

# MyECC 101

## NAVIGATING THE REGISTRATION PROCESS

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MyECC

Outreach and School Relations  
El Camino College



This presentation with notes  
is available online at

**[bit.ly/eccresources](http://bit.ly/eccresources)**

# Terms you should know BEFORE you register for classes

❖ Section Numbers

❖ Units

## English 84 - 3 Units

### Developmental Reading and Writing

Prerequisite: credit in English 82 or qualification by testing (English Placement Test) and assessment

6091	8:00-10:05am M Lecture	Staff	MBBM 132
	8:00-9:05am W Lab	Staff	H 213
	9:05-10:05am W Lecture	Staff	MBBM 132
6092	8:00-8:50am M Lecture	S. Gates	H 308
	9:05-10:05am M Lab	S. Gates	H 203
	8:00-10:05am W Lecture	S. Gates	H 205
6093	8:00-8:50am M Lecture	M. Cheung	H 206
	9:05-10:05am M Lab	M. Cheung	H 101
	8:00-10:05am W Lecture	M. Cheung	H 206
6094	9:15-11:20am M Lecture	S. Blake	H 206
	9:15-11:20am W Lab	S. Blake	H 203
	10:30-11:20am W Lecture	S. Blake	H 206
6095	8:00-10:05am T Lecture	M. Ansile	H 306
	8:00-10:05am Th Lab	M. Ansile	H 103
	9:15-11:20am T Lecture	M. Ansile	H 306
6098	8:00-10:05am T Lecture	I. Newbury	H 210
	8:00-10:05am Th Lecture	I. Newbury	H 215
	9:00-10:05am Th Lab	I. Newbury	H 210
6099	8:00-10:05am T Lecture	S. Magabo	MBBM 137
	8:00-10:05am Th Lecture	S. Magabo	MBBM 137
	9:00-10:05am Th Lab	S. Magabo	H 313
6102	9:15-11:20am T Lecture	C. Schaeffer	H 206
	9:15-11:20am Th Lecture	C. Schaeffer	H 206
	10:30-11:20am Th Lab	C. Schaeffer	H 203
6103	9:15-11:20am T Lecture	L. Phillips	H 209
	9:15-11:20am Th Lab	L. Phillips	H 215
	10:30-11:20am Th Lecture	L. Phillips	H 209
6104	9:15-11:20am M Lecture	R. Kistler	H 104
	9:15-11:20am W Lecture	R. Kistler	H 101
	10:30-11:20am W Lab	R. Kistler	H 104
6105	10:30-12:20pm M Lecture	C. Parks	H 205
	10:30-12:20pm W Lab	C. Parks	H 213
	10:30-12:20pm W Lecture	C. Parks	H 205
6106	10:30-12:20pm M Lecture	S. Gates	H 208
	10:30-12:20pm W Lab	S. Gates	H 215
	10:30-12:20pm W Lecture	S. Gates	H 208

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.

# MyECC Login Page

## myecc.elcamino.edu



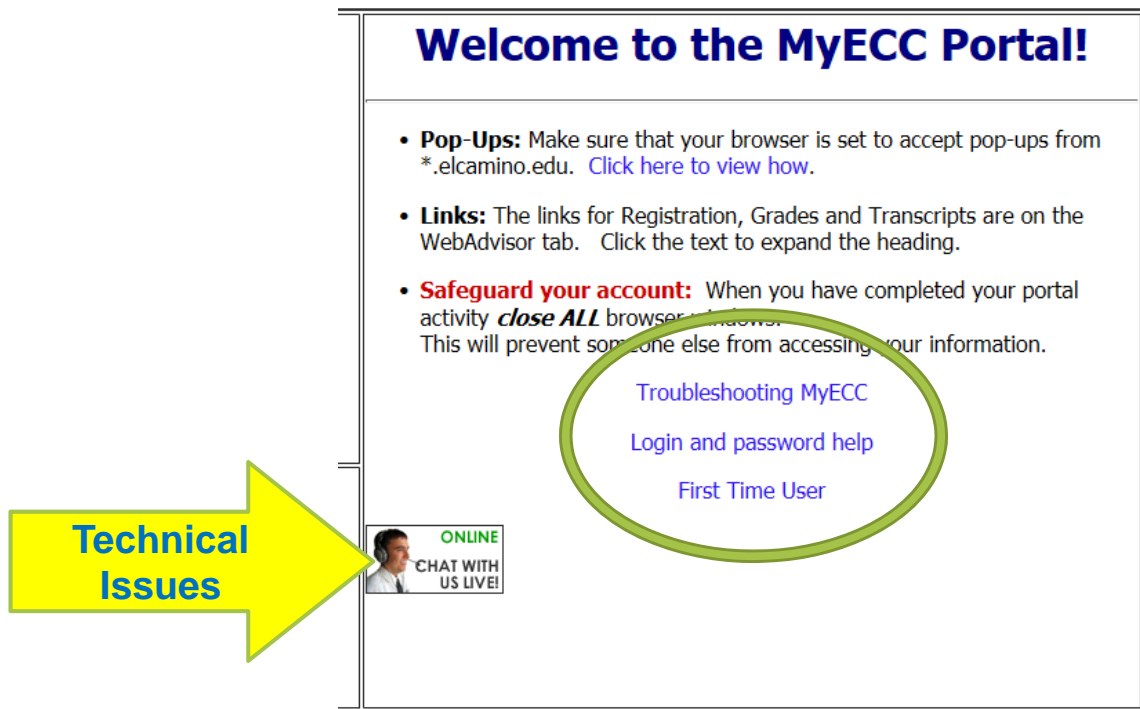
<p>Security ( <a href="#">show explanation</a> )</p> <p><input checked="" type="radio"/> This is a public or shared computer <input type="radio"/> This is a private computer</p> <p><input type="checkbox"/> I want to change my password after logging on</p> <p>Domain/user name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><a href="#">Log On</a></p>	<h3>Welcome to the MyECC Portal!</h3> <p><b>You should have received your login information in an email along with your ECC Student ID</b></p> <p><a href="#">Forgot My Password</a></p> <p><a href="#">What's My Username?</a></p>	<p>ser is set to accept pop-ups from ow.</p> <p>des and Transcripts are on the pand the heading.</p> <p>ou have completed your portal accessing your information.</p> <p><a href="#">g MyECC</a></p> <p><a href="#">word help</a></p> <p><a href="#">First Time User</a></p> <p><b>ONLINE</b> CHAT WITH US LIVE!</p>
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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.

