# Summer 2016 Registration Information

## Registration Dates

<table>
<thead>
<tr>
<th>Summer I 2016</th>
<th>Summer II 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web (Online) Registration</strong></td>
<td><strong>Web (Online) Registration</strong></td>
</tr>
<tr>
<td><strong>In-Person Registration</strong></td>
<td><strong>In-Person Registration</strong></td>
</tr>
<tr>
<td>(9am – 5:30pm) May 5 – 6</td>
<td>(9am – 5:30pm) July 6 – 7</td>
</tr>
<tr>
<td><strong>First Day of Classes</strong></td>
<td><strong>First Day of Classes</strong></td>
</tr>
<tr>
<td>May 9</td>
<td>July 11</td>
</tr>
<tr>
<td><strong>Late Registration &amp; Add/Drop</strong></td>
<td><strong>Late Registration &amp; Add/Drop</strong></td>
</tr>
<tr>
<td>(9am – 5:30pm) May 9 - 11</td>
<td>(9am – 5:30pm) July 11 – 13</td>
</tr>
</tbody>
</table>

## Payment Due Dates

<table>
<thead>
<tr>
<th>Summer I 2016</th>
<th>Summer II 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Register March 14, 2016 through April 27, 2016, Full Payment or Payment Plan enrollment (1/2 payment required) due by April 27, 2016.</td>
<td>• Register March 14, 2016 through June 23, 2016, Full Payment or Payment Plan enrollment (1/2 payment required) due by June 23, 2016.</td>
</tr>
<tr>
<td>• Register after April 27, 2016, Full Payment or Payment Plan enrollment (1/2 payment required) due within 24 hours of registration.</td>
<td>• Register after June 23, 2016, Full Payment or Payment Plan enrollment (1/2 payment required) due within 24 hours of registration.</td>
</tr>
<tr>
<td>• Payment for added classes due immediately.</td>
<td>• Payment for added classes due immediately.</td>
</tr>
<tr>
<td>• Second Payment due on June 8, 2016.</td>
<td>• Second Payment due on July 28, 2016.</td>
</tr>
</tbody>
</table>

**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.
**STEP 1: Be Advised**

Advisement is available through the academic department of your major or in the Academic Advisement Center, 1st Floor, Red Area. *Students on academic probation* should report to the Student Development and Counseling Office, 4th Floor, Room 4122, during in-person registration week and *after grades* for Spring 2016 classes are posted.

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

**STEP 2: Plan your class schedule**

The *schedule of classes is available online* through Web Services. When selecting classes, *be mindful of course section designations*. Example: Classes offered at the Main campus, West Essex Campus, Online classes, Hybrid classes, and classes thought in Spanish, have specific section designations. Scroll down to see more information.

**STEP 3: Register your classes**

Login to Web Services and register your classes Online. All hold obligations must be cleared in order to access online registration. Scroll down to see more information about registration and 'Waitlist' for closed classes. Be sure you are registering for the classes you need to complete your degree.

**STEP 4: Pay your bill**

Pay your bill by the due date. Protect your registration from cancelation. Scroll down to see more information.

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**IMPORTANT REMINDERS**

- **Login to MyECC:** Single point access to information such as, important due dates, your financial aid award status, your class schedule, your e-mail, sign up for the college text-message emergency alert, register online for classes via Web Services, make payments, and see your grades.

- **Student E-mail:** Check your e-mail on a daily basis. This is the primary means faculty and administrative offices will be communicating with you.

- **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, have it signed by the academic department and then submit form to Enrollment Services.

- **Degree Completion:** Be sure to *take classes that are required for your degree* so you can graduate on time. 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 department or visit the Academic Advisement Center, 1st Floor, Red Area.
Registration 4-Simple Steps (explained)

**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 department of your major or at the Academic Advisement Center, 1st Floor, Red Area.

- **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.

- **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 your class schedule**

Review the following before attempting registration. Information is available on the [web site](#).

- **Degree & Certificate Requirements by Major**
- **Course Descriptions and Pre-requisites**
- **Class Schedule**

**IMPORTANT!** When selecting courses, pay special attention to the following:

- The First day of class.
- Campus location – Main Campus, West Essex Campus
- Section designations – Online Classes, Hybrid Classes, Classes thought in Spanish etc.

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, ICC is at the Ironbound extension center.
STEP 3: Register

Register Online via Web Services: webservices.essex.edu

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.

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.

Revise your registration
If you register early, don’t forget to revise your registration based on your grades for the previous term. If you need assistance, please see an advisor in your major department.

Closed Classes & ‘Registration Waitlist’

Registration Waitlists are available to students attempting to register for sections that are full to capacity. A Waitlist demo is on YouTube. Search for “ECC Waitlist.” 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.

<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>Example: CRN 40187 MTH092 103 CRN 40189 MTH092T 1T8</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>Advisor Approval</td>
<td>Registration is restricted and requires special permission.</td>
<td>Student must report to academic department and register in-person.</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 academic advisor or division chairperson</td>
</tr>
<tr>
<td>Academic Standing Prohibits registration</td>
<td>Academic Probation restriction.</td>
<td>See Academic Counselor</td>
</tr>
</tbody>
</table>
In-Person Registration (scroll up to see dates and times)

1. Be advised in you’re the academic department of your major.
   Currently enrolled probation students should report to the Student Development & Counseling Office, 4th Floor, Room 4122, after grades for Spring 2016 classes are posted. For advisement information at the West Essex Campus, call (973) 877-6590.

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

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

**STEP 4: Pay your bill**

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 added 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.**

We suggest that you **check your schedule on a regular basis so that you can be aware of any changes to your schedule.** Canceled course notifications are sent to your student e-mail account. **It is your responsibility to add an alternate course or section before the end of the registration period.** If you need assistance, please see the division chairperson.