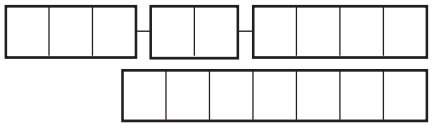
StaReg Telephone Registration Instructions

Deaf or hard-of-hearing students can register through the StaReg phone number via the California Relay Services, 1-800-735-2922 or 1-888-877-5379. For further assistance, call EVC, TTY, (408) 238-8722, SJCC, TTY, (408) 294-3447.

STEP 1 Call 408-223-0300

STEP 2 After prompt, select option 1 for Registration

STEP 3 Select 1 to enter your Social Security Number
or
Select 2 to enter your College ID Number



STEP 4 After prompt, enter your 6-digit PIN Number (this will be your date of birth)
Example: Birthdate is April 15, 1977, so your PIN would be 041577

STEP 5

Registration Main Menu	
Select 1 to Enter a new course	Select 3 to Review your schedule
Select 2 to Delete a course	Select 4 to Accept your schedule

STEP 6 You will be asked to enter a course number. It is the 5-digit registration ID number. Listen to all voice prompts for additional instructions. In case any of your chosen classes are closed, have alternate courses available. For variable unit courses, you will be asked to enter the number of units you want to add. Use the * key for a decimal point and press the # key at the end.

Example: For a 1 unit class, enter 1# - For a 1.5 unit class, enter 1*5#

	Reg ID #	Sec. No.	Course Name	Day	Time	Units	Location
Example	#08022	101	English Composition	MWF	0800-0850AM	3	SJCC
	Alternate Courses						

STEP 7

- To complete your registration transaction(s), you MUST select option 4 from the main menu, ACCEPT SCHEDULE AND FILE IT. Failure to complete this step will cause you to lose all your session transactions.
- At the conclusion of Step 7, you will hear your account balance. Payments can be made on-line by credit card, or mailed to either address below, or made in person at either campus Business Office.

San José City College
Business Services Office
2100 Moorpark Avenue
San Jose, CA 95128-2798

Evergreen Valley College
Business Services Office
3095 Yerba Buena Road
San Jose, CA 95135-1598