

# Registration Information

## Current Students

### Registration Dates

<p style="text-align: center;"><b>Fall I 2020</b> (Weekend College)</p> <p style="text-align: center;"><b>Web (Online) Registration</b> <b>May 11 – August 30</b></p> <p style="text-align: center;"><b>First Day of Classes</b> <b>August 31</b></p> <p style="text-align: center;"><b>Late Registration &amp; Add/Drop</b> <b>August 31 - September 3</b></p>	<p style="text-align: center;"><b>Fall I 2020</b> (FOCUS/Ironboud)</p> <p style="text-align: center;"><b>Web (Online) Registration</b> <b>May 11 – September 18</b></p> <p style="text-align: center;"><b>First Day of Classes</b> <b>September 18</b></p> <p style="text-align: center;"><b>Late Registration &amp; Add/Drop</b> <b>September 19 – 23</b></p>	<p style="text-align: center;"><b>Fall II 2020</b></p> <p style="text-align: center;"><b>Web (Online) Registration</b> <b>September 15 - October 18</b></p> <p style="text-align: center;"><b>First Day of Classes</b> <b>October 19</b></p> <p style="text-align: center;"><b>Late Registration &amp; Add/Drop</b> <b>October 19 -22</b></p>
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### Payment Due Dates

<p style="text-align: center;"><b>Fall I 2020</b> (Weekend College &amp; FOCUS/Ironboud)</p> <ul style="list-style-type: none"> <li>• <b>Register</b> May 11 - August 5, 2020, Full Payment <i>or</i> Payment Plan enrollment (1/3 payment required) <b>due by August 5, 2020.</b></li> <li>• Register <b>after</b> August 5, 2020, Full Payment <i>or</i> Payment Plan enrollment (1/3 payment required) <b>due within 24 hours of registration.</b></li> <li>• <u>Payment for added classes</u> <b>due immediately.</b></li> <li>• Second Payment due on <b>September 29.</b></li> <li>• Third Payment due for Fall terms on <b>October 27.</b></li> </ul>	<p style="text-align: center;"><b>Fall II 2020</b></p> <ul style="list-style-type: none"> <li>• <b>Register</b> September 15 - October 7, 2020, Full Payment <i>or</i> Payment Plan enrollment (1/2 payment required) <b>due by October 7, 2020.</b></li> <li>• Register <b>after</b> October 7, 2020 Full Payment <i>or</i> Payment Plan enrollment (1/2 payment required) <b>due within 24 hours of registration.</b></li> <li>• <u>Payment for added classes</u> <b>due immediately.</b></li> <li>• Second and final Payment due on <b>November 10.</b></li> </ul>
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**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

- **Student Services Online:** Login to **MyECC** to see important due dates, your financial aid award status, your current class schedule, your student e-mail, to sign up for the college text-message emergency alert, **Web Services** to register, add/drop classes online, make payments, or view your grades and unofficial transcript.
- **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:** To update your Address, Phone Number, E-mail Address send your request to Enrollment Services [esx@essex.edu](mailto:esx@essex.edu)
- **Changing Major:** First, review the requirements for your intended major with a Success Coach, or the Division Chairperson. You can also login to Web Services to run a *What-if* Degree Audit for the new major and see how your courses will work out. To update your major send a request to Enrollment Services [esx@essex.edu](mailto:esx@essex.edu) with full name, ID#, and the intended major.
- **Degree Evaluation:** Login to Web Services and run your degree evaluation to look up classes that are required for your degree. If you have questions about the requirements for your degree, contact your Success Coach or the Division Chairperson.

**IMPORTANT:** Be sure to register for classes required for your major. Financial Aid funds will pay **ONLY** for classes required for your major.

## Registration 4-Simple Steps

### STEP 1: Be Advised

- **Degree/Certificate students in good academic standing:** Contact a Success Coach in the Academic Division of your Major.
- **Visiting /Non-matriculating students:** Contact the Division Chairperson of the course. You may have to **provide a copy of your college transcript or a written permission from the home school to verify Course Pre-requisites are met.**
- **Academic Probation:** Main Campus e-mail [battle@essex.edu](mailto:battle@essex.edu) or [stolberg@essex.edu](mailto:stolberg@essex.edu)  
West Essex Campus e-mail [adtorres@essex.edu](mailto:adtorres@essex.edu)
- **Educational Opportunity Fund (EOF) Students:** e-mail [beretta@essex.edu](mailto:beretta@essex.edu)
- **Veterans Educational Benefit students:** e-mail [dizdarevic@essex.edu](mailto:dizdarevic@essex.edu)
- For Advisement procedures at the **West Essex Campus** [adtorres@essex.edu](mailto:adtorres@essex.edu)
- For classes at the **FOCUS** or **Ironbound Extension Center** e-mail [alvarado@essex.edu](mailto:alvarado@essex.edu)

### STEP 2: Plan your class schedule

Review the following information before you register. Information is available on the college web site.

- Degree & Certificate Requirements by Major
- Course Descriptions and Pre-requisites
- Class Start Date

### STEP 3: Register

**Register Online through Web Services:** [webservices.essex.edu](http://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, tuition and fee charges are posted to your account automatically. Student

are encouraged to seek advisement and to register only for classes required for degree program.

**Registration Waitlist** - **Registration Waitlist** is 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.

Error Message	Reason	What to do
Preq_test_score error	Course has a pre-requisite	Register for the pre-requisite course or contact academic advisor or division chairperson.
Creq_req	Course has a co-requisite: usually a lab or tutorial section is missing	Register for the lab or tutorial section and lecture section of the course simultaneously.
Time Conflict with CRN	Course time overlaps with another course.	Select another section of the course that fits in your class schedule.
Advisor Approval	Course requires Advisor Approval	Student should contact academic advisor or division chairperson.
Major Restriction	Course is restricted to certain Majors.	Student should contact academic advisor or Division chairperson.
Duplicate CRN	Course was entered more than once,	Course will be deleted automatically.
Maximum HRS Exceeded	Registration attempted is beyond the Maximum credit hours allowed	Approval required from division chairperson to register for additional course credits.
Academic Standing Prohibits Registration	Academic Probation restriction	Contact a Counselor in the Student Development & Counseling Office.
Level Restriction	Student is in Non-Credit program	Submit admission application to enroll as a matriculated student in credit courses.

#### 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 college *web site*.

**Payment for Added Classes:** You must make additional payment to protect your registration from cancellation, if you add a class after your initial registration date,

**Check your Financial Aid Status** - 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 information, visit the Financial Aid information on the **web site.**

### Course Cancellations

Some courses may be cancelled due to low enrollment. When this happens the **cancelled 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.** Cancelled course notifications are sent to your student e-mail account. It is student's

responsibility to add an alternate course or section before the end of the registration period. Students should contact the division chairperson of their major for assistance.