

---

# MyECC 101

## NAVIGATING THE REGISTRATION PROCESS

---



[www.elcamino.edu](http://www.elcamino.edu)

Outreach and School Relations



El Camino College

---

# Accessing MyECC

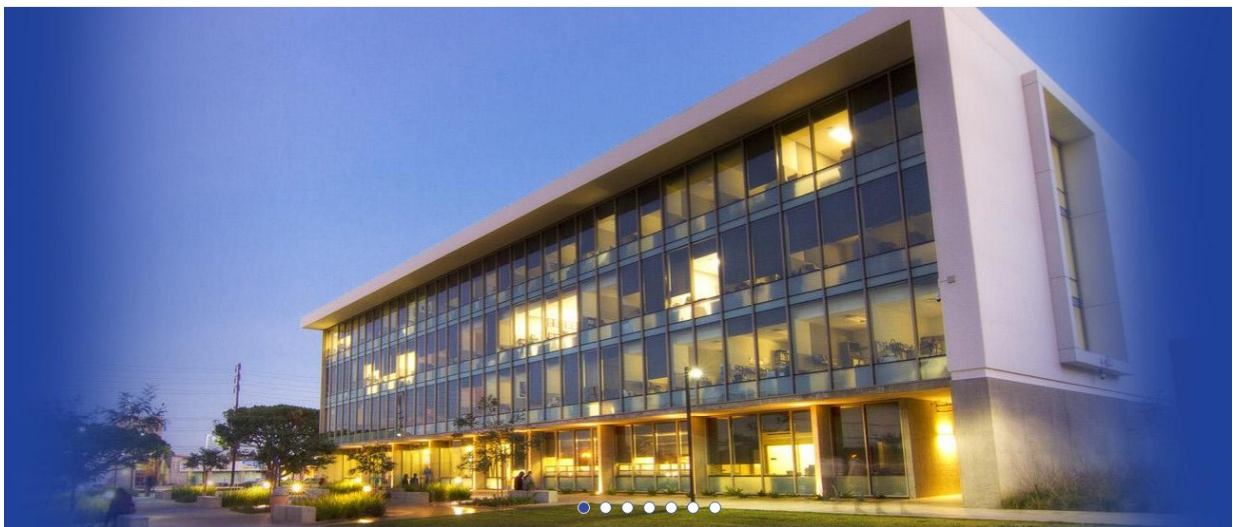
Click  
Here

[Future Students](#) [Current Students](#) [Faculty & Staff](#) [Community](#) [Give](#)

[MYECC](#) [ASK EL CAMINO](#) [APPLY](#) [Q](#)

 El Camino College

[ACADEMICS](#) [ADMISSIONS](#) [CAMPUS LIFE](#) [ABOUT](#)



 START HERE

 CLASS SCHEDULE

 FINANCIAL AID

 ACADEMIC CALENDAR

You can access the MyECC student portal from the main El Camino College homepage:  
[www.elcamino.edu](http://www.elcamino.edu)

## MyECC

Please select an option below:

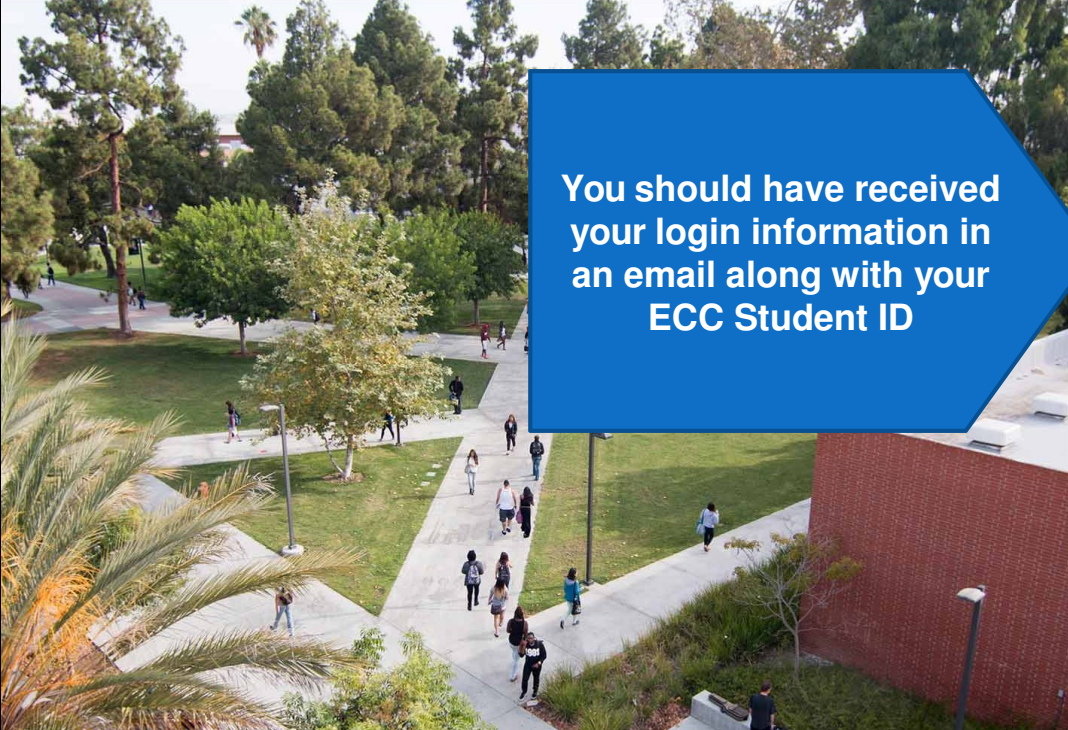
[Click Here](#)

