

Registration Information Current Students

Winter Intersession 2022-2023 Registration Dates
Register Online or In-Person
November 7, 2022- December 23, 2022
Classes: December 23, 27, 28, 29, 30 and January 2, 3, 4, 5, and 6

Payment Due Dates

Registration **ONLY for Winter Intersession** class **Full Payment** due by December 14, 2022

Registration for **Winter Intersession & Spring I** class **full payment** or **enrollment in ECC Payment Plan** due by December 14, 2022

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.**

Login to the Student Portal myecc.essex.edu **check your award status.**

For financial aid information, visit <https://www.essex.edu/fa/>

IMPORTANT REMINDERS

- **Student Services Online:**

Login to myecc.essex.edu to see *important due dates*, view your *financial aid award status*, *current class schedule*, login to your *student e-mail*, sign up for the *college text-message emergency alert*.

Login to <https://webservice1.essex.edu/> to *register*, *add/drop classes*, *make payments*, view your *grades*, *unofficial transcript*, *request official transcript*.

- **Web Services PIN disabled:** Send request for PIN reset to esx@essex.edu
Include (First Name, Last name, ECC ID#, Date of Birth, and PIN reset in the Subject line).
- **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, E-mail, or Phone Number, visit Enrollment Services or submit your request online <https://essexcountycollege.wufoo.com/forms/kmis71z1x692a0/>
- **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. Contact Academic Department to request a Change of Major. Approved Change of Major forms should be sent to Enrollment Services shunt@essex.edu
- **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 academic division.

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 or stolberg@essex.edu or johnson@essex.edu
West Essex Campus e-mail adtorres@essex.edu
- **Educational Opportunity Fund (EOF) Students:** e-mail beretta@essex.edu
- **Veterans Educational Benefit students:** e-mail dizdarev@essex.edu
- For Advisement procedures at the **West Essex Campus** adtorres@essex.edu
- For classes at the **FOCUS** or **Extension Center** e-mail newton@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. **Be sure to register for classes required for your major. Financial Aid funds will pay ONLY for classes required for your major.**
- Course Descriptions and Pre-requisites.
- Class Start Dates.

STEP 3: Register

Register Online through Web Services:

In order to register online, you must be in good academic standing, not have any hold obligation, and meet course pre-requisite or course co-requisite requirements.

1. Login to <http://webservices.essex.edu>
2. Click on **Student & Financial Aid.**
3. 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 their 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	Student must 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: If you add a class after your initial registration date, you must make additional payment to protect your registration from cancellation.

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.

Financial Aid information

<https://www.essex.edu/fa/>

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.