Basic How-to’s for Students

STARS access is available on any computer with internet access at www.jeffco.edu. Students can access STARS on campus using computer labs and kiosks at the Hillsboro, Arnold, and Northwest locations. If you are unsure of your login information, please visit the Hillsboro, Arnold or Northwest locations with photo ID.

All of the following functions and information can be found on the STUDENT tab in STARS.

HOW TO REGISTER/DROP/WITHDRAW ONLINE
1. Locate the ‘Registration Tools’ channel
2. Click on ‘Registration Status’ to be certain no holds or other barriers to registration exist
3. Return to the Student tab
4. Click on ‘Add or Drop Classes’
5. Select the term, if necessary
6. Scroll down and enter one CRN in each box to register. Click ‘Submit Changes’
7. To drop/withdraw, click on the small arrow in the ‘action box’ next to the course you wish to drop/withdraw. Select the appropriate choice and click ‘Submit Changes’
8. Always scroll to the bottom of the page to check for errors

HOW TO VIEW AND PRINT AN UNOFFICIAL TRANSCRIPT
1. Locate the ‘Academic Profile’ channel
2. Click on the ‘Transcript’ link at the bottom of the channel
3. If there are holds on your record prohibiting access to transcripts, click on the ‘View Holds’ link at the bottom of the page.

HOW TO PRINT YOUR CLASS SCHEDULE
1. Locate the ‘Schedule Bill’ channel
2. Click the ‘Print Schedule/Bill’ button
3. Select the appropriate term
4. Click View Schedule/Bill

NOTE: This is the same schedule format you receive at the registration sites.

HOW TO VIEW FINANCIAL AID INFORMATION
1. Locate the ‘Financial Aid Awards’ channel
2. Click on the link for Financial Aid Awards to view detailed financial aid information

HOW TO VIEW GRADES
1. Locate the ‘Student Grades’ channel
2. Select the term for which you want to view grades from the drop-down menu. The current term will automatically display if grades have been processed
3. If there are holds on your record prohibiting access to grades, click on the ‘Holds’ link at the bottom of the channel

HOW TO RUN A DEGREE EVALUATION
1. Locate the ‘Banner Self-Service’ channel
2. Click on Student & Financial Aid
3. Click on ‘Degree Evaluation’
4. Follow the prompts to choose term and program
5. Select ‘Detailed Requirements’ when prompted

HOW TO SET A SECURITY QUESTION
1. Locate the ‘Banner Self-Service’ channel
2. Click on ‘Banner Self-Service’
3. Click on ‘Personal Information’
4. Click on ‘Change Security Question’
5. Enter a new or revised question and click ‘Submit’