
REGISTER EARLY!

Online (Web) Registration for **Spring 2011** starts on November 22, 2010.

Online (Web) Registration for **Winter Intersession** starts on December 16, 2010.

See details below:

STEP 1. Students are encouraged to see a faculty advisor before registration. Make an appointment with a faculty advisor in your major department.

STEP 2. Plan your class schedule.

STEP 3. Register for your classes online.

STEP 4. Pay your tuition bill.

STEP 5. Adjust your registration based on your Fall 2010 semester grades.

For a complete list of registration dates go to: <http://www.essex.edu/esx/registration.dates.html>

➤ **MyECC Portal and Web Mail FAQ:** <https://eccportaltier.essex.edu/faq.html#Canregisterforclasssthroughtheportal>

➤ **Online (Web) registration instructions:** http://www.essex.edu/esx/web_procedures.html#login

➤ **Tutorials MyECC Login:** http://www.essex.edu/it/help/tutorials/flash/myecc_tutorial_students.swf

IMPORTANT REMINDERS!

- **Clear your holds.** If you have any hold obligations, you will not be able to register.
 - **Do we have your current address and phone number?** To change your address, complete a Change of Address Form and submit it to Enrollment Services.
 - **Do we have your correct major?** To change your major, see your advisor to complete a Change of Major Form, and submit form to Enrollment Services.
 - If you register early but did not complete the course pre-requisite, you may need to drop some of your classes. Don't forget to review your Fall 2010 semester grades after December 23rd and make the necessary changes in your Spring 2011 registration. Please see your academic advisor if you need assistance.
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STEP 1. Advisement

All students are urged to meet with a faculty advisor before registration.

- **Degree/Certificate students in good academic standing** are urged to meet with a faculty advisor prior to registration. 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 a college transcript or written permission from the home school to verify Course Pre-requisites are met.
- **Students on academic probation** must meet with a Counselor.
- **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 & Marketing Office for certification, 4th Level, Main Campus.

STEP 2. Plan your class schedule

Review the schedule of courses to determine which of your required courses are available. Write down the schedule of classes. When selecting courses, pay special attention to the following:

- **First day of classes.**
- **Campus the class is being offered;** (*Main Campus, West Essex Campus, Ironbound or FOCUS extension centers*)
- **Special section designations;** <http://www.essex.edu/esx/schedule.legend.html> (*Special section designations for courses taught in Spanish, Distance Learning or Hybrid classes, Weekend classes, Late Start classes, etc.)*

➤ Course **Schedule** is available online at: https://webservices.essex.edu:4443/PROD6_DAD/bwckschd.p_disp_dyn_sched

➤ Course **Pre-requisite** information is available online at: <http://www.essex.edu/catalog/courses/acc.html>

STEP 3. Register for your classes online.

1. Go to www.essex.edu, & click on **MyECC**.
2. Login to **MyECC**.
3. Click on **Web Services**.
4. Click on **Student & Financial Aid**.
5. Click on **Registration**.

Class Schedule & Term Bill: Once you submit your registration, **tuition and fee charges are automatically posted to your account**. You should always check your schedule to make sure you are registered for the desired course and section.

Course Cancellation: 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 period.

COMMON REGISTRATION 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.

PREQ AND TEST SCORE ERROR: You have not fulfilled one or more pre-requisites for the course. If you have any questions about course pre-requisite requirements, see your advisor.

CORQ_(Course) REQ: The course for which you want to register has a **co requisite**. In most cases, the co requisite is a required laboratory section or tutorial section. For instance, MTH092 has a co requisite of MTH092T. The course may not be taken without its co requisite, so add the course again with its lab or tutorial section.

Remember to submit the CRNs simultaneously.

TIME CONFLICT WITH (CRN): Select another course or, if you prefer this course to the course with which it conflicts, change the "Action" of the registered course (the first column in the Current Schedule section) from "None" to "Drop/Delete" by using the pull-down menu. Then, re-enter the CRN of the course you want in the "Add Class" section, and "Submit Changes."

MAJOR RESTRICTION: Registration for certain courses is based on a student's declared major. If you need to change your major, see your advisor.

DUPLICATE CRN: You have added the same course/CRN twice. Take no action; the course will be deleted from the "Registration Errors" section.

MAXIMUM HOURS EXCEEDED: You cannot register for more than 17.5 course credits for Spring, and 3 credits for Winter Intersession. Students wishing to add more course credits must obtain permission from division chairperson and wait until in-person registration to add the course.

ACADEMIC STANDING PROHIBITS REGISTRATION: Students on academic probation must see a Counselor before attempting registration.

STEP 4. Pay your tuition 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 for Spring 2011 semester

Register November 22– December 15, Full or Deferred Payment is due by December 15, 2010.

Register December 23 – January 3, 2011, Full or Deferred Payment is due by January 3, 2011.

Register after January 4, 2011, Full or Deferred Payment is due within 24 hours of registration.

Payment Due Date for Winter intersession classes

Register December 16 – 22, Full payment is due on December 21, 2010.

Payment Methods: <http://www.essex.edu/bursar/tuition/payment.methods.html>

Financial Aid information: <http://www.essex.edu/finaid/forms.html>