Registration Information
Current Students

Spring 2027 Registration Dates

Spring I 2027	FOCUS Extension	Spring II 2027
Web & In-Person Registration	**Web & In-Person Registration**	**Web & In-Person Registration**
November 9– January 10	January 25 – February 7	January 25– February 7
First Day of Classes	**First Day of Classes**	**First Day of Classes**
January 11	**February 8**	**February 8**
Late Registration & Add/Drop	**Late Registration & Add/Drop**	**Late Registration & Add/Drop**
January 11-15	February 8 – 12	February 8– 12

Payment Due Dates

Spring I 2027 & Weekend College

- **Register** November 9 – December 16th
  Full Payment *or* Payment Plan enrollment (1/3 payment required) by **December 16**
- **Register** December 16 – January 5
  Full Payment *or* Payment Plan enrollment (1/3 payment required)
  due by January 5.
- Register **after** January 5,
  Full Payment *or* Payment Plan enrollment (1/3 payment required) due within 24 hours of registration.
- Payment for added classes due immediately.
- Second Payment due on **February 2**
- Third and final Payment due **March 2**

FOCUS Extension

- **Register** January 25 – February 8
  Full Payment *or* Payment Plan enrollment (1/2 payment required)
  due within 24 hours of registration
- Register **after** February 8
  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 **March 2**

Spring II 2027

- **Register** January 25 – February 8
  Full Payment *or* Payment Plan enrollment (1/2 payment required)
  due within 24 hours of registration
- Register **after** February 8
  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 **March 2**

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 **myportal.essex.edu**; student single sign on to **check your award status**.
For financial aid information, visit
www.essex.edu/fa/

IMPORTANT REMINDERS

- **Student Services Online:** *Login to myportal.essex.edu to see important due dates, view your financial aid award status, current class schedule, login to your student e-mail, login to Web Services to register, add/drop classes, make payments, view your grades, unofficial transcript.*
- **Single Sign On (SSO):** Send request for assistance SSOstusupport@essex.edu
  Include (First Name, Last name, ECC ID#, Date of Birth, and SSO assistance in the Subject line).
- **Student E-mail:** Check your e-mail daily. 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, send your request to Enrollment Services https://essexcountycollege.wufoo.com/forms/kmis71z1x692a0/
- **Changing Major:** First, review the requirements for your intended major with an Academic Mentor, 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 your Academic Department to request a Change of Major. Approved Change of Major forms should be forwarded to Enrollment Services.
- **Degree Evaluation:** Login to myportal.essex.edu and run your Degree Works 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 Hector Rivera at Hriver10@essex.edu or 973-877-3136. 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, stolberg@essex.edu or adtorres@essex.edu
- **Educational Opportunity Fund (EOF) Students:** e-mail romano@essex.edu
- **Veterans Educational Benefit students**: e-mail bbasque@essex.edu
- For Advisement procedures at the **West Essex Campus** eehasan@essex.edu
- For classes at the **FOCUS** or **Extension Center** e-mail mreyes10@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 Dates

STEP 3: Register

Register Online through Web Services: myportal.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 **myportal.essex.edu**
2. Click on **Web Services.**
3. Click on **Student & Financial Aid**.
4. Click on **Registe/Add Drop.**

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 if you add a class after your initial registration date,

Check your Financial Aid Status - If you have applied for Financial Aid, login to the student portal to **check your Award status**. If you have been **awarded Financial Aid** but the **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 the 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.