# MyECC Login Page


myecc.elcamino.edu



**Welcome to the MyECC Portal!**

- **Pop-Ups:** Make sure that your browser is set to accept pop-ups from \*.elcamino.edu. [Click here to view how.](#)
- **Links:** The links for Registration, Grades and Transcripts are on the WebAdvisor tab. Click the text to expand the heading.
- **Safeguard your account:** When you have completed your portal activity **close ALL** browser windows. This will prevent someone else from accessing your information.

[Troubleshooting MyECC](#)  
[Login and password help](#)  
[First Time User](#)

**Technical Issues** → 

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

The screenshot shows the MyECC web portal. At the top, there is a header with the MyECC logo and the text "Get connected with MyECC!". To the right of the header, there is a user profile dropdown menu showing "Camino Robin" and a search bar with the placeholder text "Search this site...". Below the header, there is a navigation bar with links for "Help", "Student Home", and "Search Center". The main content area is divided into three columns. The left column, titled "My Week", displays a calendar for March 2014. The middle column contains an error message: "SSO credentials for user 'DB.vjsdomain\robin\_camino' could not be found in application 'Exchange Email'. Enter your credentials." The right column, titled "WebAdvisor", lists various services including "WebAdvisor for Students", "User Account", "Make Payment & Account Info", "Financial Aid", "Communication", "Registration - (Add & Drop)", "Academic Planning", "Grades, Tests & Ed Plan", "Web Services Const", "Change your password", "ECC Online Orientation", "Faculty Locator", "Library Databases", and "Online Counseling Appointments".

MyECC  
Get connected with MyECC!

Camino Robin

Search this site...

Help Student Home Search Center

Return Home > Student Home

My Week

Error retrieving data from Colleague

Today's Date: Monday, March 24, 2014

March 2014						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SSO credentials for user "DB.vjsdomain\robin\_camino" could not be found in application "Exchange Email"  
[Enter your credentials.](#)

WebAdvisor

WebAdvisor for Students

User Account

Make Payment & Account Info

Financial Aid

Communication

Registration - (Add & Drop)

Academic Planning

Grades, Tests & Ed Plan

Web Services Const

Change your password

ECC Online Orientation

Faculty Locator

Library Databases

Online Counseling Appointments

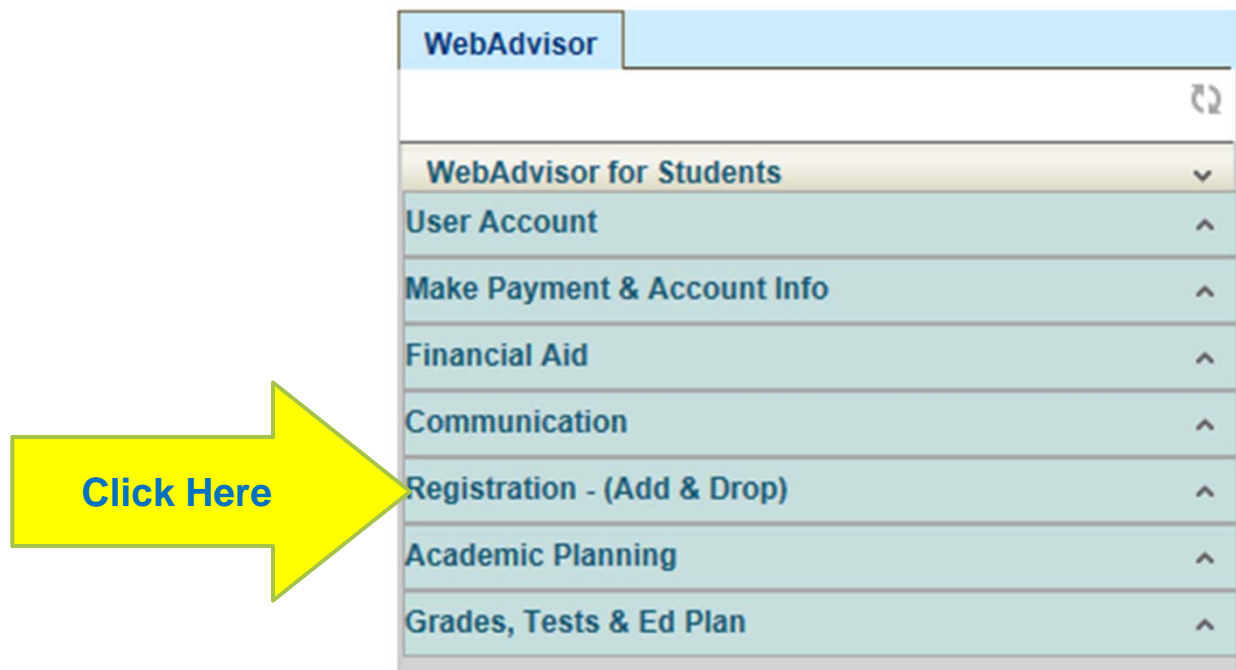
This is what it looks like when you log in.

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

You may register  
on or after  
your registration  
appointment.  
Don't be late!

