MyECC 101
NAVIGATING THE REGISTRATION PROCESS

Outreach and School Relations
El Camino College
This presentation with notes is available online at

bit.ly/eccresources
Terms you should know **BEFORE** you register for classes

- **Section Numbers**
- **Units**

Registering for classes means signing up for the courses you want to take during the next semester.

To begin choosing your courses, you must first look at a semester schedule. You can buy one from the ECC Bookstore or view it for free online on the El Camino College website.

- **Section Number** - a 4-digit number that pertains only to one specific course, each course will have a different number.

- **A Unit** - the equivalent to credits in high school. Classes will vary in units and this will effect your GPA.
Terms you should know **BEFORE** you register for classes

- **Prerequisite** – a course that is taken in preparation for another course. For example, Accounting 1 is a prerequisite for Accounting 2.
  
  - *Just like in Super Mario, you can’t get to Level 2 without passing Level 1*

- **Recommended Preparation** – a condition of enrollment that a student is advised, but not required, to meet before, or in conjunction with, a course or educational program.

- **Units** – the credit quantity that a class is worth. The unit determines the status of full time or half time of the student. The number of units per class indicates the hours of instruction.

Additional definitions for terms you will see in the Class Schedule.
### What you will need **BEFORE** registering

- **Registration Appointment**
  - Fall appointments available in MyECC Portal after May 24

- **Placement Exam results**

- **Access to a Class Schedule**
  - Online or paper

- **Meet with an El Camino College counselor**
  - Completed an Educational Plan

---

Have all of these things handy when you’re ready to add your classes.
You should have received your login information in an email along with your ECC Student ID. This is what the MyECC Portal login page looks like. If this doesn’t look familiar now, it will soon.

With the MyECC Portal, there is no real need to go to campus to register for classes, look up your class schedule, pay for classes, check your grades, or make a counseling appointment – all of this can be completed from any computer connected to the internet.
If you have any problems logging in, use one of these links.

Chatting with ITS is a great way to fix problems; remember this service is only available during regular business hours.
How to find your Registration Appointment Date and Time

This is what it looks like when you log in.

In the left column is a calendar. Your courses will be added to it once you have registered.

In the right column is WebAdvisor, which has a lot of tools that will be covered in this presentation.
How to find your Registration Appointment Date and Time

You are able to register for a class anytime **on or after your Registration Appointment Date and Time**, which is assigned to each student.

To find your Appointment Date and Time, in WebAdvisor, first click “Registration - Add & Drop.”
How to find your Registration Appointment Date and Time

There will be a drop-down menu, here you can find very useful information related to Registration.

To find your Registration Appointment, just click on this link. 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

### Option 2

- Add to shopping cart if you know section number

Once you know your registration appointment, you have an idea when you can register – but you do not need to wait until your appointment to find your classes. We actually recommend you look for your classes ahead of time.

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

1. The first is when you want to search for a course and pick the meeting days and time that works for you.
2. Or when you have done your research ahead of time and you know the section number, there’s a different method.
Option 1

Add to Shopping Cart by Searching for Sections

Here we’ll walk through the first option to search for a class.
Add to Shopping Cart by Searching for Sections

To search for a section, go back to “Registration - Add & Drop” in WebAdvisor and choose this link.
Add to Shopping Cart by Searching for Sections

You will see this screen.
Select your term (Summer or Fall 2017, etc.) and Location (El Camino College or Compton Center, or online courses for each campus).

Next, select the Subject and Course Number, i.e. English 1A, Art 101, Math 140.

Leave these other sections blank because it will only muddle up your search.
Here's an example. Note that the subject and course number align with the Class Schedule and Catalog.
For this example, we are using Political Science 1.

On this screen you can now see all of 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** means that the class is completely full as well as the waitlist (10 people max in the waitlist).

- **Location** can be online, El Camino College (Torrance), or ECC Compton Center

- **Meeting Information** tells you the dates, times, and meeting room. If it says “(more)...” 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

The selected course is now in your **Shopping Cart**.

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

You can get to this point BEFORE your Registration Appointment Date and Time, and selected courses will be saved in your cart.
Option 2
Add to Shopping Cart if you Know Section Number

Use this method if you have done your research ahead of time and know the 4-digit section number for your desired course, date, time, etc.
Add to Shopping Cart if You Know Section Number

Again, under WebAdvisor click “Registration - Add & Drop” and instead chose this option.
Add to Shopping Cart if You Know Section Number

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

Then click Submit.
Add to Shopping Cart if You Know Section Number

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>5826</td>
<td>Fall 2017</td>
</tr>
</tbody>
</table>

CLASS SCHEDULE

- Communication Studies 3 - 3 Units
  - Small Group Communication
  - Recommended Preparation: Eligibility for English 1A
  - Note: Formerly Speech Communication 3
  - Section 5826 is linked through the Learning Communities Program with English 1A, Section 5896. Mandatory enrollment in both sections is required.