**Student**


**Faculty/Staff**

[Troubleshooting MyECC](#)

# MyECC Login Page



**You should have received  
your login information in  
an email along with your  
ECC Student ID**

 EL CAMINO COLLEGE

Sign in with your ECC email account

[Sign in](#)

- [Forgot My Password](#)
- [Change My Password](#)
- [What's My Username?](#)
- [Troubleshooting MyECC](#)
- [Login and password help](#)
- [Chat with us Live](#)

© 2013 Microsoft

# Zoom in on MyECC Login Page

Sign in with your ECC email account

[Sign in](#)

**Technical Issues**

- [Forgot My Password](#)
- [Change My Password](#)
- [What's My Username?](#)
- [Troubleshooting MyECC](#)
- [Login and password help](#)
- [Chat with us Live](#)

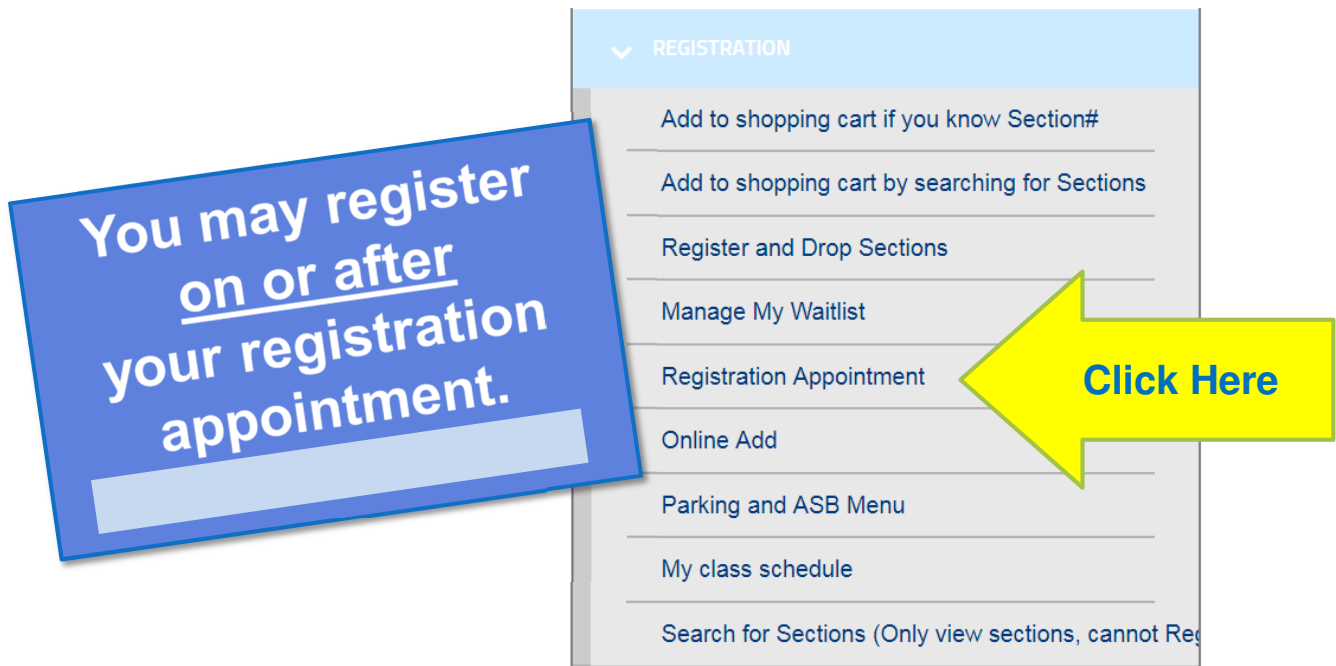
If you have any problems logging in, use one of these links. You can chat with ITS during regular business hours.

