## Spring 2016
### Registration Information for Continuing Students

<table>
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<th>Spring I</th>
<th>Spring II</th>
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<tr>
<td><strong>Web (Online) Registration</strong></td>
<td><strong>Web (Online) Registration</strong></td>
</tr>
<tr>
<td>November 16 – January 22</td>
<td>January 26 – 28</td>
</tr>
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</table>

**In-Person Registration**
- January 11 – 14 (9am – 6:30)
- January 15 (9am – 3pm)

**First Day of Classes**
- January 19

**Late Registration & Add/Drop**
- January 19 – 21 (9am – 5:30pm)
- January 22 (9am – 3pm)

<table>
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<tr>
<th>Spring II</th>
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</table>

**In-Person Registration**
- January 26 – 28 (9am – 3pm)

**First Day of Classes**
- January 29

**Late Registration & Add/Drop**
- January 29 (9am – 3pm)
- February 1–3 (9am - 3pm)

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### Payment Due Dates

- Register through December 17, [Full Payment or Payment Plan](#) enrollment *(minimum ¼ payment required)* due by December 17, 2015.

- Register after December 17, 2015, [Full Payment or Payment Plan](#) enrollment *(minimum ¼ payment required)* due within 24 hours of initial registration date.

- Payment for added classes due immediately.

- Second Payment is due on February 17, 2016.

- Third Payment is due on March 10, 2016.

- Fourth Payment is due on April 12, 2016.
STEP 1: Be Advised
Advisement is available through the department of your major or in the Advisement Center.

STEP 2: Plan your class schedule
The schedule of classes is available through Web Services. When selecting classes, be aware of course section designations (example: classes offered at the main campus, west campus, online classes, hybrid classes etc.)

STEP 3: Register your classes
Login to Web Services and register Online.

STEP 4: Pay your bill
Pay your bill by the due date. Protect your registration from cancelation.

IMPORTANT REMINDERS

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

- **Student E-mail:** Check your student e-mail on a daily 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, 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 to see how close you are to graduation. See an academic advisor or visit the Advisement Center, if you have questions about the requirements for your degree.
**STEP 1: Be Advised**

Students are reminded to seek advisement prior to registration.

- **Degree/Certificate students in good academic standing:** Advisement is available in the department of your major or at the Advisement Center.
- **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. See dates under Step 2 below.
- **Educational Opportunity Fund Students:** Report to the EOF Office, Room 3217, Main Campus.
- **Veterans Educational Benefit students:** Report to the Student Development & Counseling Office for certification, Room 4122, Main Campus.
- For Advisement procedures at the West Essex Campus, call (973) 877-6590.
- For classes at the FOCUS or Ironbound Extension Centers, call (973) 877-3158.

**STEP 2: Plan your class schedule**

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

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

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

- The First day of classes.
- Campus location where the class is being offered.
- Special section designations.
  
  (Ex: Courses taught in Spanish, Online classes or Hybrid classes, Weekend classes, etc.)

In the examples below, section **BO1** is taught in Spanish, **CW1** is at West Caldwell Campus, **OL1** is an online class, and **HY1** is a hybrid class.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Camp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Start–End Date</th>
<th>Location/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>20358</td>
<td>ART</td>
<td>100</td>
<td>BO1</td>
<td>M</td>
<td>3.0</td>
<td>Art Appreciation</td>
<td>TR</td>
<td>11:30 am–12:50 pm</td>
<td>09/08–12/21</td>
<td>MEGA 1101B</td>
</tr>
<tr>
<td>28250</td>
<td>ART</td>
<td>100</td>
<td>CW1</td>
<td>W</td>
<td>3.0</td>
<td>Art Appreciation</td>
<td>MW</td>
<td>08:30 am–09:50 am</td>
<td>09/08–12/21</td>
<td>WEXE S007</td>
</tr>
<tr>
<td>22561</td>
<td>PSY</td>
<td>101</td>
<td>OL1</td>
<td>M</td>
<td>3.0</td>
<td>General Psych I</td>
<td>TBA</td>
<td>TBA</td>
<td>09/08–12/21</td>
<td>TBA</td>
</tr>
<tr>
<td>28019</td>
<td>BIO</td>
<td>101</td>
<td>HY1</td>
<td>M</td>
<td>4.0</td>
<td>College Biology I</td>
<td>R</td>
<td>08:30 am–11:20 am</td>
<td>09/08–12/21</td>
<td>MEGA 3433</td>
</tr>
</tbody>
</table>
**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**.

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 for the previous term. If you need assistance, please see an advisor in your major department.

**Closed Classes & Registration Waitlist**

Registration Waitlists are 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.

<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 tutorial section.</td>
<td>Example: 30187 MTH092 103 30189 MTH092T 1T8</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; 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 by the due date. Protect your registration from cancelation.

Advisement & Registration for Academic Probation Students

Students on academic probation but NOT enrolled for Fall 2015 semester, should report to the Student Development & Counseling Office, 4th Floor, Room 4122 on December 7th & 14th (9am - 4:00pm)

Students on academic probation enrolled for Fall 2015 semester, should report to the Student Development & Counseling Office, 4th Floor, Room 4122, during In-person Registration January 11-15.

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

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.

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 the web site.

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 period. If you need assistance, please see a faculty advisor or the division chairperson.