Spring I 2015
Registration Information for Current Students

(Registration opens at 12noon on November 6, 2014)

Web (Online) Registration: November 6 – January 15
In-person Registration: January 6 – 8 (9 am – 6:30 pm)
                          January 9 (9am – 3pm)
Late Registration & Add/Drop: January 12 – 15 (9 am – 5:30 pm)

Payment Due Dates

• Register through December 17, payment is due by December 17, 2014.
• Register Dec. 18 - January 2, payment is due by January 2, 2015.
• Register on or after January 2, 2015, payment is due within 24 hours of initial registration date. Payment for added classes due immediately.
• Second payment is due February 10, 2015.
• Third payment is due March 10, 2015.

Registration 4-Simple Steps
(Scroll down for additional information)

STEP 1: Be Advised
Advisement is available through the department of your major.

STEP 2: Plan your class schedule
Class Schedule available at webservices.essex.edu

STEP 3: Register your classes
Login to webservices.essex.edu and register online.

STEP 4: Pay your bill
IMPORTANT REMINDERS

- **Login to MyECC:** You can access important dates, financial aid award status, grades; register online for your classes via Web Services, access your e-mail.

- **Check Your E-mail:** Check your e-mail on a regular basis. E-mail is the primary means faculty and administrative offices will be communicating with you.

- **Clear Holds:** If you have any holds on your record (such as Registrar, Bursar, Dean’s), you will NOT be able to register or access your records. Holds must be cleared in the appropriate department.

- **Update Your Address and Phone Number:** Update your Address and Phone Number by completing a Change of Address Form and submitting it to Enrollment Services.

- **Course Requirements:** If you have questions about the course requirements for your major, speak to a faculty advisor before you register. If you are changing your major, complete a [Change of Major Form](#), get it signed by the new academic department and then submit form to Enrollment Services.

Registration 4-Simple Steps

**STEP 1: Be Advised**

Prior to registration, students are urged to meet with a faculty advisor.

- **Degree/Certificate students in good academic standing:** Report the [academic division of your major](#) for advisement.

- **Non-matriculating students:** Report to the [academic division of the course](#). You may have to provide your college transcript or written permission from the home school to verify course pre-requisites are met.

- **Academic Probation:** Students on academic probation must be advised by a Counselor. Report to the [Student Development and Counseling](#), 4th Level, Room 4122. Scroll down to see registration dates under Step 2.

- **Educational Opportunity Fund Students:** Report to the [EOF Office](#), Room 3217, Main Campus.

- **Student Support Services participants:** Report to [Department of Special Programs](#), Room 3310, Main Campus.

- **Veterans Educational Benefit students:** Report to the [Recruitment Office](#) for certification, Room 4123, Main Campus.

- For Advisement procedures at the [West Essex Campus](#), call (973)877-6590.
STEP 2: Plan your class schedule

Review the following before attempting registration. Information is available on the College's web site under Academics.

- Degree & Certificate Requirements by Major
- Course Descriptions and Pre-requisites
- Class Schedule [webservices.essex.edu]

**IMPORTANT!** When selecting courses, pay special attention to:

- The First day of classes.  
  *(Ex. Spring I, Weekend Classes, Half-term classes, or Spring II Late Start classes)*

- Campus location where the class is being offered.  
  *(Ex: Main Campus, West Essex Campus, Ironbound & FOCUS extension centers…)*

- Special section designations.  
  *(Ex: Courses taught in Spanish, Online classes or Hybrid classes, Weekend classes, West Essex Campus etc.)*

STEP 3: Register

**Register Online:** [webservices.essex.edu]

1. Login to MyECC.
2. Click on Web Services.
3. Click on Student & Financial Aid.
4. Click on Registration.
5. **Register your classes**, review your schedule.
6. **Pay your bill** (scroll down to see payment information)

**To register online**, you must be in good academic standing, not have a hold obligation, and meet course pre-requisite and co-requisite requirements.

When you register online and submit the transaction, tuition and fee charges are posted to your account automatically. It is your responsibility to review your class schedule and **pay your bill by the due date** to protect your registration from cancellation.

**Revise your registration based on your grades**

If you register early, don't forget to **revise your registration based on your grades**. If you need assistance, please see an advisor in your major department.