# How to find your Registration Appointment Date and Time

The screenshot shows the MyECC student portal interface. At the top, there's a navigation bar with the MyECC logo, a menu icon, and links for Newsfeed, OneDrive, and Sites. Below this is a 'Home' section with a search bar. The main content area is divided into several sections: 'Email' (with a dropdown for 'You Have' and 'Unread Messages'), 'Campus Announcements' (stating 'There were no announcements found.'), 'My Week' (showing a calendar for December 2017), 'Academic Planning' (with links for 'Online Academic Planning' and 'ECC Connect (Starfish)'), 'Title IX - Sexual or Gender based misconduct', and 'ECC Links'. A red circle highlights the 'REGISTRATION' link in the 'Self-Service Menu' on the left. A yellow arrow points to the circle with the text 'Click Here'.

This is the home page for MyECC. In the red circle you see “Registration.” Click on it.

# How to find your Registration Appointment Date and Time



There will be a drop-down menu. Here you can find tools related to registration.

To find your Registration Appointment, click on the link. A Registration Appointment Date and Time is assigned to each student. You can register for classes anytime on or after your Registration Appointment Date and Time. Register as close to your appointment as possible to have the best chance of getting the classes you want.

# How to Register

## Option 1

- Add to shopping cart by searching for sections—pages 9-15

## Option 2

- Add to shopping cart if you know section number—pages 16-20

Once you know your Registration Appointment, you know the earliest you can register for classes. You do not need to wait until your appointment to find your classes.

When it comes time to register, there are two ways:

- Option 1—The first is when you want to search for a course and pick the meeting days and time that works for you. Pages 9-15.
- Option 2—If you have done your research ahead of time and you know the section number of the course you want, there's a different method. Go to pages 16-20 for instructions.