WebAdvisor	
WebAdvisor for Students	▼
Account	^
Payment & Account Info	^
Financial Aid	^
Communication	^
Section - Add & Drop	▼
Shopping cart if you know Section#	
Shopping cart by searching for Sections	
Add and Drop Sections	
Drop Class OR Remove section from waitlist	
Registration Appointment Date and Time	
Online Add with faculty permission	
Buy Parking or ASB Discount Sticker	
My class schedule	
Search for Sections (Only view sections, cannot Register)	

Click Here

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

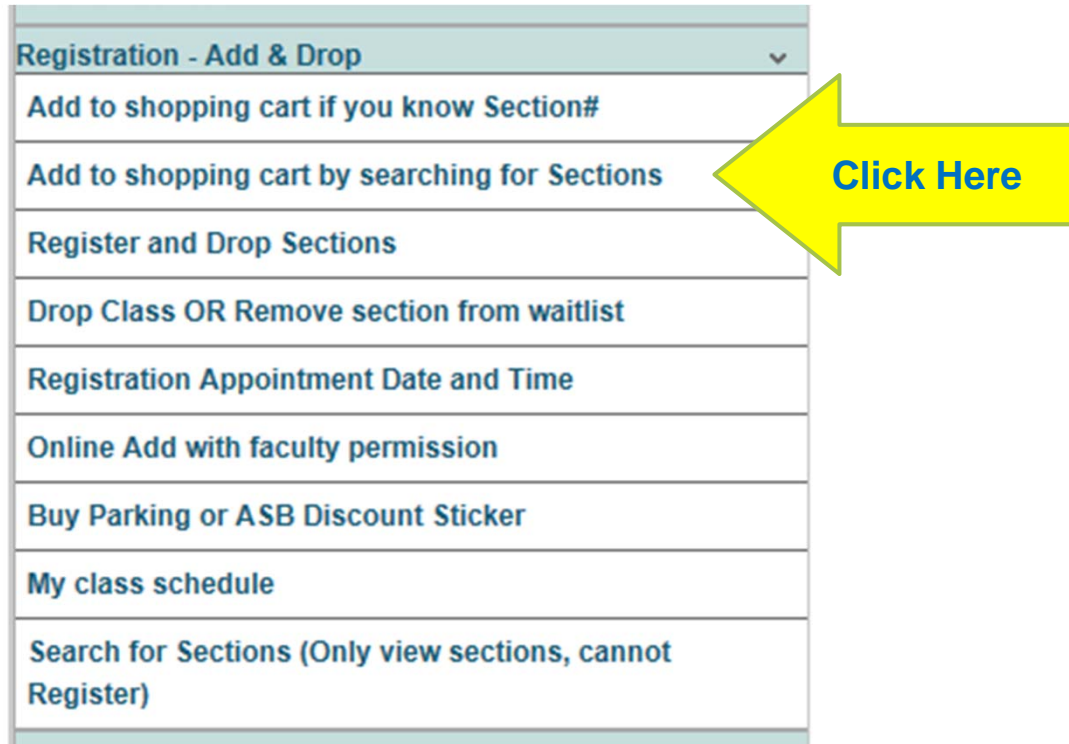
## Add to Shopping Cart by Searching for Sections

The screenshot displays the MyECC website interface. At the top, the El Camino College logo and "MyECC" branding are visible, along with a search bar and a user profile dropdown for "Camino Robin". Below the header, a navigation bar includes links for "Help", "Student Home", and "Search Center". The main content area is divided into three sections:

- My Week:** A calendar for March 2014. The date "Monday, March 24, 2014" is highlighted. A message states: "Error retrieving data from Colleague".
- SSO credentials for user:** A message indicating that the user "08.w\isdomain\robin\_camino" could not be found in the application "Exchange Email" and prompts the user to "Enter your credentials".
- WebAdvisor:** A sidebar menu with the following options: WebAdvisor for Students, User Account, Make Payment & Account Info, Financial Aid, Communication, Registration - (Add & Drop), Academic Planning, Grades, Tests & Ed Plan, Web Services Const, Change your password, ECC Online Orientation, Faculty Locator, Library Databases, and Online Counseling Appointments.

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

The screenshot shows the MyECC WebAdvisor interface. At the top, there is a blue header with the MyECC logo and the text "Get connected with MyECC!". To the right of the header, it says "Camino Robin" and "Search this site...". Below the header, there is a navigation bar with "Help", "Student Home", and "Search Center".

Below the navigation bar, there is a breadcrumb trail: "Return Home > Student Home > WebAdvisor".

On the left side, there is a sidebar menu with the following items:

- WebAdvisor for Students (selected)
- User Account
- Make Payment & Account Info
- Financial Aid
- Communication
- Registration - Add & Drop
- Academic Planning
- Grades, Tests & Ed Plan

On the right side, there is a main content area. At the top, there is a blue button that says "Add to shopping cart by searching for Sections". Below this button, there is a yellow banner with the text: "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."

Below the banner, there are several search filters:

- Term: [dropdown menu]
- Location: [dropdown menu] <-- Choose online for distance education courses
- Starting On/After Date: [text input] Ending By Date: [text input]

Below these filters, there is a table with three columns: Subject, Course Number, and Section. The table has five rows, each with a dropdown menu for Subject, a text input for Course Number, and a text input for Section.

Below the table, there are two dropdown menus: "Sections Meeting After" and "Sections Ending Before".

At the bottom, there is a row of checkboxes for the days of the week: Mon, Tue, Wed, Thu, Fri, Sat, Sunday.

You will see this screen.

# Add to Shopping Cart by Searching for Sections

Add to shopping cart by searching for Sections ✕

Before registering for classes online at MyECC, please refer to the PDF [Schedule of classes](#) for

**Select Term & Location**

Term  Location  <-- Choose online for distance education courses

Starting On/After Date  Ending By Date  **Leave Blank**

**Select Subject and Course Number**

Subject	Course Number	Section
<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"/>

**Leave Everything Else Blank!**

Sections Meeting After  Sections Ending Before

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sunday ☐

Course Title Keyword(s)

Instructor's Last Name

**Click Submit**

SUBMIT

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.

