lookup the subject, enter the course career and click on Search.

Class Search
The Class Search Results page will be populated with all of the class sections for that subject. To view more detail about the class, click on the Class Detail button.

### Class Search

#### Class Search Results

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Term</th>
<th>Subject</th>
<th>Course Nbr</th>
<th>Session</th>
<th>Units</th>
<th>Comp</th>
<th>Status</th>
<th>Avail</th>
<th>Wait</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNOLA University of New Orleans</td>
<td>2006 Spring</td>
<td>BA 1000</td>
<td>081</td>
<td>Regular</td>
<td>3</td>
<td>LEC</td>
<td>Open</td>
<td>230</td>
<td>0</td>
<td>8:30AM - 9:15AM</td>
<td>Bus Admin 178</td>
<td>Lazenby, Shannon Graham</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Session</th>
<th>Session</th>
<th>Units</th>
<th>Comp</th>
<th>Status</th>
<th>Avail</th>
<th>Wait</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>20114</td>
<td>3</td>
<td>LEC</td>
<td>Open</td>
<td>230</td>
<td>0</td>
<td>11:00AM - 12:15PM</td>
<td>Bus Admin 179</td>
<td>Lazenby, Shannon Graham</td>
</tr>
</tbody>
</table>
Advanced Class Search

(You must select at least two criteria for the search)

- Enter or click on the lookup button in the Subject Area.
- Choose at least one other search option.
- Click the Search button to complete the search.

For example:
Below is a search for an open section of ENGL 2238 that is not held on Tue, Thu, Fri, Sat, or Sun.

Class Search Results

Academic Institution: UNOLA University of New Orleans
Term: 0810 2005 Spring

Status: A class may be closed if students are on the wait list.
Enrollment restrictions may apply to open classes.

<table>
<thead>
<tr>
<th>Class Sections</th>
<th>Eng</th>
<th>4/28/05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class #</td>
<td>Subject</td>
<td>Catalog #</td>
</tr>
<tr>
<td>21151</td>
<td>ENGL</td>
<td>ENGL 2238</td>
</tr>
<tr>
<td>Session</td>
<td>Regular</td>
<td>Time: 8:00AM - 8:59AM</td>
</tr>
<tr>
<td>Class #</td>
<td>Subject</td>
<td>Catalog #</td>
</tr>
<tr>
<td>21152</td>
<td>ENGL</td>
<td>ENGL 2238</td>
</tr>
<tr>
<td>Session</td>
<td>Regular</td>
<td>Time: 8:00AM - 8:59AM</td>
</tr>
</tbody>
</table>
WebSTAR Fee Payment

View Your Account:

To view your account history prior to payment and to obtain current balances, click Finances on the Learner Services page, and then click Account Summary.
Account Summary

Summary for all Terms

Jason Jennings

The account information may not be accurate because tuition and fees need to be calculated.

Balance for all Accounts: -$5,350.20 USD

<table>
<thead>
<tr>
<th>Term</th>
<th>Institution</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005 Spring</td>
<td>University of New Orleans</td>
<td>20.00 USD</td>
</tr>
<tr>
<td>2004 Fall</td>
<td>University of New Orleans</td>
<td>-1,870.20</td>
</tr>
<tr>
<td>2004 Summer</td>
<td>University of New Orleans</td>
<td>-1,777.00</td>
</tr>
<tr>
<td>2003 Fall</td>
<td>University of New Orleans</td>
<td>-1,722.00</td>
</tr>
</tbody>
</table>

Always view your account balance from this page prior to making a payment. The balance that appears at the top of this page represents the total amount owed to the university. Your balance is further subdivided by terms. To obtain further account details, you can click on the View Account Detail.

Account Summary

Summary for Term

2005 Spring

Jason Jennings

University of New Orleans:

- Charge Activity: 40.00 USD
- Payment Activity: -20.00
- Financial Aid Activity: 0.00
- Anticipated Aid Activity: -3,722.50
- Term Balance: -3,702.50 USD

View Anticipated Aid
View Account Detail

Return to Account Summary
# Account Summary

## Account Detail for Term

### 2006 Spring  
As of Date: 01/28/2005  
Jason Jennings  

**University of New Orleans**

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/24/2005</td>
<td>MY Enroll Fall 1st</td>
<td>26.00 USD</td>
</tr>
<tr>
<td>01/25/2005</td>
<td>Child Care Charge</td>
<td>26.00</td>
</tr>
</tbody>
</table>

**Total Charges:** 46.00 USD

### Payments Received

<table>
<thead>
<tr>
<th>Date Posted</th>
<th>Item Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/25/2005</td>
<td>Student CashCheck Payment</td>
<td>-26.00 USD</td>
</tr>
</tbody>
</table>

**Total Payments:** -26.00 USD

### Self Service Pending Payments

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Last Four Digit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>
Make a Payment:

To make a payment via WebSTAR, click the Make a Payment link under the Account Section. Only Visa and MasterCard charge cards are accepted (debit cards even with a Visa/MasterCard logo are not accepted). Obtain the amount due from the Total Due Charges link before making a payment.

After completing the Payment Information, click Continue to process your payment.

The first step is to choose your method of Payment.

Select Payment Method

1. (2) (3)

Credit Card / Electronic Check

Select the payment method by clicking on the 'Pay by Credit Card' or 'Pay by Electronic Check' push button.

Pay by Credit Card
Pay by Electronic Check

Once you’ve selected a method of payment, then you must enter your credit card or check information into the system.
When making a payment by credit card, you must enter in your credit card information, your email address and telephone number then click Next.

Make a Payment

1. (2) (3) (4)

Payment Information

Jason Jennings

Account Information

Total Amount: 20.00 USD
Payment Amount: 20.00 USD

Credit Card Information

Account Profile: 
First Name: Jason
Last Name: Jennings
Credit Card Type: Master Card
Credit Card Number: 4011 256454975854
Expiry Date: 10/26/2009

Credit Card Billing Information

Country: 
Address 1: 
Address 2: 
Address 3: 
City: 
County: 
Postal: 
State: 
Email Address: jenkins@uno.edu
Telephone: 504-488-8787

Next

Payment Security
Ensure that your information is correct and then click Submit.

Make a Payment

1. 2. 3.

Payment Submittal

Jason Jennings

If the information below is accurate, click the Submit button.

Submit

Account Information

Payment Amount: 20.00 USD

Credit Card Information

First Name: Jason
Last Name: Jennings
Credit Card Type: MasterCard
Card Number: 4011258654507654
Expiration Date: 10/2008

Credit Card Billing Information

Country: 
Address 1: 
Address 2: 
Address 3: 
City: 
County: 
Postal: 
State: 
Email Address: jennings@uno.edu
Telephone: 504/488-8787

Submit

Return to Payment Information

Entering a payment by check is the same as a credit card payment. You must enter the check information along with your routing number and your account number.

Check Information

Account Profile: 
First Name: Jason
Last Name: Jennings
Bank Account Type: Checking
Routing Number: 14125424
Account Number: 7150020888