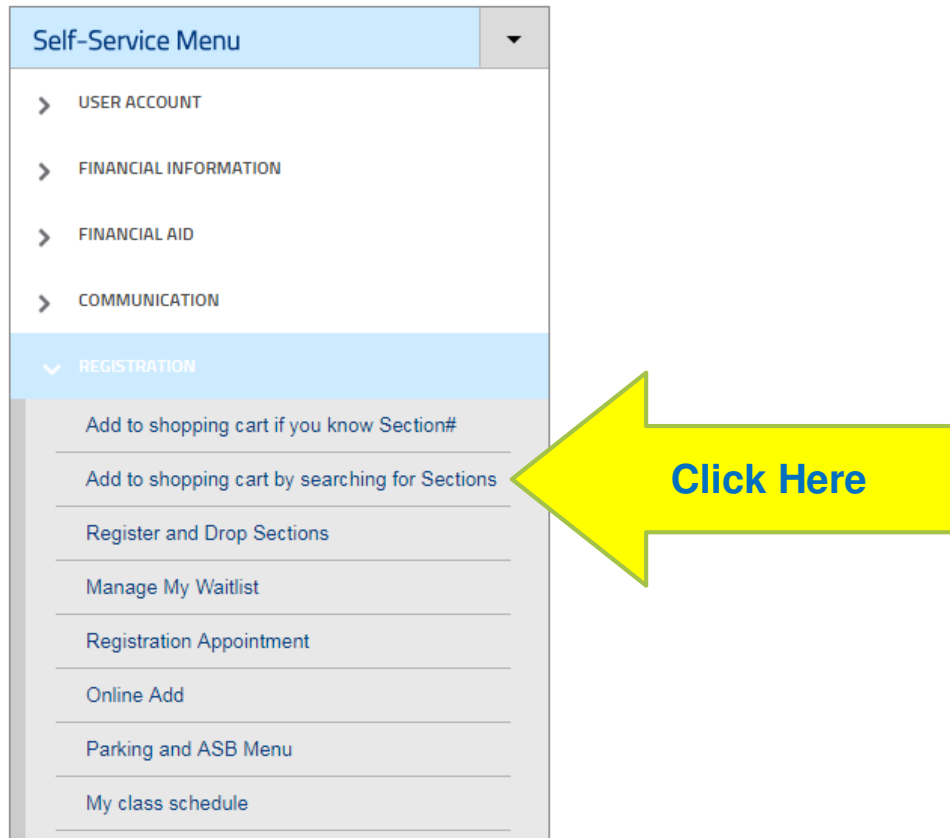
# Option 1

## Add to Shopping Cart by Searching for Sections

The screenshot shows the MyECC student portal. The top navigation bar includes the MyECC logo, a menu icon, and links for Newsfeed, OneDrive, and Sites. A user profile dropdown shows 'Your Name /a' and a help icon. Below the navigation bar, there's a 'Home' link and a search bar. The main content area is divided into several sections: 'Email' (with 'You Have' and 'Unread Messages' links), 'Campus Announcements' (stating 'There were no announcements found.'), 'My Week' (showing a calendar for December 2017), 'Academic Planning' (with links for 'Online Academic Planning' and 'ECC Connect (Starfish)'), 'Title IX - Sexual or Gender based misconduct', and 'ECC Links'. A red circle highlights the 'Self-Service Menu' on the left, which contains links for 'USER ACCOUNT', 'FINANCIAL INFORMATION', 'FINANCIAL AID', 'COMMUNICATION', 'REGISTRATION', 'ACADEMIC PLANNING', and 'ACADEMIC PROFILE'. A yellow arrow points to the 'REGISTRATION' link with the text 'Click Here'.

These are the steps for Option 1 for searching for sections to register for a class. Select “Registration.”

# Add to Shopping Cart by Searching for Sections



Select "Add to shopping cart by searching for sections".

# Add to Shopping Cart by Searching for Sections

Web Advisor [1]

> USER ACCOUNT

> FINANCIAL INFORMATION

> FINANCIAL AID

> COMMUNICATION

> REGISTRATION

Add to shopping cart if you know Section#

Add to shopping cart by searching for Sections

Register and Drop Sections

Manage My Waitlist

Registration Appointment

Online Add

Parking and ASB Menu

My class schedule

Search for Sections (Only view sections, cannot

> ACADEMIC PLANNING

> ACADEMIC PROFILE

Web Advisor [2]

Add to shopping cart by searching for Sections

Add to shopping cart by searching for Sections

Help

Before registering for classes online at MyECC, please refer to the PDF [Schedule of classes](#) for special information that may affect the course section in which you are interested.

Term

Location

Starting On/After Date

Ending By Date

Subject	Course Number	Section

Sections Meeting After

Sections Ending Before

Mon

Tue

Wed

Thu

Fri

Sat

Sunday

Course Title Keyword(s)

Instructor's Last Name

SUBMIT

You will see this screen.

# Add to Shopping Cart by Searching for Sections

The screenshot shows the 'Web Advisor [2]' search interface. It includes a title bar, a search bar with two tabs, a help button, and an orange informational banner. Below the banner are fields for Term, Location, Starting/Ending dates, a table for Subject, Course Number, and Section, a meeting frequency dropdown, a day selection row, and keyword/instructor name fields. A SUBMIT button is at the bottom. Instructional arrows are overlaid: a blue arrow points to the Term and Location fields with the text 'Select Term & Location'; another blue arrow points to the Subject and Course Number columns with 'Select Subject and Course Number'; a red arrow points to the empty date, meeting, and day fields with 'Leave Everything Else Blank!'; a red arrow points to the empty Section column with 'Leave Blank'; and a blue arrow points to the SUBMIT button with 'Click Submit'.

**Select Term & Location**

**Select Subject and Course Number**

**Leave Everything Else Blank!**

**Leave Blank**

**Click Submit**

Select your term (Spring, Summer, or Fall Semester 2018, etc.) and Location (El Camino College or online courses for El Camino College).

Next, select the Subject and Course Number. The classes for the Retail Management Certificate are Business 1A or Business 11, Business 14, Business 19, Business 20, Business 21, Business 22, Business 29, and CIS 13.