Add to shopping cart by searching for Sections

Before registering for classes online at MyECC, please refer to the PDF [Schedule of classes](#) for s

Term **Fall 2017** Location **El Camino College** [Click here to go online for distance education courses](#)

Starting On/After Date Ending By Date

Subject	Course Number	Section
Communication Studies	3	
Mathematics	23	

Sections Meeting After Sections Ending Before

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sunday ☐

Course Title Keyword(s)

Instructor's Last Name

SUBMIT

## CLASS SCHEDULE

Section #	Time	Instructor	Room #
<b>Communication Studies 3 - 3 Units</b>			
<i>Small Group Communication</i>			
Recommended Preparation: eligibility for English 1A			
Note: formerly Speech Communication 3			
5826	6:10-7:35am TTh Lecture	C. Bahti	MUSI 207
5827	7:45-9:10am TTh Lecture	C. Bahti	MUSI 211
5828	7:45-9:10am TTh Lecture	H. Wagner	MUSI 209
5829	7:45-9:10am MW Lecture	R. Wells	MUSI 207
5831	9:30-10:55am TTh Lecture	R. Wells	MUSI 207
5833	11:15-12:40pm MW Lecture	R. Wells	MUSI 207
Section 5833 is linked through the Learning Communities Program with English 1A, Section 6396. Mandatory enrollment in both sections is required.			
5836	1:00-4:10pm MW Lecture	R. Swade	MUSI 210
Section 5836 meets from August 30 to October 20, 2010.			
5837	1:00-4:10pm MW Lecture	R. Swade	MUSI 210

Here's an example. Note that the subject and course number align with the Class Schedule and Catalog.



# Add to Shopping Cart by Searching for Sections

Section Selection Results

BACK

?

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

Select	Term	Status	Section Name and Title	Location	Meeting Information	Distance Ed.	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	Fall Term 2017	Open	OLI-1-2602 (2602) overnments US/Calif	El Camino College	01/18/2014-05/16/2014 Lecture Monday, Wednesday 06:45AM - 07:35AM, Social Science, Room 120 (more)...		L. Widman	7 / 045 / 0	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2604 (2604) overnments US/Calif	El Camino College	01/22/2014-05/14/2014 Lecture Monday, Wednesday 07:45AM - 09:10AM, Social Science, Room 123		A. Gordon	-11 / 045 / 3	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2605 (2605) overnments US/Calif	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 07:45AM - 09:10AM, Social Science, Room 201		K. Striepe	-6 / 045 / 2	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2606 (2606) overnments US/Calif	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 07:45AM - 09:10AM, Social Science, Room 117		A. Gordon	-3 / 45 / 3	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2610 (2610) overnments US/Calif	El Camino College	01/18/2014-05/16/2014 Lecture Monday, Wednesday 08:00AM - 08:50AM, Social Science, Room 120 (more)...		L. Widman	1 / 045 / 2	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2614 (2614) overnments US/Calif	El Camino College	01/18/2014-05/16/2014 Lecture Monday, Wednesday 09:15AM - 10:05AM, Social Science, Room 120 (more)...		L. Widman	3 / 45 / 2	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2618 (2618) overnments US/Calif	El Camino College	01/22/2014-05/14/2014 Lecture Monday, Wednesday 09:30AM - 10:55AM, Social Science, Room 122		E. Antoine	-4 / 45 / 3	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2622 (2622) overnments US/Calif	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 09:30AM - 10:55AM, Social Science, Room 122		E. Antoine	2 / 45 / 3	3.00
<input type="checkbox"/>	Fall Term 2017	Waitlisted	OLI-1-2624 (2624) overnments US/Calif	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 09:30AM - 10:55AM, Social Science, Room 201		L. Houske	-9 / 45 / 3	3.00

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

Register and Drop Sections ✕



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

Name Robin D. Camino

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="button" value="v"/>	Fall Term 2017	POLI-1-2640 (2640) Governments US/Calif	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 11:15AM - 12:40PM, Social Science, Room 201	L. Houske	-6 / 045 / 4	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

SUBMIT

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

The screenshot shows the MyECC web portal interface. At the top, there is a header with the Camino College logo, the text "MyECC", and a search bar. Below the header, there is a navigation bar with links for "Help", "Student Home", and "Search Center". The main content area is divided into three sections. On the left, there is a "My Week" section with a calendar for March 2014. The calendar shows the dates from 23 to 31, with the 24th highlighted. In the center, there is a message about SSO credentials for user "DB.vjdomain\robin\_camino" and a link to "Enter your credentials". On the right, there is a "WebAdvisor" section with a list of services including "WebAdvisor for Students", "User Account", "Make Payment & Account Info", "Financial Aid", "Communication", "Registration - (Add & Drop)", "Academic Planning", "Grades, Tests & Ed Plan", "Web Services Const", "Change your password", "ECC Online Orientation", "Faculty Locator", "Library Databases", and "Online Counseling Appointments".

Camino Robin

Search this site...

Help Student Home Search Center

Return Home > Student Home

**My Week**

Error retrieving data from Colleague

Today's Date: Monday, March 24, 2014

March 2014						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SSO credentials for user "DB.vjdomain\robin\_camino" could not be found in application "Exchange Email"  
[Enter your credentials.](#)

**WebAdvisor**

WebAdvisor for Students

User Account

Make Payment & Account Info

Financial Aid

Communication

Registration - (Add & Drop)

Academic Planning

Grades, Tests & Ed Plan

**Web Services Const**

Change your password

ECC Online Orientation


Faculty Locator

Library Databases

Online Counseling Appointments

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



Registration - Add & Drop
Add to shopping cart if you know Section#
Add to shopping cart by searching for Sections
Register and Drop Sections
Drop Class OR Remove section from waitlist
Registration Appointment Date and Time
Online Add with faculty permission
Buy Parking or ASB Discount Sticker
My class schedule
Search for Sections (Only view sections, cannot Register)

Again, under WebAdvisor click "Registration - Add & Drop" and instead chose this option.

## Add to Shopping Cart if You Know Section Number

Add to shopping cart if you know Section#

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

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.

