



Spring II 2012

Registration Information for Current and Retraining Students

Online (Web) Registration: January 13 - 19

In-person Registration: January 24 - 26 (9am - 4pm)

First Day of Classes: **January 27**

Late Registration & Add/Drop: January 27 - February 2 (9am - 4pm)

See details below:

STEP 1: Advisement by a faculty advisor in your major department.

STEP 2: Plan your class schedule.

STEP 3: Register for your classes Online via Web Services *or* In-person

STEP 4: Pay your tuition bill.

➤ **Registration Dates:** <http://www.essex.edu/esx/registration.dates.html>

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

➤ **MyECC Portal FAQ:** <https://eccportaltier.essex.edu/faq.html>

➤ **Online (Web) Registration step-by-step:** http://www.essex.edu/esx/web_procedures.html

STEP 1: Advisement

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.
- **Academic Probation students:** must meet with a Counselor. Report to the Student Development Office, 1st Level, Red Area.
- **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.
- For Advisement procedures at the **West Essex Campus**, call (973)877-6590.

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/academics/programs>
- **Course Descriptions and Pre-requisites** <http://www.essex.edu/catalog/courses>
- **Course Schedule** https://webservices.essex.edu:4443/PROD6_DAD/bwckschd.p_disp_dyn_sched

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>
(Ex: Courses taught in Spanish, Distance Learning or Hybrid classes, Weekend or Late Start classes, etc.)

STEP 3: Register, Add/Drop your classes

➤ **Register Online via Web Services:**

In order to register online, you must be in good academic standing, not have a hold obligation, and fulfill course pre-requisite and co-requisite requirements. **IF YOU ARE ALREADY REGISTERED FOR SPRING I CLASSES, YOU MAY NOT BE ABLE TO REGISTER/ADD A CLASS ONLINE.** If this is the case, please report to Enrollment Services Express Center for assistance.

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.**

➤ **Register In-person:**

- After advisement, take your Registration Form to Enrollment Services Express Center, 4th Level.
- After your Registration Form you will receive **your class schedule and bill.** Review your printed schedule and make sure that you are registered for the same classes listed on your Registration or Add/Drop Form. 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>

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

Financial Aid funds will be applied to your tuition bill only if you have received an Award Letter from ECC's Financial Aid Office before the payment due date. **If 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 did not receive an Award Letter from ECC's Financial Aid Office before the payment due date**, you must sign up for the Deferred Payment Plan or pay the balance in full. Financial Aid information: <http://www.essex.edu/bursar/tuition/financial.aid.html>

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.

Online (Web) 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.

PREQ AND TEST SCORE ERROR: The course for which you want to register has a test or course pre-requisite that must be fulfilled. If you have any questions about course pre-requisite requirements, see your advisor.

CORO (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 enter all the CRNs** of the course.

TIME CONFLICT WITH (CRN): The courses for which you want to register have a time overlap. Check the schedule carefully and select another section of the course.

MAJOR RESTRICTION: Registration for certain courses is restricted to certain Majors. If you need to update your Major, see your advisor.

DUPLICATE CRN: This occurs when a course is entered more than once. Take no action; the course will be deleted from the "Registration Errors" section.

MAXIMUM HOURS EXCEEDED: This occurs when the maximum credit allowed is exceeded. Maximum allowed for the semester is 17.5 credit hours. Eligible students see the division chairperson of their major to add more credits.

ACADEMIC STANDING PROHIBITS REGISTRATION: Students on academic probation must meet with a Counselor before attempting registration (**See information in Step 3 above**)

IMPORTANT REMINDERS!

- **Login to MyECC:** Access important due dates, your financial aid award status, your grades; register online for classes via Web Services, access your e-mail.
- **Student E-mail:** Check your e-mail on a regular basis. This is the primary means faculty and administrative offices will be communicating with you.
- **Clear your Holds:** If you have any holds on your record (such as 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**, and submit form to Enrollment Services.