Leave the other fields blank. Click "Submit".

See example on next page.

# Example of Searching for a Class

Term

Fall Semester 2018

Location

El Camino College

<-- Choose online for distance education courses

Starting On/After DateEnding By Date

Subject

Course Number

Section

Political Science	1	

Sections Meeting AfterSections Ending Before

Mon☐Tue☐Wed☐Thu☐Fri☐Sat☐Sunday☐

Course Title Keyword(s)

Instructor's Last Name

SUBMIT

## CLASS SCHEDULE

### Political Science

(Division of Behavioral & Social Sciences 310-660-3735)

**Political Science 1 - 3 Units**  
*Governments of the United States and California*  
Recommended Preparation: eligibility for English 1A

2702	7:45-9:10am MW LEC	T. Klein
2706	7:45-9:10am TTh LEC	K. Striepe
2708	9:30-1:05pm M LEC	T. Klein
2714	9:30-10:55am MW LEC	D. Reed
2716	9:30-10:55am TTh LEC	L. Houske
2718	9:30-10:55am TTh LEC	E. Munoz

Section 2718 is designed for students in the Honors Transfer Program.

Click "Submit". Note that the subject and course number align with the Class Schedule and Catalog.

# Add to Shopping Cart by Searching for Sections

Web Advisor [2]

Section Selection Results x

[Go back](#) [Help](#)

Co-requisite classes that do not meet your selection criteria may be displayed.

Before registering for classes online at MyECC, please refer to the PDF [Schedule of classes](#) for special information that may affect the course section in which you are interested.

Narrow my search ☐

Re-sort my results TERM Term, Section Name 7 / 45 / 0

Open

Select	Term	Status	Section Name and Title	Location	Meeting Information	Distance Ed.	Faculty	Available/Capacity/Waitlist	Credits
<input type="checkbox"/>	Winter Session 2018	Closed	POLI-1-2705 (2705) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:00AM - 10:10AM, Social Science, Room 206		A. Gordon	0 / 45 / 0	3.00
<input type="checkbox"/>	Winter Session 2018	Open	POLI-1-2709 (2709) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:00AM - 10:10AM, Social Science, Room 212		K. Striepe	0 / 45 / 9	3.00
<input type="checkbox"/>	Winter Session 2018	Open	POLI-1-2711 (2711) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:00AM - 10:10AM, Social Science, Room 117		J. Casper	0 / 45 / 6	3.00
<input type="checkbox"/>	Winter Session 2018	Open	POLI-1-2717 (2717) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:00AM - 10:10AM, Social Science, Room 201		T. Klein	35 / 45 / 0	3.00
<input type="checkbox"/>	Winter Session 2018	Waitlisted	POLI-1-2723 (2723) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 10:30AM - 12:40PM, Social Science, Room 206		A. Gordon	0 / 45 / 1	3.00
<input type="checkbox"/>	Winter Session 2018	Waitlist Full	POLI-1-2725 (2725) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 10:30AM - 12:40PM, Social Science, Room 212		K. Striepe	0 / 30 / 10	3.00
<input type="checkbox"/>	Winter Session 2018	Waitlisted	POLI-1-2755 (2755) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 10:30AM - 12:40PM, Social Science, Room 117		J. Casper	0 / 45 / 7	3.00
<input type="checkbox"/>	Winter Session 2018	Waitlisted	POLI-1-2751 (2751) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 10:30AM - 12:40PM, Social Science, Room 117		A. Gordon	0 / 45 / 7	3.00

For this example, Political Science 1 is displayed. On this screen you can see all the sections of Political Science 1 (POLI-1) for the selected term.

- If a section's **Status** is **Open**, it means there is still space for you to register for that class. If **Waitlisted**, there might be some possible seats available or you can be next in line to get in the class. **Closed or Waitlist Full** means that the class is completely full as well as the waitlist (10 people max in the waitlist).
- **Location** can be online or at El Camino College.
- **Meeting Information** tells you the dates, times, and meeting room. If it says "(More)" at the end, make sure to click it because will include extra class meeting times.
- **Faculty** shows the name of professor teaching the class.
- **Credits** in this instance means units.

When you decide on a course, click the "Select" checkbox and then click "Submit".