# Add to Shopping Cart if You Know Section Number

Add to shopping cart if you know Section# ✕



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

## CLASS SCHEDULE

Section	Term
5826	Fall 2017

5768	6:30-9:40pm M Lecture.....	D. Nagano.....	MUSI 202
5770	6:30-9:40pm T Lecture.....	D. Crossman.....	MUSI 209
5773	5:00-8:10pm W Lecture.....	C. Hunt.....	MUSI 202
<b>Communication Studies 3 - 3 Units</b>			
<i>Small Group Communication</i>			
Recommended Preparation: eligibility for English 1A			
Note: formerly Speech Communication 3			
5826	6:10-7:35am TTh Lecture.....	C. Bahti.....	MUSI 207
5827	7:45-9:10am TTh Lecture.....	C. Bahti.....	MUSI 211
5828	7:45-9:10am TTh Lecture.....	H. Wagner.....	MUSI 209
5829	7:45-9:10am MW Lecture.....	R. Wells.....	MUSI 207
5831	9:30-10:55am TTh Lecture.....	R. Wells.....	MUSI 207
5833	11:15-12:40pm MW Lecture.....	R. Wells.....	MUSI 207
Section 5833 is linked through the Learning Communities Program with English 1A, Section 6396. Mandatory enrollment in both sections is required.			
5836	1:00-4:10pm MW Lecture.....	R. Swade.....	MUSI 210
Section 5836 meets from August 30 to October 20, 2010.			
5837	1:00-4:10pm MW Lecture.....	R. Swade.....	MUSI 210

Here is an example.

# Add to Shopping Cart if You Know Section Number

Register and Drop Sections



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

Name Robin D. Camino

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="checkbox"/>	Fall Term 2017	POLI-1-2640 (2640) Governments US/Calif	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 11:15AM - 12:40PM, Social Science, Room 201	L. Houske	-6 / 045 / 4	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

ALL Allow me to adjust all

SUBMIT

Viola! You have now added the course to your shopping cart. You can confirm the course details on this screen.

# Register from Shopping Cart

Register and Drop Sections

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

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 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.



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

WebAdvisor	
	🔍
WebAdvisor for Students	▼
User Account	^
Make Payment & Account Info	^
Financial Aid	^
Communication	^
Registration - Add & Drop	▼
Add to shopping cart if you know Section#	
Add to shopping cart by searching for Sections	
Register and Drop Sections	
Drop Class OR Remove section from waitlist	
Registration Appointment Date and Time	
Online Add with faculty permission	
Buy Parking or ASB Discount Sticker	
My class schedule	
Search for Sections (Only view sections, cannot Register)	
Academic Planning	^
Grades, Tests & Ed Plan	^



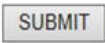
Go here if you need to drop a class (remove yourself from a registered course) or from a course waitlist.

# How to Drop Class or Remove from Waitlist

Drop Class OR Remove section from waitlist 

Waitlisted

Drop		Section Name and Title	Location	Meeting Information
<input type="checkbox"/>	Fall Term 2017	ENGL-31-6608 (6608) Mythology and Folklore	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday 07:45AM - 09:10AM, Humanities Room 305
<input type="checkbox"/>	Fall Term 2017	PE-257-8330 (8330) Yoga for Health and Fitness	El Camino College	01/21/2014-05/15/2014 Lab Tuesday 11:15AM - 12:40PM, South Gym, Room 210
<input type="checkbox"/>	Fall Term 2017	PHIL-11-2578 (2578) Hist Modern/Contemporary Phil	El Camino College	01/21/2014-05/15/2014 Lecture Tuesday 09:30AM - 10:55AM, Social Science Room 210



**Check Box**

**Click Submit**

**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.

# Confirm Your Registration

The screenshot shows the MyECC web portal interface. At the top, there is a header with the El Camino College logo, the text "MyECC", and a user profile "Camino Robin". Below the header is a navigation bar with links for "Help", "Student Home", and "Search Center". The main content area is divided into three sections:

- My Week:** A calendar for March 2014. The date "Monday, March 24, 2014" is highlighted. Below the calendar, there is a message: "Error retrieving data from Colleague".
- SSO credentials for user:** A message stating: "SSO credentials for user '06.wjsdomainrobin\_camino' could not be found in application 'Exchange Email'. Enter your credentials."
- WebAdvisor:** A list of links for students, including "WebAdvisor for Students", "User Account", "Make Payment & Account Info", "Financial Aid", "Communication", "Registration - (Add & Drop)", "Academic Planning", and "Grades, Tests & Ed Plan".

At the bottom right, there is a section for "Web Services Const" with links for "Change your password", "ECC Online Orientation", "Faculty Locator", "Library Databases", and "Online Counseling Appointments".

To confirm your registered courses, you can access your class schedule.

# My Class Schedule



The image shows a screenshot of the WebAdvisor application. A yellow arrow with the text "Click Here" points to the "My class schedule" option in the menu. The menu is a vertical list of items, some with expand/collapse arrows. The items are: WebAdvisor (with a search icon), WebAdvisor for Students (with a dropdown arrow), User Account (with an expand arrow), Make Payment & Account Info (with an expand arrow), Financial Aid (with an expand arrow), Communication (with an expand arrow), Registration - Add & Drop (with a dropdown arrow), Add to shopping cart if you know Section#, Add to shopping cart by searching for Sections, Register and Drop Sections, Drop Class OR Remove section from waitlist, Registration Appointment Date and Time, Online Add with faculty permission, Buy Parking or ASB Discount Sticker, My class schedule (highlighted by the arrow), Search for Sections (Only view sections, cannot Register), Academic Planning (with an expand arrow), and Grades, Tests & Ed Plan (with an expand arrow).

WebAdvisor	
WebAdvisor for Students	▼
User Account	^
Make Payment & Account Info	^
Financial Aid	^
Communication	^
Registration - Add & Drop	▼
Add to shopping cart if you know Section#	
Add to shopping cart by searching for Sections	
Register and Drop Sections	
Drop Class OR Remove section from waitlist	
Registration Appointment Date and Time	
Online Add with faculty permission	
Buy Parking or ASB Discount Sticker	
My class schedule	
Search for Sections (Only view sections, cannot Register)	
Academic Planning	^
Grades, Tests & Ed Plan	^

Back in WebAdvisor, click "Registration – Add & Drop," then click "My class schedule."

