MYECC 101: NAVIGATING THE REGISTRATION PROCESS

El Camino College
Outreach And School Relations
2019
These are some of the topics covered in this presentation.
MyECC is super important!

Navigating MyECC successfully will be a vital component of your success as a student.

Logging in often, checking for updates, and learning the various functions will be very useful. Almost everything you will do as a student will be done through MyECC.

Here you can do everything from pay for your classes, look up jobs, and search for professor’s office hours.

Note: MyECC runs best on Internet Explorer, Google Chrome, and Mozilla Firefox.
You can access MyECC at www.elcamino.edu/myecc

Select the button for **Student** and you will be taken to the login page.

Your username will remain the same for the entirety of your attendance at El Camino College and should follow the model of
firstname_lastname@elcamino.edu or
firstname_lastname####@elcamino.edu (last 4 digits of Student ID number)

When you first log in, your temporary password will be the last four digits of your social security number or another set of generic numbers sent to you in your Welcome Email. After logging in, you will be prompted to create a new password.

Protecting your information is vital. Please do not share your MyECC login information with others.
After logging in to MyECC, you will be taken to the Student Home page.

From here you can access all of the tools in MyECC.
LET'S EXPLORE THIS PROCESS TOGETHER!
It is important to know the difference between the Catalog and the Class Schedule.

Both of these books can be easily accessed online at www.elcamino.edu/academics/catalog.aspx and www.elcamino.edu/academics/schedule.aspx

You can also purchase a paper copy of the Class Schedules at the El Camino College Bookstore for $1.00.
Starting for the academic year 2019-2020, the El Camino College Catalog is only available online.

In the Catalog, you can learn information about every course/class offered at El Camino College, as well as every degree and certificate program available. Explore course requirements and prerequisites by major.
Class Schedules are offered for every term: Fall, Winter/Spring, and Summer.

The Class Schedule provides the section number, class meeting days and times, the name of the instructor, and where the class is located or if the class is being offered online.

Some classes offered are short-term classes, online/hybrid classes, or designed only for specific support programs. The classes set aside for support programs can only be taken by students who belong to those programs. (Honors classes are an exception; any student can enroll in honors courses.)

Information in paper copies are subject to change. An up-to-date schedule of classes is available online at www.elcamino.edu/academics/schedule.aspx.

The Welcome Desk in the Student Services Center will also have a list of open classes to try to add during the first week of the term.
After meeting with a counselor and creating your Educational Plan, it’s time to register for classes.

This step is important, as you will go through this process every term for which you take classes at El Camino College.

In the Self-Service Menu, click Registration to view the list of registration options.

Because this step is so important, we will walk through this process together.
Registration Appointments are the earliest date and time that you are allowed to register for classes.

A Registration Appointment does not mean you are meeting with a counselor or coming in-person to El Camino College; registration is all done online through MyECC.

If you would like assistance registering for classes in MyECC, you can use a computer at the Welcome Desk in the Student Services Center and have Welcome Desk staff assist you.
Schedule Builder is a new tool that El Camino is now using to help students map out and plan their class schedule.
Schedule Builder is available in the Registration menu in MyECC.

In the Self-Service Menu, click Registration, then click Schedule Builder. On the next screen, click the link for Schedule Planner to launch Schedule Builder.
Above are the first few screens that are going to appear when you first launch Schedule Builder.

First, select the term for which you are wanting to register. You can actually switch between terms and all of the classes that you have added for each term will save.

Second, select which campus you would like to use to plan your class schedule, whether on-campus courses, online courses, or both (Select All Campuses).
This is the main screen for Schedule Builder.

To start planning your class schedule, click the **Add Course** button.

(Once you have added courses or selected a schedule for the term, you will be able to return to those selections at this screen.)
This is where you tell Schedule Builder which courses you want to take for the term.

You can add as many courses as you want to be able to have options and pick between schedules that you think would work best for you.

Remember to click the Done button once you have added all of your desired courses.
Now that you have added classes, feel free to modify your selections to better suit your needs.

For example, you can go into each course and only pick specific class sections you would want to register for based on the instructor or the meeting days/times offered.

You can also add breaks, such as your work hours or times you know you don’t want to be in class.

