

# **EXCHANGE (CROSS REGISTRATION) INFORMATION**

## **ESSEX COUNTY COLLEGE STUDENTS**

- Cross Registration is allowed only when the course requested is part of your degree program at ECC and the course is not offered at ECC either in the semester in which exchange is requested or in the next semester.
- Students should always consult with ECC academic department before registering for a course at NJIT or Rutgers-Newark to ensure course equivalency.
- Non-matriculating students are not eligible for cross registration.
- Cross Registration is not accepted for Winter Intersession and Summer sessions.

### **ECC students must follow the steps below.**

1. Complete (Cross Registration Form ([scroll down to download form](#))).
2. Have Cross Registration Form approved and signed by the academic division chairperson of your major.
3. Take approved Cross Registration Form to the Registrar's Office at NJIT or Rutgers-Newark during their registration period.
4. After registering for courses at NJIT or Rutgers-Newark, submit proof of registration and a copy of your Cross-Registration Form to ECC Enrollment Services Office.
5. ECC Enrollment Services will add the equivalent course credits to your registration. Check Web Services for updates to your registration.
6. Pay your registration bill at ECC.
7. If you add/drop or withdraw from a course(s) at NJIT or Rutgers-Newark, you must also add/drop or withdraw course at ECC at the same time.
8. The Registrar's Office at NJIT or Rutgers-Newark will forward grades to ECC Enrollment Services at the end of the semester.
9. All courses and grades received at NJIT or Rutgers-Newark are posted on your ECC transcript.