# My Class Schedule

My class schedule ✕

?

Term 

Fall Term 2017 ▼

SUBMIT

Select the term.

# My Class Schedule

Schedule

BACK



\*\*\* All student fees must be paid in full by the deadlines or you will be dropped from ALL of your classes. For payment deadlines please visit <http://www.elcamino.edu/admissions/feedeadline.asp> Or [Click here](#)

Students on a waitlist for a class must check their El Camino College e-mail daily to find out if they have been admitted to the class. Waitlisted students admitted to the class must pay those class fees by the same deadlines listed in the printed schedule, or they will be dropped from ALL classes.

##### Robin Camino

Term

Fall Term 2017

Total Registered Credits 7.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Last Drop Date with W Grade
PE-257-8330 (8330) Yoga for Health and Fitness	New	01/21/2014-05/15/2014 Lab Tuesday, Thursday 11:15AM - 12:40PM, South Gym, Room SGYM	1.00	168.20		04/17/14
PHIL-11-2578 (2578) Hist Modern/Contemporary Phil	New	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 09:30AM - 10:55AM, Social Science, Room 210	3.00	168.20		04/17/14
ENGL-31-6608 (6608) Mythology and Folklore	New	01/21/2014-05/15/2014 Lecture Tuesday, Thursday 07:45AM - 09:10AM, Humanities, Room 305	3.00	168.20		04/17/14

For online class meeting information [\[click here\]](#)

OK

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.

## Student Status

Enrolled in 1 to 11 units = Part-Time Status

Enrolled in 12+ units = Full-Time Status

## Financial Breakdown

\$46 per unit

Part-Time = \$65 to \$1,031 per year

Full-Time = \$1,123+ per year

Financial Aid is available at El Camino College

Apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Fee Payment Deadlines

Summer 2017: May 16-31 = **May 31**, June 1-June 12 = **June 12**

Fall 2017: May 30-July 24 = **July 24**, July 25-Aug 22 = **August 22**

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

The screenshot displays the MyECC portal interface. At the top, the Camino College logo and "MyECC" branding are visible, along with a user profile "Camino Robin" and a search bar. Below the header, a navigation bar includes "Help", "Student Home", and "Search Center". The main content area shows a "My Week" calendar for March 2014, with the date "Monday, March 24, 2014" highlighted. An error message states: "Error retrieving data from Colleague. SSO credentials for user 'DB.vjsdomain\robin\_camino' could not be found in application 'Exchange Email'. Enter your credentials." To the right, a "WebAdvisor" sidebar lists various services: "WebAdvisor for Students", "User Account", "Make Payment & Account Info", "Financial Aid", "Communication", "Registration - (Add & Drop)", "Academic Planning", "Grades, Tests & Ed Plan", "Web Services Const", "Change your password", "ECC Online Orientation", "Faculty Locator", "Library Databases", and "Online Counseling Appointments".

Camino Robin

Search this site...

Help Student Home Search Center

Return Home > Student Home

**My Week**

Error retrieving data from Colleague

Today's Date: Monday, March 24, 2014

March 2014						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SSO credentials for user "DB.vjsdomain\robin\_camino" could not be found in application "Exchange Email"  
[Enter your credentials.](#)

**WebAdvisor**

WebAdvisor for Students

User Account

Make Payment & Account Info

Financial Aid

Communication

Registration - (Add & Drop)