# Add to Shopping Cart by Searching for Sections

Web Advisor [2]

Section Selection Results x Registration Results x Register and Drop Sections x Register and Drop Sections x

Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Name Your Name

Action for entire shopping cart(or choose below) ▼

Shopping Cart (You are NOT registered into these sections yet)

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
▼	Winter Session 2018	POLI-1-2717 (2717) Governments US/Calif	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:00AM - 10:10AM, Social Science, Room 201	T. Klein	35 / 45 / 0	3.00	

If one of my choices is not available  
ALL Allow me to adjust all ▼

SUBMIT

Manage Waitlist | My Schedule

The selected course is now in your Shopping Cart.

Please note: You have not registered for a course yet – you are only adding it to your shopping cart, just like when you shop online.

If you get to this point before your Registration Appointment Date and Time, your selected courses will be saved in your cart. If it is after your Registration Appointment Date and Time, you may complete the registration process. **See page 21.**

# Option 2

## Add to Shopping Cart if you Know Section Number

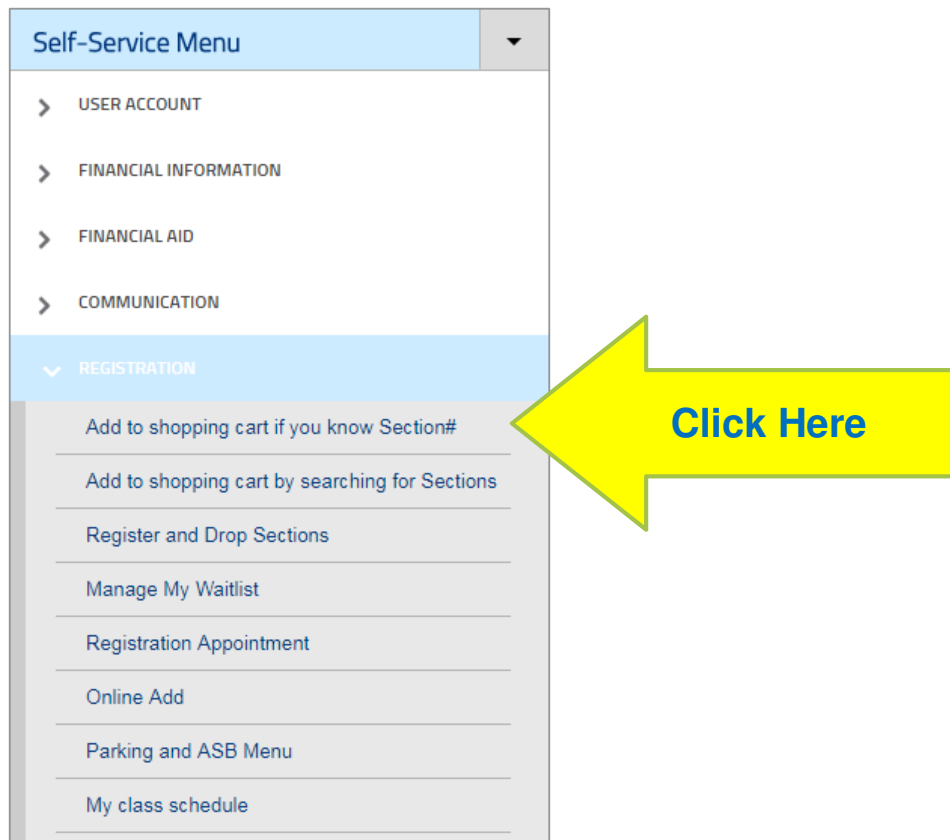
The screenshot shows the MyECC student portal. The top navigation bar includes the MyECC logo, a menu icon, and links for Newsfeed, OneDrive, and Sites. A user profile dropdown shows 'Your Name /a' and a help icon. Below the navigation bar, there's a 'Home' link and a search bar. The main content area is divided into several sections:

- Email:** A dropdown menu showing 'You Have' and 'Unread Messages'.
- Campus Announcements:** A section stating 'There were no announcements found.'
- Self-Service Menu:** A list of links including 'USER ACCOUNT', 'FINANCIAL INFORMATION', 'FINANCIAL AID', 'COMMUNICATION', 'REGISTRATION', 'ACADEMIC PLANNING', and 'ACADEMIC PROFILE'. A red circle highlights this menu, and a yellow arrow points to the 'REGISTRATION' link with the text 'Click Here'.
- My Week:** A calendar view for December 2017, showing a schedule for Tuesday, December 5th.
- Academic Planning:** A section titled 'Online Academic Planning' with a description and a link to 'ECC Connect'.
- ECC Connect (Starfish):** A section describing the ECC-Connect tool and its purpose.
- Title IX - Sexual or Gender based misconduct:** A section providing information on what to do if you are a victim of sexual or gender-based misconduct.
- ECC Links:** A section for additional links.