Once you’re ready to go, click the Generate Schedules button. All of the possible schedules will be displayed below and you can now browse through them to see which one best fits your needs.
6. SEND TO SHOPPING CART

☐ You must send your schedule to your shopping cart. However, this does not mean that you are done registering!

☐ Once you have sent your schedule to your shopping cart, return to MyECC and select the option to Register and Drop Sections.

☐ Classes will be waiting for you in your Shopping Cart.

Your Shopping Cart can be found by clicking Registration, then Register and Drop Sections in MyECC.
After clicking the Submit button, pay attention to any error messages that may appear at the top of the page to see why you may not be able to register.

You will receive an email to your El Camino College email address every time you register, drop a class, etc.
This is where you can find what classes you are currently registered for.

Only classes that you are officially registered for will show up. Waitlisted classes will not appear here unless you are moved onto the official class roster. To check current you currently waitlisted classes, click on Manage My Waitlist.
Parking Permits for automobiles are $35 for Fall/Spring terms ($20 if eligible for fee waiver through Financial Aid) and $20 for Winter/Summer terms. Motorcycles are $20 per term.

Use the Parking and ASB Menu to set your options before using View Account and Make Payments to pay on your account. Payments can also be made in-person at the Cashier’s Office, located on the first floor of the Bookstore building.

Enrollment fees are $46 per unit for CA residents. There is also a $20 Health fee ($17 for Summer), 50¢ Student Representation fee, and $15 Student Activities fee (optional).

For complete fee information, visit www.elcamino.edu/admissions/fees

NOTE: El Camino College cannot accept American Express online or in-person.
LET'S EXPLORE THIS PROCESS TOGETHER!
It’s best to apply for financial aid, either Free Application for Federal Student Aid (FAFSA) or California Dream Act application, as soon as possible after applying for college, but you can also apply before or after registering for classes.

After submitting your financial aid application, continue to check MyECC for the following:

- **Financial Aid Award Letter** – lists types of aid for which you are eligible
- **Financial Aid Checklist** – lists any documents you need to submit or any further action on your part. Documents are submitted online in MyECC.

Types of financial aid include: **California College Promise Grant** (formerly Board of Governors fee waiver) waives $46 per unit enrollment fee (does not cover additional student fees or books/materials). **Cal Grant** is money for college you don’t have to pay back. Funds are dispersed on a schedule via check. **Federal Work Study** is money that students earn by finding a job on campus. And more!

The Online **Scholarship** Application is also available from September through November of every year in MyECC.
This is what your Financial Aid Checklist looks like. This is accessed through your MyECC account by clicking Financial Aid, then Financial Aid Checklist.

Here you can see if the Financial Aid Office at El Camino College is requiring you to submit any documents for verification purposes.
HERE’S SOME ADDITIONAL THINGS YOU CAN DO IN MYECC
Your El Camino College email is how El Camino College will be contact you for all official communications.

Your El Camino College email has a capacity to the number/size of emails it can store. Routinely read and delete emails you don’t need to make sure you have space. You will receive warning emails if your account is almost out of storage space. Once full, you will no longer be able to send or receive emails.
This is a really nice perk that comes with being a student!

Once logged into Office 365, in addition to having access to the online versions of all of these programs, you can even download and install these applications onto any compatible Windows/Mac computer.
You can schedule an appointment to meet with an El Camino College counselor online here:

www.elcamino.edu/student/studentservices/counseling/appointments.aspx

New Counseling Appointments become available every night after midnight for the same day on following week. For example, at 12:01 am on Tuesday, appointments for next Tuesday become available.

For assistance with Counseling Appointments, visit the Counseling Front Desk or call 310-660-3458.
Some instructors also use the Student Gradebook feature to communicate grades throughout the semester.
Only unofficial transcripts are available 24/7 through MyECC.

Official transcripts can be ordered online or in-person at the Admissions & Records Office in the Student Services Center. For complete details and to order online, visit the webpage below:

www.elcamino.edu/admissions/transcripts.aspx
HAVE A GREAT SEMESTER!

QUESTIONS?

Registration Helpline
310-660-6034

Available during registration periods for each semester