Academic Planning

Grades, Tests & Ed Plan

**Web Services Const**

Change your password

ECC Online Orientation

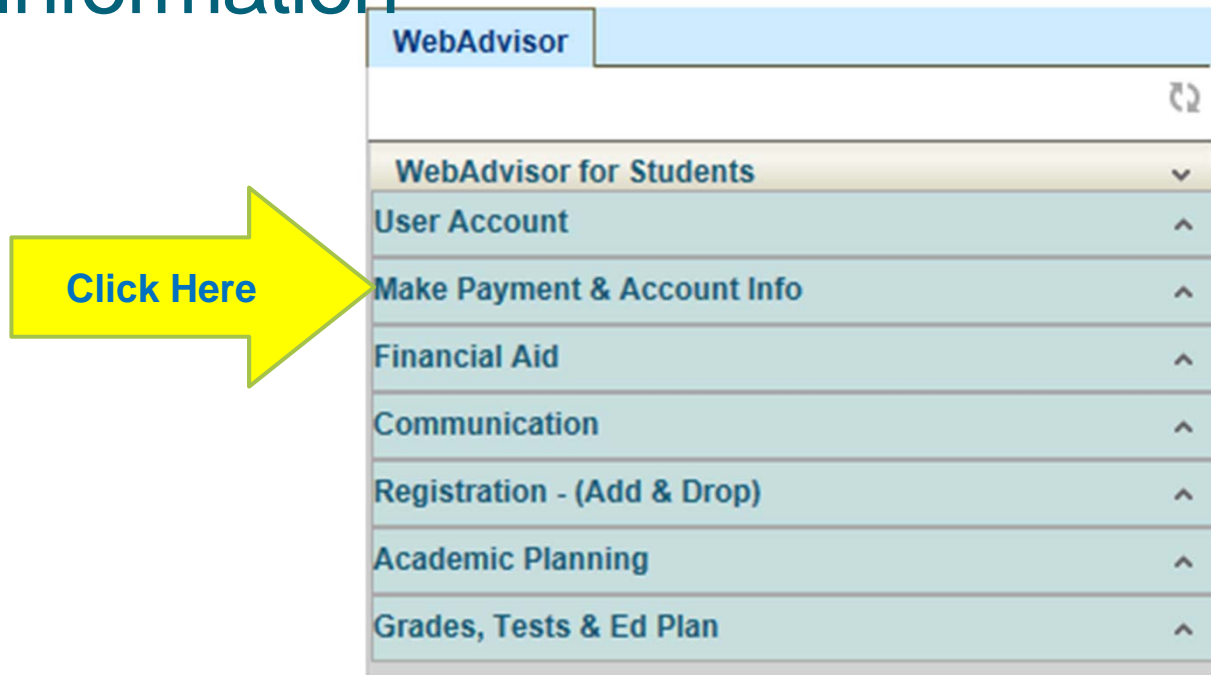
Faculty Locator

Library Databases

Online Counseling Appointments

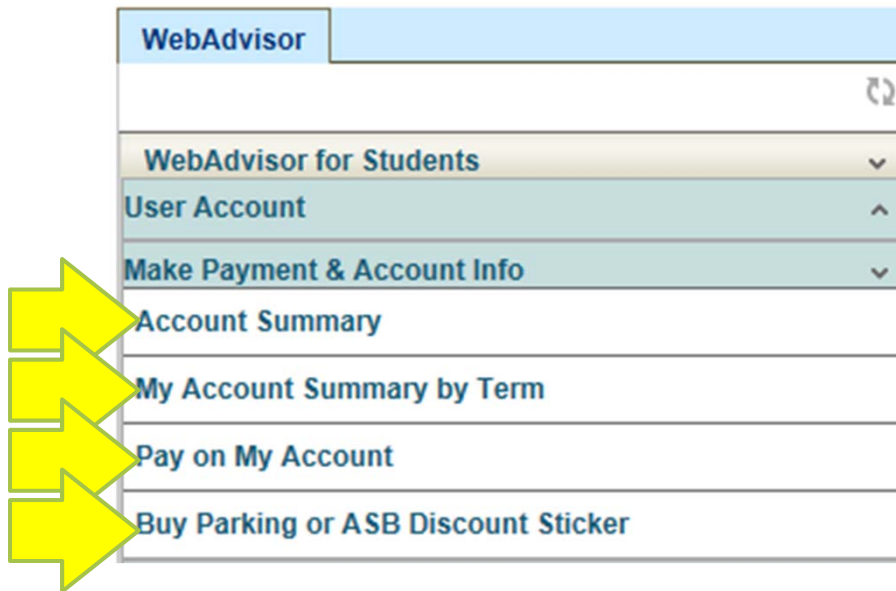
These features are also a part of the MyECC Portal.

# 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.

# Financial Aid

The screenshot displays the MyECC portal interface. At the top, the Camino College logo and "MyECC" branding are visible, along with a user profile "Camino Robin" and a search bar. Below the header, a navigation bar includes "Help", "Student Home", and "Search Center". The main content area shows a "My Week" section with a calendar for March 2014, where the 24th is highlighted. An error message states: "Error retrieving data from Colleague. Today's Date: Monday, March 24, 2014". To the right of the calendar, a message indicates SSO credentials for user "DB.vj@domain\robin\_camino" could not be found, with a link to "Enter your credentials". On the right side, a "WebAdvisor" section lists various services: "WebAdvisor for Students", "User Account", "Make Payment & Account Info", "Financial Aid", "Communication", "Registration - (Add & Drop)", "Academic Planning", and "Grades, Tests & Ed Plan". Below this, a "Web Services Const" section lists: "Change your password", "ECC Online Orientation", "Faculty Locator", "Library Databases", and "Online Counseling Appointments".

Camino Robin

Search this site...

Help Student Home Search Center

Return Home > Student Home

**My Week**

Error retrieving data from Colleague

Today's Date: Monday, March 24, 2014

March 2014						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SSO credentials for user "DB.vj@domain\robin\_camino" could not be found in application "Exchange Email"  
[Enter your credentials.](#)

**WebAdvisor**

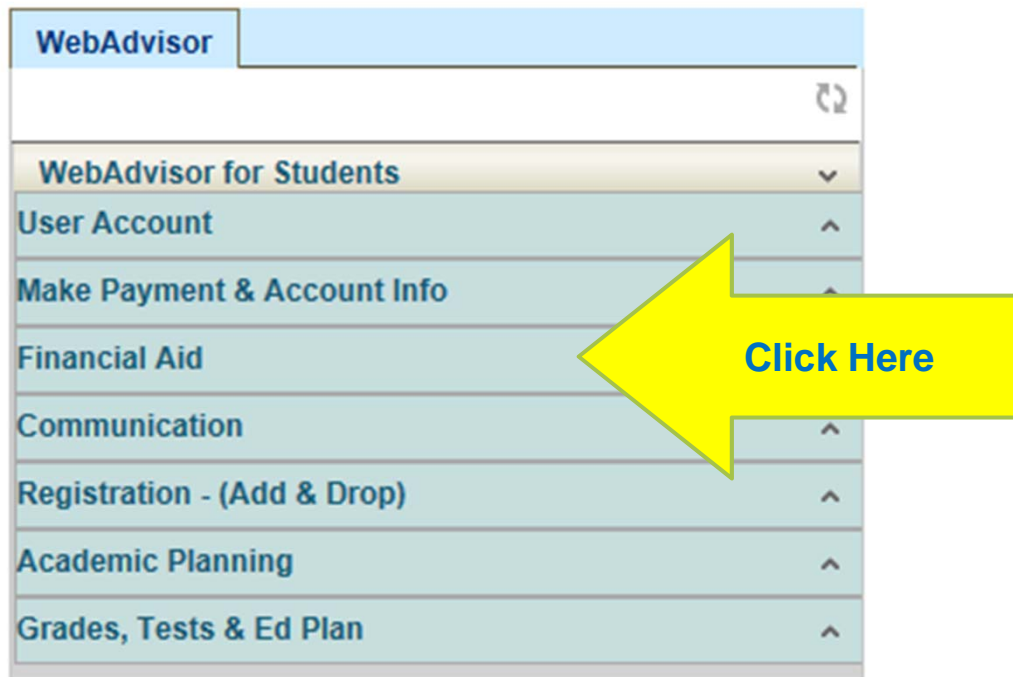
- WebAdvisor for Students
- User Account
- Make Payment & Account Info
- Financial Aid
- Communication
- Registration - (Add & Drop)
- Academic Planning
- Grades, Tests & Ed Plan

**Web Services Const**

- Change your password
- ECC Online Orientation
- Faculty Locator
- Library Databases
- Online Counseling Appointments

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	▼
Financial aid status by term	
Financial aid award letter	

Communication	▼
My Documents	
E-mail My Advisor(s)	

**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.

# Web Services

El CAMINO COLLEGE MyECC Get connected with MyECC! Camino Robin Search this site...