Click "Registration."



## Add to Shopping Cart if You Know Section Number



Click “Add to shopping cart if you know Section #”.

Use this method if you know the 4-digit section number for your desired course.

The classes for the Retail Management Certificate are Business 1A or Business 11, Business 14, Business 19, Business 20, Business 21, Business 22, Business 29, and CIS 13.

## Add to Shopping Cart if You Know Section Number

The screenshot shows a web form titled "Web Advisor [2]". Below the title is a header bar with the text "Add to shopping cart if you know Section#" and a red close button. Below this is a light blue instruction bar: "Enter the section number (e.g. 1070) for one or more sections." The main form area contains a table with two columns: "Section" and "Term". There are ten rows, each with a text input field for the section number and a pull-down menu for the term. A blue arrow on the left points to the first "Section" input field with the text "Type in 4-Digit Section #". A blue arrow on the right points to the first "Term" pull-down menu with the text "Then select the Term". A large blue arrow at the bottom points to a "SUBMIT" button with the text "Click Submit".

Section	Term
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

SUBMIT

Enter the 4-digit section number, and select a term from the pull-down menu.

Then click "Submit".

# Example of Searching by Section Number

## Add to Shopping Cart if You Know Section Number

Web Advisor [2]

Add to shopping cart if you know Section# ×

Enter the section number (e.g. 1070) for one or more sections.

Section	Term
2706	2018/FA Fall Semester 2018 ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾
<input type="text"/>	<input type="text"/> ▾

SUBMIT

## CLASS SCHEDULE

### Political Science

(Division of Behavioral & Social Sciences 310-660-3735)

#### Political Science 1 - 3 Units

*Governments of the United States and California*

Recommended Preparation: eligibility for English 1A

2702	7:45-9:10am MW LEC	T. Klein
2706	7:45-9:10am TTh LEC	K. Striepe
2708	9:30-1:05pm M LEC	T. Klein
2714	9:30-10:55am MW LEC	D. Reed
2716	9:30-10:55am TTh LEC	L. Houske
2718	9:30-10:55am TTh LEC	E. Munoz

Section 2718 is designed for students in the Honors Transfer Program.

## Add to Shopping Cart if You Know Section Number

**Web Advisor [2]**

Section Selection Results x Registration Results x Register and Drop Sections x Register and Drop Sections x

Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Name Your Name

Action for entire shopping cart(or choose below)

Shopping Cart (You are NOT registered into these sections yet)

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	Winter Session 2018	<a href="#">POLI-1-2717 (2717)</a> <a href="#">Governments US/Calif</a>	El Camino College	01/04/2018-02/06/2018 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 08:00AM - 10:10AM, Social Science, Room 201	T. Klein	35 / 45 / 0	3.00	

If one of my choices is not available

ALL Allow me to adjust all

SUBMIT

Manage Waitlist | My Schedule

You have added the course to your shopping cart. You can confirm the course details on this screen. Note: You have not registered for the course yet.

# Register from Shopping Cart

Web Advisor [2]

Section Selection Results x Registration Results x Register and Drop Sections x Register and Drop Sections x

Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Select Register  
(other options: Waitlist, Remove from List)

Click Submit

Section Name and Title	Location	Meets	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
POL-1-2717 (2717) Governments US/Calif	El Camino College	01/04 08:00	day, Tuesday, Wednesday, Thursday, Friday Room 201	T. Kain 35 / 45 / 0	3.00	

If one of my choices is not available  
ALL Allow me to adjust all

Manage Waitlist | My Schedule

Submit

You can now complete the registration process from this screen, if it is after your Registration Appointment Date and Time.

With your desired course(s) in your shopping cart, select “Register” from the drop-down menu in the box on the left. Then click “Submit”.

It's important to make sure to select the correct action for each course because you will not get a confirmation.

If you experience an error message while attempting to register for classes, please contact the

## **Registration Help Line**

**310-660-6034**

Monday – Thursday

9:00 am to 5:00 pm

Only available during registration periods

**Or call Outreach & School Relations**

**310-660-3487**