

StaReg Telephone Registration

Steps for using StaReg:

1. Call (408) 223-0300
2. After the voice prompts, select option 1 to register for classes
3. Select 1 to enter your 9-digit Social Security Number
or
Select 2 to enter your 7-digit SJCC Student ID Number
4. After prompt, enter your 6-digit PIN Number (your date of birth)
Example: if your birthday is May 23, 1975, your PIN will be 052375
5. Select the registration activity you wish to use:
 - a. Select 1 to enter a new course
 - b. Select 2 to delete a course
 - c. Select 3 to review your schedule
 - d. Select 4 to accept your schedule
6. You will be prompted to enter a course ID number: this is the 5-digit registration ID number. Listen to all voice prompts for additional instructions. In case any of your chosen classes are closed/full, 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 the # key at the end; for example: for a 1.5 unit class, enter 1*5#.
7. To complete your registration transaction(s), from the main menu you must select option 4 Accept Schedule and File it. Failure to complete this step will cause you to lose this session's transaction(s).
8. At the conclusion of step 7, you will hear your account balance. Payments can be made by any of the following methods:
 - Online (Myweb) by credit card
 - In person at Admissions & Records (1st floor of the Student Center)
 - In person at Business Services (room B-101)
 - Mailed to the following address:

San Jose City College
Business Services, Rm. B101
2100 Moorpark Ave.
San Jose, Ca 95128-2799
(408) 288-3768

Click on [Fees and Refunds](#) for more information about fees.