

## Spring 2018 Registration Information

### Current Students

#### Registration Dates

#### Spring I 2018

Web (Online) Registration  
November 13 – January 11

In-Person Registration  
January 3 – 5  
(9am – 5:30pm)

**First Day of Classes**  
**January 8**

**Late Registration & Add/Drop**  
January 8 - 11  
(9am – 5pm)

#### Spring II 2018

Web (Online) Registration  
January 23 – 31

In-Person Registration  
January 23-25  
(9am – 3pm)

**First Day of Classes**  
**January 26**

**Late Registration & Add/Drop**  
January 26 – 31  
(9am – 3pm)

#### Payment Due Dates

- Registration November 13, 2017 – December 19, 2017  
Full **or Payment** Plan Enrollment due by December 19, 2017 (minimum 1/3 payment required).
- Registration December 20, 2017 – January 2, 2018  
Full **or Payment** Plan Enrollment due by January 2, 2018 (minimum 1/3 payment required).
- Registration after January 2, 2018  
Full **or Payment** Plan Enrollment due within 24 hours of initial registration date (minimum 1/3 Payment required).
- **Payment for added classes due immediately.**
- **Second Payment** due on **February 7, 2018.**
- **Third Payment** due on **March 7, 2018.**

**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 have applied for Financial Aid, login to **MyECC** portal 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.***

***Students on academic probation*** should report to the Student Development and Counseling Office, 4<sup>th</sup> Floor, Room 4122, **during In-person Registration.**

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.*** When selecting classes, ***be mindful of course section designations.*** *Example:* Classes offered at the Main Campus, West Essex Campus, Online classes, Hybrid classes, and classes taught in Spanish, have specific section designations. Scroll down to see more information.

## **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 how to *Waitlist* for closed classes. Be sure to register for the classes you required for your major.

## **STEP 4: Pay your bill**

***Pay your bill by the due date.*** Protect your registration from cancellation. 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:** Single point access to information such as, 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:** Discuss the requirements for your intended major with an academic advisor or chairperson. 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 Completion:** Be sure to **take classes that are required for your degree** so you can graduate on time. Run your degree evaluation online. If you have questions about the requirements for your degree, see an academic advisor or chairperson.

# Registration 4-Simple Steps *(explained)*

## STEP 1: Be Advised

Students are reminded to seek advisement prior to registration.

- **Degree/Certificate Students in good academic standing:** Report to the academic department of your major.
- **Non-matriculating Students:** Report to the academic division of the course. You will need to provide your college transcript or written permission from the home school to verify Course Pre-requisites are met.
- **Academic Probation Students:** Report to the Student Development and Counseling, 4<sup>th</sup> Level, Room 4122.
- **Educational Opportunity Fund Students:** Report to the **EOF Office, Room 3217**, Main Campus.
- **Veterans Educational Benefit Students:** See the Veterans Certifying Officer located in the Student Development & Counseling Office, Room 4122, Main Campus.
- For advisement information at the **West Essex Campus**, call (973)877-6590.
- For classes at the **FOCUS** or **Ironbound Extension Centers**, call (973) 877-3158.

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## STEP 2: Plan your class schedule

Review the following information before attempting registration. Information is available on the college web site.

- **Degree & Certificate Requirements by Major**
- **Course Descriptions and Pre-requisites**
- **Class Schedule**

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

- Class Start Date
- **Campus location** – Main Campus, West Essex Campus
- **Section designations** – Online Classes, Hybrid Classes, Classes taught in Spanish etc.

In the examples below, section **BO1** is taught in Spanish, **CW1** is at West Caldwell Campus, **OL1** is Online Class, and **HY1** is a Hybrid Class, **ICC** – class is offered at the Ironbound Extension Center.

CRN	Subj	Crse	Sec	Camp	Cred	Title	Days	Time	Start- End Date	Location/Room
30035	ART	100	<b>BO1</b>	M	3.0	Art Appreciation	TR	09:00am – 01:00pm	01/8 – 04/23	MEGA 1101B
38003	ART	100	<b>CW1</b>	<b>W</b>	3.0	Art Appreciation	MW	08:30 am-09:50 am	01/8 – 04/23	<b>WEXE S007</b>
38522	PSY	101	<b>OL1</b>	M	3.0	General Psych I		TBA	01/8 – 04/23	TBA
39355	BIO	101	<b>HY1</b>	M	4.0	College Biology I	R	08:30am – 11:20am	01/8 – 04/23	MEGA 3433
32997	ART	100	<b>ICA</b>	<b>I</b>	3.0	Spanish I	W	5:30pm – 6:35pm	01/26 – 04/23	<b>Ironbound</b>

## STEP 3: Register

**Register Online through Web Services:** [webservices.essex.edu](http://webservices.essex.edu)

In order to register online, you must be in good academic standing, not have any 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**.

When you register online, tuition and fee charges are posted to your account automatically.

Students are encouraged to seek advisement and to register only for classes required for degree Program.

### Register In-Person:

1. Students in good academic standing should report to the academic department of their major for advisement. Students on academic probation should report to the Student Development & Counseling Office, 4th Floor, Room 4122 for advisement.

For advisement information at the West Essex Campus, call (973) 877-6590.

2. Take your Registration Form to a designated registration processing area.
3. Pay your bill by the due date. Protect your registration from cancellation.

**Registration Waitlist** - **Registration Waitlist** is available to students attempting to register for sections that are full to capacity. **A waitlist demo is on YouTube.** Search for "ECC Waitlist." Set the resolution to 480 or 720p for the best picture.

**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	Course has a pre-requisite that must be taken	See division chairperson
Creq_req	A lab section or tutorial section is missing	Enter CRNs for lab or tutorial simultaneously
Time Conflict with CRN	Course time overlaps with another course.	Select another section of the course
Advisor Approval	Restricted and requires special permission.	See division chairperson.
Major Restriction	Registration is restricted to certain Majors.	See academic advisor
Duplicate CRN	Course was entered more than once,	Course will be deleted automatically
Maximum Hours Exceeded	Maximum credit hours allowed is exceeded.	See division chairperson
Academic Standing	Academic Probation restriction.	See Academic Counselor
Level Restriction	Student is in Non-Credit program.	Must report to Enrollment Services

## **STEP 4: Pay your bill**

Make a Full payment or enroll in the Payment Plan, by the payment due date. Payment can be made via the web. **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.** Payment Due Dates & Payment Methods are available on the *web site*.

**Added Classes:** If you add a class after your initial registration date, you must make additional payment to protect your registration from cancellation.

**Financial Aid** - If you have applied for Financial Aid, login to **MyECC** portal 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 information, visit the Financial Aid information on the *web site*.

## **Course Cancellations**

Some courses may be cancelled due to low enrollment. When this happens the **cancelled 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.** Cancelled 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 period. If you need assistance, please see the division chairperson.