

Current Students

Fall 2017 Registration Information

Registration Dates

Fall I 2017

Web (Online) Registration

March 20 – September 8

In-Person Registration

(9am – 6:30pm)

August 29 – 31

First Day of Classes

September 5

Late Registration & Add/Drop

(9am – 5:30pm)

September 5 – 8

Fall II 2017

Web (Online) Registration

September 19 - 27

In-Person Registration

(9am – 3:30pm)

September 19 – 21

First Day of Classes

September 22

Late Registration & Add/Drop

(9am – 3:30pm)

September 22 – 27

Payment Due Dates

- Register March 20, 2017 through August 7, 2017, Full Payment *or* Payment Plan enrollment (1/4 payment required) due by August 7, 2017.
- Register **after** August 7, 2017, Full Payment *or* Payment Plan enrollment (1/4 payment required) due within 24 hours of registration.
- Payment for added classes **due immediately**.
- Second Payment due for Fall terms on **October 10, 2017**.
- Third Payment due for Fall terms on **November 7, 2017**.
- Fourth Payment due on for Fall terms on **December 5, 2017**.

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**.

IMPORTANT REMINDERS

- **MyECC Portal:** Myecc.essex.edu.

MyECC portal provides a single point access to information such as:

- Important due dates
- Your financial aid award status
- Status of your registered classes for payment by financial aid
- Your current class schedule
- Access your Student E-mail
- Sign up for the college text-message emergency alert
- Access Webservices.essex.edu to check your major/program, your address, register for classes or add/drop classes, run your degree evaluation, make payments, and see your grades.

- **Student E-mail:** Students are expected to check their e-mail on a daily basis. **This is the primary means faculty and administrative offices will be communicating with you.**

- **Update your Address & Phone Number:** If there is a change, please complete a Change of Address Form and submit it to Enrollment Services Department.

- **Check your Major:** If you are thinking of changing your major, be sure to meet with an academic advisor first. To change your major, submit a *Change of Major Form* signed by your academic division to the Enrollment Services Department.

- **Degree Completion:** Be sure to **take classes that are required for your degree** so you can graduate on time. You can run your degree evaluation online to see how close you are to graduation. If you have questions about the requirements for your degree, see an advisor in the academic division of your major. **Remember that Financial Aid will pay only for the classes required in your degree or certificate program.**

Registration 4-Simple Steps

(Scroll down for more information)

STEP 1: Be Advised in you're the academic division of your major.

STEP 2: Plan your class schedule carefully.

STEP 3: Register for your classes online or in-person.

STEP 4: Pay your bill by the due date.

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 academic division of your major.
- **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.
- **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 information 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 class schedule

The schedule of classes is available online through Web Services. Degree and Certificate Requirements for your major, course descriptions and course pre-requisite information is available on the college web site.

Pay special attention to the following, when selecting courses:

- The First Day of Class.
 - Campus location of Main Campus or West Essex Campus
 - Special Section designations for Online classes, Hybrid classes, classes thought in Spanish.
- 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.

CRN	Subj	Crse	Sec	Camp	Cred	Title	Days	Time	Start- End Date	Location/Room
40358	ART	100	BO1	M	3.0	Art Appreciation	TR	11:30 am-12:50 pm	09/5 - 12/20	MEGA 1101B
48250	ART	100	CW1	W	3.0	Art Appreciation	MW	08:30 am-09:50 am	09/5 - 12/20	WEXE S007
12561	PSY	101	OL1	M	3.0	General Psych I		TBA	09/5 - 12/20	TBA
12019	BIO	101	HY1	M	4.0	College Biology I	R	08:30am - 11:20am	09/5 - 12/20	MEGA 3433

STEP 3: Register for classes

Register Online

- Go to [Webservices.essex.edu](http://webservices.essex.edu)
- Login with your Student ID and PIN (Password).
- Click on **Student & Financial Aid** and Click on **Registration**.

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. . Be sure you are registering for the classes that are required for your degree or certificate program. *Financial aid will pay only for the classes required in your degree or certificate program.*

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 payment by the due date in order** to protect your registration from cancellation.

Revise Registration: Check your grades for the previous term and revise your registration as needed. If you need assistance, please see an advisor in your major division.

Wait list for Closed Class: Wait list is available for sections that are full to capacity. To place yourself on a wait list, see instructions at <http://www.essex.edu/enrollment/> Also a **Waitlist Demo is on YouTube**. Search for "Essex College Waitlisting." 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	Error Reason	What to do
Preq_test_score error	The course has a test or course pre-requisite that must be taken	See academic division chairperson
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 <u>Example:</u> CRN 40187 MTH092 103 CRN 40189 MTH092T 1T8
Time Conflict with CRN	Course time overlaps with another course.	Check course schedule, select another section of the course
Advisor Approval	Course is restricted and requires special permission .	Student must report to academic department and register in-person.
Major Restriction	Course 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

Register In-Person

1. Be advised: Students in good academic standing should report the academic division of major.

Academic Probation students enrolled should report to Student Development & Counseling Office, 4th Floor, Room 4122.

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

2. Register: Take your Registration Form to a designated registration processing area.

3. Pay bill by the due date: Protect your registration from cancellation.

STEP 4: Pay bill by the due date:

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 add 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** 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 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**. Canceled course notifications will be sent to your student e-mail account.

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 period. If you need assistance, please visit the academic division of your major.