**Winter Intersession**

**Web (Online) Registration:** November 25 – December 17  
**In-person Registration:** December 16 & 17  
**Classes December 18, 2013 – January 6, 2014**

**Payment Due Date**
Registered only for a Winter Intersession class, **Full Payment is due by December 17.**

Registered for a Winter Intersession and additional Spring 2014 classes, **Full Payment or enrollment in ECC Payment Plan (1/3 payment required) is due by December 17.**

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

**STEP 1:** Be Advised

**STEP 2:** Select your class

**STEP 3:** Register Online through ECC Web Services.

**STEP 4:** Pay your bill in full

**Click the links below to access more information**

- Degree & Certificate Requirements by Major: http://www.essex.edu/onlinecatalog/programs/
- Course Descriptions and Pre-requisites: http://www.essex.edu/catalog/courses/
- Class Schedule: https://webservices.essex.edu:4443/PROD6_DAD/twbkwbis.P_GenMenu?name=homepage
- Special Course Section Designations: http://www.essex.edu/esx/schedule.legend.html
- MyECC Portal: https://eccportalstier.essex.edu/portal/page/portal/ESXC/Login
- (Web) Online Registration Step-by-Step: http://www.essex.edu/esx/web_procedures.html
- Payment Due Dates: http://www.essex.edu/bursar/tuition/payment.due.dates.html
- Financial Aid information: http://www.essex.edu/finaid/
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 department of your major to make an appointment with a faculty advisor.

- **Non-matriculating students**: Report to the academic division where the course is offered. You may have to provide your college transcript or written permission from the home school to verify Course Pre-requisites are met.

- For Advisement procedures at the **West Essex Campus**, call (973)877-6590.

STEP 2: Select your class

Review the following before attempting registration.

- Course Descriptions and Pre-requisites [http://www.essex.edu/catalog/courses](http://www.essex.edu/catalog/courses)

- The list of classes offered is available on the web site.

STEP 3: Register

**Register Online via Web Services:**

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. Winter intersession is part of the Spring term. Select the Spring term when you register Online.

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.

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: [http://www.essex.edu/bursar/ tuition/payment.due.dates.html](http://www.essex.edu/bursar/ tuition/payment.due.dates.html)

Payment Methods: [http://www.essex.edu/ bursar/ tuition/payment.methods.html](http://www.essex.edu/ bursar/ tuition/payment.methods.html)

For Financial Aid information, visit: [http://www.essex.edu/ finaid/](http://www.essex.edu/ finaid/)
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.

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.

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>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 your advisor or division chairperson</td>
</tr>
<tr>
<td>Academic Standing Prohibits registration</td>
<td>Academic Probation restriction</td>
<td>Must meet with a Counselor</td>
</tr>
<tr>
<td>Closed</td>
<td>Course or section if full to capacity</td>
<td>Select another section or course</td>
</tr>
</tbody>
</table>