Winter Intersession 2014

**Web (Online) Registration:** November 6 – December 17
(Registration opens at 12 noon on November 6)

**In-person Registration:** December 15, 16 & 17 (9am – 4pm)

**Classes:** December 17, 2014 – January 5, 2015

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**PAYMENT DUE DATE**

Register ONLY for a Winter Intersession class, **Full Payment is due by December 17.**

Register for a Winter Intersession AND Spring 2015 classes, **Full Payment or enrollment in ECC Payment Plan** (minimum payment **1/3 of total bill**) due by December 17.

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**Registration 4-Simple Steps**

(Scroll down for additional information)

**STEP 1:** Be advised in the academic department of your major

**STEP 2:** Plan your class schedule

**STEP 3:** Register your classes Online. Login to [webservices.essex.edu](http://webservices.essex.edu)

**STEP 4:** Pay your bill by the payment due date

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**IMPORTANT REMINDERS**

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

- **Student E-mail:** Check your e-mail on a regular basis. This 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.

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

- **Check your Major:** Discuss the requirements for your intended major with a faculty advisor. To update your major, complete a **Change of Major Form,** get it signed by the academic department and then submit form to Enrollment Services.

- **Revise your registration** - If you register early, don't forget to revise your registration based on your grades. If you need assistance, please see an academic advisor.
**STEP 1: Be Advised**

Prior to registration, students are urged to meet with an academic advisor.

- **Degree/Certificate students in good academic standing**: Attend Advisement Week.
- **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 in the Student Development & Counseling Office.
- **Educational Opportunity Fund Students**: Report to the EOF Office, Room 3217, Main Campus.
- **Student Support Services participants**: Report to the Department of Special Programs, Room 3310, Main Campus.
- **Veterans Educational Benefit students**: Report to Room 4122 for certification, 4th Level, 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.

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

- **The First day of classes**
  
  *(Ex: First day of Winter Intersession, first day of Spring I regular semester)*

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

- **Special section designations**.
  
  *(Ex: Courses taught in Spanish, Distance Learning or Hybrid classes, Weekend or Late Start classes, etc.)*

**STEP 3: Register**

**Register Online via Web Services**: webservices.essex.edu

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

1. Login to MyECC.
2. Click on Web Services.
3. Click on Student & Financial Aid.
4. Click on Registration.

Scroll down to see Registration Common Errors and explanation.

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 make a payment to protect your registration from cancellation.

**Revise your registration** - 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 Common Errors

Registration errors 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>Error Reason</th>
<th>What to do</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</td>
<td></td>
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<tr>
<td></td>
<td>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</td>
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<tr>
<td></td>
<td></td>
<td>of the course</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Registration is restricted to certain majors</td>
<td>Check your major; 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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
<td>Academic Probation restriction</td>
<td>See Academic Counselor</td>
</tr>
<tr>
<td>registration</td>
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**STEP 4: Pay your bill**

Make a Full payment or enroll in the ECC Deferred Payment Plan, by the payment due date. Payment can be made via the web. **ALL payments**, full payment, deferred payment, 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** - If you have applied for Financial Aid, login to **MyECC** to check your Award status.

- 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 Deferred 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 College’s 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 an academic advisor or the division chairperson.