**Registration Waitlist for Closed Classes**

Registration Waitlist is available to students attempting to register for sections that are full to capacity. More information is available on ECC Website. Also, A Waitlist demo
**Registration Errors**
When you register online, you may see a registration error. Registration error message will appear below your current schedule and are marked with a red "STOP" sign. To determine the specific registration error, scroll right to the "Status" field (last column). A possible "Action" appears in the first field.

<table>
<thead>
<tr>
<th>ERROR MESSAGE</th>
<th>REASON</th>
<th>ACTION NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preq_test_score error</td>
<td>The course has a test or course pre-requisite that must be taken.</td>
<td>See your advisor in the department of the course.</td>
</tr>
<tr>
<td>Creq_req</td>
<td>Course has a co requisite; usually a lab section or tutorial section.</td>
<td>Enter both CRNs for the course at the same time.</td>
</tr>
<tr>
<td></td>
<td>In most cases, the co-requisite is a required laboratory section or tutorial section.</td>
<td></td>
</tr>
<tr>
<td>Time Conflict with CRN</td>
<td>Course time overlaps with another course.</td>
<td>Check course schedule, select another section of the course.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Registration is restricted to certain majors.</td>
<td>Check your major/program; see your advisor.</td>
</tr>
<tr>
<td>Duplicate CRN</td>
<td>Course was entered more than once.</td>
<td>No action needed; course will be deleted automatically.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</td>
<td>Maximum credit hours allowed is exceeded.</td>
<td>See academic advisor or division chairperson.</td>
</tr>
<tr>
<td>Academic Standing Prohibits registration</td>
<td>Academic Probation restriction.</td>
<td>See academic counselor.</td>
</tr>
</tbody>
</table>

**In-Person Registration** (scroll up to see dates and times)
1. Be advised in your major department.
2. Take your Registration Form to a designated registration processing area.
3. Pay your bill (scroll down to see payment information)

**Advisement & Registration for Academic Probation Students**

**NOT enrolled for Fall 2014:** Report to the **Student Development & Counseling Office**, 4th Floor, Room 4122, **December 1 & 8** (9am – 4pm).

**Enrolled for Fall 2014:** Advisement and registration is allowed after your current semester grades are posted to your records. Report to **Registration Central**, 4th Floor, Room 4170, during In-Person Registration, **January 6 – 9**.
STEP 4: Pay your bill

- Register through December 17, payment is due by December 17, 2014.
- Register Dec. 18 - January 2, payment is due by January 2, 2015.
- Register on or after January 2, 2015, payment is due within 24 hours of initial registration date. Payment for added classes due immediately.
- Second payment is due February 10, 2015.
- Third payment is due March 10, 2015.

Make full payment or enroll in the Payment Plan, by the payment due date. Payment can be made via the web. **ALL payments**, financial aid awards, tuition waivers, agency/employer vouchers, and Scholarships **must be submitted by the payment due date**. Payment Due Dates & Payment Methods are available on ECC Web site. **IMPORTANT**: If you added a class after your initial registration date, you must make additional payment to protect your registration from cancelation.

**Financial Aid award status** - If you have applied for Financial Aid, login to **MyECC** to check your Award status. If any missing documents are listed, submit them to the Financial Aid as soon as possible so that your eligibility can be determined.

- If you have been **awarded Financial Aid** but amount of your award does not cover your total bill, you must pay the balance in full or sign up for the Payment Plan.
- If you have **not been awarded financial aid**, login to Web Services and apply for the Financial Aid Temporary Registration Protection Plan (FATRP) as soon as you register for your classes. If you are **not eligible for the FATRP**, you must be prepared to pay your registration bill in full or sign up for the Payment Plan until your eligibility is determined. For more visit the Financial Aid information on ECC Website.

Canceled Courses

Some courses may be cancelled due to low enrollment. When this happens the canceled course is automatically dropped from your schedule.

We suggest that you check your schedule on a regular basis so that you can be aware of any changes to your schedule. Canceled course notifications are sent to your student e-mail account.
It is your responsibility to add an alternate course or section before the end of the registration or add/drop period. If you need assistance, please see a faculty advisor or the division chairperson.