Spring I 2014 Registration

Web (Online) Registration: November 25 – January 14

In-person Registration: January 6 – 8 (9 am – 6:30 pm)

Late Registration & Add/Drop: January 9 – 14 (9 am – 5:30 pm)

Payment Due Dates

• Register through December 17, payment is due by December 17, 2013
• Register December 18 through January 2, payment is due by January 2, 2014
• Register on or after January 2, 2014, payment is due within 24 hours of initial registration date. Payment for added classes due immediately
• Second payment is due February 11, 2014
• Third payment is due March 11, 2014

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

STEP 1: Be Advised
Advisement is available through the department of your major.

STEP 2: Plan your class schedule
The schedule of classes is available through ECC Web Services.

STEP 3: Register your classes
Login to ECC Web Services and register Online. Scroll down to see steps for In-person Registration.

STEP 4: Pay your bill

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/twbkwbsis_P_GenMenu?name=homepage
- Special Course Section Designations: http://www.essex.edu/esx/schedule.legend.html
- MyECC Portal: https://eccportalaltier.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/
**IMPORTANT REMINDERS**

- **Login to MyECC:** You can access important dates, financial aid award status, grades, e-mail, and Web Services.

- **Student E-mail:** Check your e-mail on a regular basis and stay informed. 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.

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**Registration 4-Simple Steps**

**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 academic division of your major to make an appointment with a faculty advisor.

- **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.

- **Student Support Services participants:** Report to Department of Special Programs, Room 3310, Main Campus.

- **Veterans Educational Benefit students:** Report to the Recruitment & Retention Office for certification, Room 4123, 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 College’s web site under Academics.

- **Degree & Certificate Requirements by Major** [http://www.essex.edu/onlinecatalog/programs/](http://www.essex.edu/onlinecatalog/programs/)

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

- **Class Schedule** [https://webservices.essex.edu:4443/PROD6_DAD/twbkwbis.P_GenMenu?name=homepage](https://webservices.essex.edu:4443/PROD6_DAD/twbkwbis.P_GenMenu?name=homepage)
IMPORTANT! When selecting courses, pay special attention to the following:

- The First day of classes.
  (Ex: First day of regular semester, first day of late start classes, etc.)

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

- Special section designations; [http://www.essex.edu/esx/schedule.legend.html](http://www.essex.edu/esx/schedule.legend.html)
  (Ex: Courses taught in Spanish, Distance Learning or Hybrid classes, Weekend or Late Start classes, etc,)

**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.

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.

**In-Person Registration** (scroll up to see dates and times)

1. Be advised in your major department.
2. Take your Advisement/Registration Form to Testing Computer Lab, Room 4119, for processing.
3. Pay your bill.

**Academic Probation Students**

Students on academic probation but **NOT enrolled for Fall 2013 semester**, should report to the Student Development & Counseling Office, 4th Floor, Room 4122 on the following dates. December 2nd & 9th (9am - 4:00pm)

Students on academic probation enrolled for Fall 2013 semester, should report to the Student Development & Counseling Office, 4th Floor, Room 4122, during In-person Registration.

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 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)
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 the 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 Financial Aid information, visit: 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>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></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 Wait List from the action menu in Web Registration.</td>
</tr>
</tbody>
</table>