

# Registration Information Current Students

## Registration Dates

### Summer II 2020

Registration begins **April 6** at 9am  
Web/Online

### Advisement & Registration

Web/Online

**April 6 – July 9**

### First Day of Classes

**July 13**

### Late Registration & Add/Drop

Web/Online

**July 13 – 15**

## Payment Due Dates

### Summer II 2020

- **Register April 6 – July - 9**

Full Payment or Payment Plan enrollment (1/2 payment required)

**due by June 23, 2020.**

- **Register after July 9**

Full Payment or Payment Plan enrollment (1/2 payment required)

**due within 24 hours of registration.**

- Payment for added classes **due immediately.**
- Second Payment due on **August 5**

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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 your 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 your Success Coach or the Division Chairperson.
- **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 information below on the college web site before attempting registration.

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

CRN	Subj	Crse	Sec	Camp	Cr	Title	Days	Time	Start & End Date	Location/Room
11626	ART	101	OL1	n/a	3.0	Art History I	Online	Online	7/13 – 8/20	Online

## STEP 3: Register

### Register Online through Web Services:

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** [webservices.essex.edu](http://webservices.essex.edu)
2. Click on **Student & Financial Aid**
3. Click on **Registration** (Scroll down to see Registration Common Errors)

**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.

**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** - 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 that must be taken	Contact the Division Chairperson
Creq_req	A lab section or tutorial section is missing	Enter CRNs for lab or tutorial simultaneously
Time Conflict with CRN	Course time overlaps with another course.	Select another section of the course
Advisor Approval	Restricted and requires special permission.	Contact the Division Chairperson
Major Restriction	Registration is restricted to certain Majors.	Contact Success Coach or Division Chairperson
Duplicate CRN	Course was entered more than once,	Course will be deleted automatically
Maximum Hours Exceeded	Maximum credit hours allowed is exceeded.	Contact the Division Chairperson
Academic Standing	Academic Probation restriction.	Contact Counselor
Level Restriction	Student is in Non-Credit program.	Contact Continuing Education

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## STEP 4: Pay your bill

Make a Full payment or enroll in the College 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.**

**Adding Classes:** If you add a class after your initial registration date, you must make additional payment to protect your registration from cancellation.

### Financial Aid Students

- Three to five (3-5) days after you file your FAFSA, you must go to [myecc.essex.edu](http://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.
- 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 College 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**.

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## 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 your responsibility to add an alternate course or section before the end of the registration period. If you need assistance, please contact your Success Coach or the Division Chairperson.