

Winter Intersession 2017

Online Course Registration webservices.essex.edu

In-person Registration in Enrollment Services Office (9am – 3pm)

November 13, 2017 – December 19, 2017

Classes: December 21, 22, 26, 27, 28, 29, & January 2, 3, 4, & 5

PAYMENT DUE DATE

Register **ONLY** for a Winter Intersession class

Full Payment is due by December 19, 2017.

Register for a Winter Intersession **AND** Spring I 2018 classes

Full Payment or enrollment in the Payment Plan due by December 19, 2017

(Minimum payment for the Payment Plan is **1/3 of total bill**)

Payment for added classes is **due immediately**.

Review your bill and make the additional payment to protect your registration from cancelation.

ALL payments, full payment, enrollment in the Payment Plan, financial aid awards, tuition waivers, agency/employer vouchers, and Scholarships **must be submitted by the payment due date**.

If you applied for Financial Aid, login to **MyECC** portal myecc.essex.edu to **check your Award status**.

Registration 4-Simple Steps

(Scroll down for additional information)

STEP 1: Be Advised

Advisement is available through the academic department of your major or in the Academic Advisement Center, 1st Floor, Red Area. **Students on academic probation** should **report to the Student Development and Counseling Office**, 4th Floor, Room 4122, **during In-person Registration week**. For advisement information at the West Essex Campus, call (973) 877-6590.

STEP 2: Plan your class schedule

The *schedule of classes is available online* through Web Services.

STEP 3: Register your classes

Login to Web Services and register your classes Online. All **hold obligations must be cleared** in order to access online registration. Scroll down to see more information about registration and 'Waitlist' for closed classes. Be sure you are registering for the classes you need to complete your degree.

STEP 4: Pay your bill

Pay your bill by the due date. Protect your registration from cancelation. Scroll down to see more information.

I M P O R T A N T R E M I N D E R S

- **Login to MyECC:** See important due dates, your *financial aid award status*, your class schedule, your e-mail, sign up for the college text-message emergency alert, register online for classes via Web Services, make payments, and see your grades.
- **Student E-mail:** Check your e-mail on a daily basis. This is the primary means faculty and administrative offices will be communicating with you.
- **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:** Review the requirements for your intended major with a faculty advisor. To update your major, complete a **Change of Major Form**, have it signed by the academic department and then submit form to Enrollment Services.
- **Degree Evaluation:** Run your degree evaluation online and be sure to **take classes that are required for your degree**. If you have questions about the requirements for your degree, see an advisor in the academic department *or* visit the Academic Advisement Center, 1st Floor, Red Area.
REMEMBER: Financial Aid will pay **ONLY** for classes required for your major.
- **Revise your registration:** If you register early, don't forget to **revise your registration based on your grades** for the previous term. If you need assistance, please see an academic advisor.

Registration 4-Simple Steps *(explained)*

STEP 1: Be Advised

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

- **Degree/Certificate students in good academic standing:** advisement is available through the department of your major or the advisement center.
- **Visiting /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.
- **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

Winter Intersession classes have a **section designation** of **RS1, RS2, and RSA** etc.

Winter Intersession classes are **offered at the Main Campus**.

CRN	Subj	Crse	Sec	Camp	Cred	Title	Days	Time	Start- End Date	Location/Room
38649	ART	100	RS1	M	3.0	Art Appreciation	M-F	09:00am-01:00 pm	12/22 - 01/04	MEGA 2108
39412	ENG	101	RSA	M	3.0	College Comp I	M-F	05:30pm-09:30 pm	12/22 - 01/04	MEGA 2106

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)

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.

Register In-Person:

After advisement in academic department of major, **take your Advisement & Registration Form** or Add/Drop Form **to Enrollment Services Office**. Students may add and drop courses any time during the registration period.

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.

Error Message	Reason	What to do
Preq_test_score error	The course has a test or course pre-requisite that must be taken	See your advisor in the department of the course
Creq_req	Course has a co requisite; usually a lab section or tutorial section In most cases, the co-requisite is a required laboratory section or tutorial section.	Enter both CRNs for the course at the same time
Time Conflict with CRN	Course time overlaps with another course	Check course schedule, select another section of the course
Major Restriction	Registration is restricted to certain majors	Check your major; see your advisor
Duplicate CRN	Course was entered more than once	No action needed; course will be deleted automatically
Maximum Hours Exceeded	Maximum credit hours allowed is exceeded	See academic advisor or division chairperson
Academic Standing Prohibits registration	Academic Probation restriction	See Academic Counselor
Level Restriction	Student cannot register for credit courses	Submit an admission application to Enrollment Services.

STEP 4: Pay your bill:

If you register for Winter Intersession ONLY, full payment is due by **December 19, 2017**.

If you register for Winter Intersession **AND** Spring I 2018 classes by **December 19, 2017**. You can combine both terms and choose the Payment Plan option which requires a minimum payment of *1/3 of the total bill* and a \$50 plan enrollment fee. Payments can be made online through Web Services or at the Bursar's Office.

Important: If you added a class after your initial registration date, you must make additional payment to protect your registration from cancelation.

Financial Aid Students:

Students must be registered for both the Winter Intersession **AND** the Spring I 2018 Semester in order to qualify for financial aid for the Winter Intersession. If you are awarded aid for the Spring I 2018 your financial aid award will be used to cover your Winter Intersession course(s).

A student's combined enrollment (for Winter Intersession AND Spring I 2018) must be at least half-time (at least 6 credits) and the student must be meeting all of the general requirements for federal and state aid eligibility.

Three to five (3-5) **days after you file your FAFSA**, you must **go to myecc.essex.edu to check to see if your file is complete**. If you have been required to submit documents to the Office of Financial Aid, you must submit all missing information immediately. You must allow 6-8 weeks processing time for the office to determine your eligibility status.

Course Cancellations

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.