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Days</th>
<th>Instructor</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>5790</td>
<td>9:30-9:50am</td>
<td>M</td>
<td>D. Williams</td>
<td>MUSI 202</td>
</tr>
<tr>
<td>5770</td>
<td>6:30-9:40pm</td>
<td>T</td>
<td>D. Crossman</td>
<td>MUSI 200</td>
</tr>
<tr>
<td>5773</td>
<td>5:00-8:10pm</td>
<td>W</td>
<td>C. Hunt</td>
<td>MUSI 202</td>
</tr>
<tr>
<td>5826</td>
<td>6:10-7:35am</td>
<td>TTh</td>
<td>C. Eshti</td>
<td>MUSI 207</td>
</tr>
<tr>
<td>5827</td>
<td>7:45-9:10am</td>
<td>TTh</td>
<td>C. Eshti</td>
<td>MUSI 211</td>
</tr>
<tr>
<td>5828</td>
<td>7:45-9:10am</td>
<td>TTh</td>
<td>H. Wagner</td>
<td>MUSI 209</td>
</tr>
<tr>
<td>5829</td>
<td>7:45-9:10am</td>
<td>MW</td>
<td>R. Wells</td>
<td>MUSI 207</td>
</tr>
<tr>
<td>5831</td>
<td>9:30-10:55am</td>
<td>TTh</td>
<td>R. Wells</td>
<td>MUSI 207</td>
</tr>
<tr>
<td>5833</td>
<td>11:15-12:40pm</td>
<td>MW</td>
<td>R. Wells</td>
<td>MUSI 207</td>
</tr>
<tr>
<td>5836</td>
<td>1:00-4:10pm</td>
<td>MW</td>
<td>R. Swade</td>
<td>MUSI 210</td>
</tr>
<tr>
<td>5837</td>
<td>1:00-4:10pm</td>
<td>MW</td>
<td>R. Swade</td>
<td>MUSI 210</td>
</tr>
</tbody>
</table>

Here is an example.
Viola! You have now added the course to your shopping cart. You can confirm the course details on this screen.
Register from Shopping Cart

If it is after your Appointment Date and Time, you can complete the registration process from this screen.

With your desired course(s) in your shopping cart, select the **Action** you wish to perform: Register, Remove from List (from your Shopping Cart), or Waitlist.

Select an action using the drop-down menu next to each course, then press Submit. It’s important to make sure to select the correct action for each course because you will not get a confirmation.

Please Note: You will **NOT** receive a secondary warning to confirm you wish to register or drop a class. Be careful with this page!
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

Call the Seasonal Registration Help phone number for any error messages received while trying to register.
How to Drop a Class or Remove from Waitlist

Go here if you need to drop a class (remove yourself from a registered course) or from a course waitlist.
How to Drop Class or Remove from Waitlist

Please Note: You will **NOT** receive a secondary warning to confirm you wish to drop a class. Be careful with this page!

You will see the courses for which you have registered or are on the waitlist.

Please make sure to be very careful when you drop/remove courses because you don’t want to accidentally drop/remove a course that you wish to take.
To confirm your registered courses, you can access your class schedule.
Back in WebAdvisor, click “Registration – Add & Drop,” then click “My class schedule.”
Select the term.
You should see the course(s) for which you are registered or on the waitlist.
Fee Payment Deadlines

You must pay for your fees (e.g., tuition, health fee, representation fee, etc.) by the deadline, or you will be dropped from ALL of your registered courses.

<table>
<thead>
<tr>
<th>Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in 1 to 11 units = Part-Time Status</td>
</tr>
<tr>
<td>Enrolled in 12+ units = Full-Time Status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46 per unit</td>
</tr>
<tr>
<td>Part-Time = $65 to $1,031 per year</td>
</tr>
<tr>
<td>Full-Time = $1,123+ per year</td>
</tr>
</tbody>
</table>

Financial Aid is available at El Camino College
Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

<table>
<thead>
<tr>
<th>Fee Payment Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017: May 16-31 = May 31, June 1-June 12 = June 12</td>
</tr>
<tr>
<td>Fall 2017: May 30-July 24 = July 24, July 25-Aug 22 = August 22</td>
</tr>
</tbody>
</table>

Full-time vs. Part-time students.

