Register for Classes

November 25, 2019 – December 19, 2019

Web/Online Course Registration webservices.essex.edu

In-person Registration in Enrollment Services Office (9am – 3pm)

Classes will be held on: January 2, 3, 6, 7, 8, 9, 10, 13, 14, & 15

PAYMENT DUE DATE

Register ONLY for a Winter Intersession class Full Payment is due by December 19, 2019.

Register for a Winter Intersession AND Spring I 2020 classes

Full Payment or enrollment in the Payment Plan due by December 19, 2019.

(Minimum payment for the Payment Plan is 1/3 of total bill)

Payment for added classes is due immediately.

Review your bill and make the additional payment to protect your registration from cancelation.

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 applied for Financial Aid, login to MyECC portal myecc.essex.edu to check your Award status.

IMPORTANT REMINDERS

- **Login to MyECC:** See 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:** Review 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 Evaluation:** Run your degree evaluation online and be sure to take classes that are required for your degree. If you have questions about the requirements for your degree, see an advisor in the academic department.

**IMPORTANT:** Financial Aid will pay ONLY for classes required for your major.
Registration 4-Simple Steps

STEP 1: Be Advised

- **Degree/Certificate students in good academic standing**: advisement is available through the department of your major or the advisement center.

- **Visiting/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 Office, 4th Floor, Room 4122, during In-person Registration week.

- **Educational Opportunity Fund Students**: Report to the EOF Office, Room 3217, Main Campus.

- **Veterans Educational Benefit students**: Report to Room 4122 for certification, 4th Level, Main Campus.

- For Advisement procedures at the West Essex Campus, call (973)877-6590.

STEP 2: Plan your class schedule

**Plan your class schedule**: The schedule of classes is available online through Web Services. Winter Intersession classes have a section designation of RS1, RS2, and RSA etc.

**Winter Intersession classes** are offered at the Main Campus.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Camp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Start-End Date</th>
<th>Location/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>38649</td>
<td>ART</td>
<td>100</td>
<td>RS1</td>
<td>M</td>
<td>3.0</td>
<td>Art Appreciation</td>
<td>M-F</td>
<td>09:00am-01:00 pm</td>
<td>1/2 - 1/15</td>
<td>MEGA 2108</td>
</tr>
<tr>
<td>39412</td>
<td>ENG</td>
<td>101</td>
<td>RSA</td>
<td>M</td>
<td>3.0</td>
<td>College Comp I</td>
<td>M-F</td>
<td>05:30pm-09:30 pm</td>
<td>1/2 - 1/15</td>
<td>MEGA 2106</td>
</tr>
</tbody>
</table>

STEP 3: Register

**Register Online via Web Services**: webservices.essex.edu

Login to Web Services and register your classes Online. Be sure you are registering for the classes you need to complete your degree. **In order to register online**, you must be in good academic standing, clear your hold obligations, and meet course pre-requisite requirements. When you register online and submit the transaction, tuition and fee charges are posted to your account automatically.

1. Login to Web Services
2. Click on Student & Financial Aid
3. Click on Registration  
   (Scroll down on this page to see Registration Common Errors)

**Register In-Person**:

Register in the academic department or take your Advisement & Registration Form or Add/Drop Form to Enrollment Services Office. Students may add and drop courses any time during the registration period.

**Important**: 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 academic advisor.
**Registration Common Errors**

When you register through Web Services, you may get a registration error. The error will appear below your current schedule and is 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>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 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>
<tr>
<td>Level Restriction</td>
<td>Student cannot register for credit courses</td>
<td>Submit an admission application to Enrollment Services.</td>
</tr>
</tbody>
</table>

**STEP 4: Pay your bill:**

Pay your bill by the due date to protect your registration from cancelation. You can combine your Winter Intersession and Spring 2020 registration and choose the Payment Plan option which requires a minimum payment of 1/3 of the total bill and a $50 plan enrollment fee. Payments can be made online through Web Services or at the Bursar’s Office.

**Important:** If you added a class after your initial registration date, you must make additional payment to protect your registration from cancelation.

**Financial Aid Students:**

Students must be registered for both the Winter Intersession AND the Spring I 2020 Semester in order to qualify for financial aid for the Winter Intersession. If you are awarded aid for the Spring I 2020 your financial aid award will be used to cover your Winter Intersession course(s). A student’s combined enrollment (for Winter Intersession AND Spring I 2020) must be at least half-time (at least 6 credits) and the student must be meeting all of the general requirements for federal and state aid eligibility.

Three to five (3-5) days after you file your FAFSA, you must go to myecc.essex.edu to check to see if your file is complete. If you have been required to submit documents to the Office of Financial Aid, you must submit all missing information immediately. You must allow 6-8 weeks processing time for the office to determine your eligibility status.
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 an academic advisor or the division chairperson.