The FAFSA application opens January 1 and we recommend everyone to apply even if you think you may not qualify.
Payments and Account Information

These features are also a part of the MyECC Portal.
Payments and Account Information

Payments can easily be made online. Under WebAdvisor, click “Make Payment & Account Info.”
Payments and Account Information

Here are the payment options:

**Account Summary**: what fees you owe and payments you have made.

**My Account Summary by Term**: fees/payments per semester.

**Pay on My Account**: go here to make payments; it will send you to an external link connected to your account

**Buy Parking or ASB Discount Sticker**: it’s recommend to buy permit early so that it is mailed to you in time for your first day of class.
These features are also a part of the MyECC Portal.
Financial Aid

Links for Financial Aid are also in WebAdvisor, just click “Financial Aid.”
Financial Aid

Financial aid award letter – after applying for FASFA/Dream Act, click here to find out what you eligible to receive for a given academic year.

Under Communication, click My Documents to find out what documents you must submit to the Financial Aid Office in order to get your full award amount.
# Meeting with a Counselor

## Express Counseling Appointment
- Only lasts for 10 minutes
- Ideal for asking quick counseling-related questions or clearing pre-requisites
- Appointments made on a walk-in basis

## Regular Counseling Appointment
- Last for 30 minutes
- This is when an Education Plan (Ed Plan) is created
- Appointments made online via MyECC, Thursdays at 5:00 p.m.

There are 2 types of counseling services: Express Counseling and regular Counseling Appointments. Each type has its uses/benefits.

Note: You cannot complete an Ed Plan using Express Counseling.
Counseling Appointments and other useful links are available beneath the WebAdvisor area, under “Web Services Const.”
Counseling Appointments

Counseling appointments for the next week become available every Thursday at 5:00 pm.

Appointments will fill quickly. To make a counseling appointment, log into the MyECC Portal on Thursday as close to 5:00 pm as possible, and click this link.
Counseling Appointments

Choose which location you wish to make your counseling appointment.

Note: if you are only taking courses at ECC in Torrance you are still allowed to book a counseling appointment at the Compton Center campus.
Counseling Appointments

SARS-GRID Online Appointment Scheduling System

Log in with MyECC Username and Password

Please Log In

User Name

Password

Login

Same username and password as MyECC Portal.
Counseling Appointments

Choose a Major / Division

If you have not yet chosen a major, then select “All”

Select your major, then it will show you a series of appointments with different counselors, dates, and times. Make sure to book a time slot during which you know you will be available.
Accessing your ECC Email

Click Here

These features are also a part of the MyECC Portal.
Accessing your ECC Email

You can also access your ECC email directly at mail.elcamino.edu.
Photo ID Card

To get your ID Card, you must

- Be registered for at least 1 class
- Know your ECC ID number
- Have a photo ID with you (Driver’s License, high school ID, etc.)

24 business hours after you have registered for courses, you are able to get your El Camino College Student ID Card.
## Get Help!

### Financial Aid Lab
SSVC 204G

- Complete FAFSA & CA DREAM Act forms
  - Assistance filling out Financial Aid forms
- Answer general Financial Aid questions
- Hours vary semester-to-semester

### Admissions Office
SSVC 1st Floor

- Advanced Placement Scores
- Graduation and Certificate Petitions
- Name or Address Changes
- Residency/Social Security Number Issues
- Student Verification
- Insurance
- Order Official Transcripts

If you need any help filling out any Financial Aid paperwork, our Ambassadors in the Financial Aid Lab are here to help! (Student Services Center, Room 204G).

Admissions & Records Office is where you will be going to get any El Camino College paperwork processed. (Student Services Center, Room 101).
# Student and Academic Support Programs

- Career Center
- Career & Technical Education
- Counseling Services
- EOPS/CalWORKs/CARE
- Financial Aid and Scholarships
- Foster and Kinship Education Program
- First Year Experience (FYE)
- HBCU Transfer Initiative
- Honor Transfer Program (HTP)
- Internatinal Student Program
- Learning Resource Center
- Math Study Center
- Mathematics, Engineering, Science Achievement (MESA)
- Project Success
- Puente Project
- Student Health Center
- Supplemental Instruction
- Transfer Center
- Women in Technology
- Writing Center

ECC offers so many programs for you to be successful. Our goal is to help you accomplish your academic goals and that is why you see so many programs.
New Student Welcome Day

August 23, 2017
8:00 a.m. check in, ends around 2:00 p.m.

- Campus Tour (find your class meeting rooms)
- Meet your professors
- Attend workshops
- Connect with campus resources
- Free lunch

Register at www.elcamino.edu/nswe

New Student Welcome Day is for all incoming freshmen to learn about how to take advantage of all that ECC has to offer!
Tips & Advice

✓ Manage your time well  ✓ Work HARD
✓ Take time for YOU    ✓ Read EVERYTHING

Keep your eyes on the prize: **Graduate!**

✓ Get Involved
✓ Go to your professors’ office hours
✓ Ask questions
✓ Have FUN
✓ Meet with your Counselor once each semester
Thank you for your time!

Office of Outreach and School Relations
oasr@elcamino.edu
310-660-3487

If you have any questions, concerns, or would like help, please feel free to contact us.

We are here to help!