Help Student Home Search Center

Return Home > Student Home

**My Week**

Error retrieving data from Colleague

Today's Date: Monday, March 24, 2014

March 2014						
S	M	T	W	T	F	S
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SSO credentials for user "DB.wjisdomain\robin\_camino" could not be found in application "Exchange Email"  
[Enter your credentials.](#)

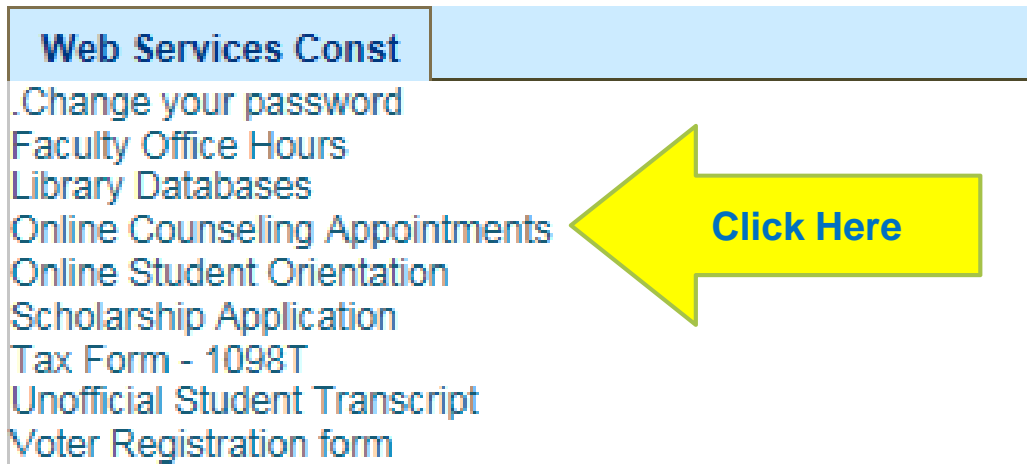
**WebAdvisor**

- WebAdvisor for Students
- User Account
- Make Payment & Account Info
- Financial Aid
- Communication
- Registration - (Add & Drop)
- Academic Planning
- Web Services Const
  - Change your password
  - ECC Online Orientation
  - Faculty Locator
  - Library Databases
  - Online Counseling Appointments

Counseling Appointments and other useful links are available beneath the WebAdvisor area, under "Web Services Const."



# Counseling Appointments



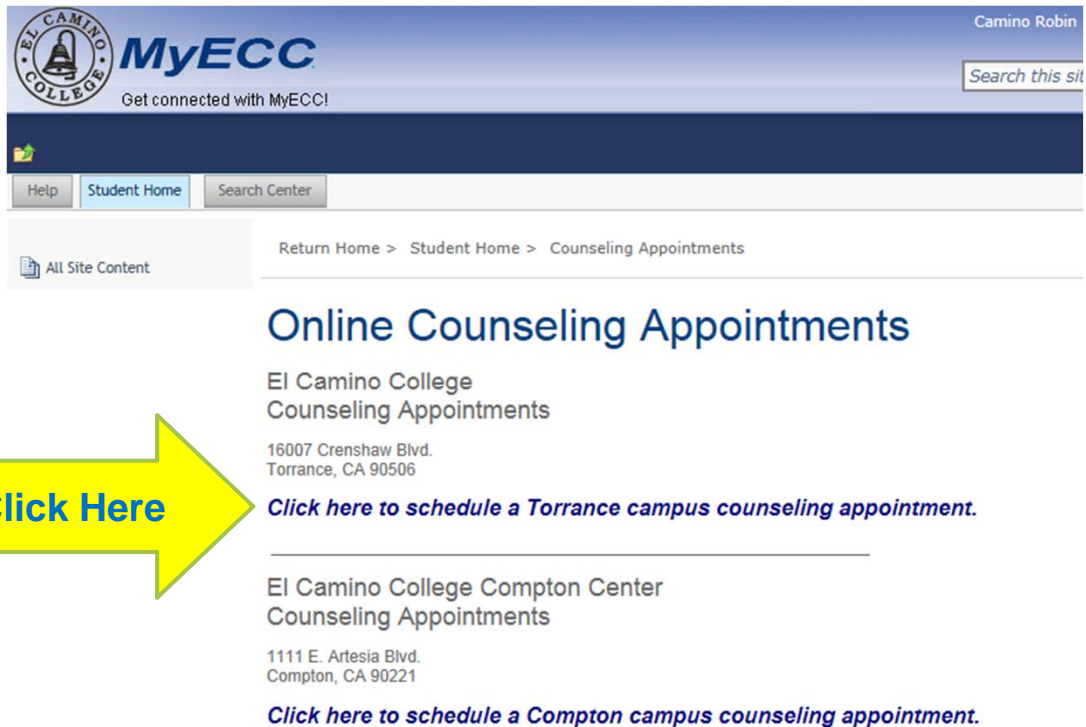
The image shows a screenshot of a web portal menu titled "Web Services Const". The menu lists several options: ".Change your password", "Faculty Office Hours", "Library Databases", "Online Counseling Appointments", "Online Student Orientation", "Scholarship Application", "Tax Form - 1098T", "Unofficial Student Transcript", and "Voter Registration form". A large yellow arrow points from the right towards the "Online Counseling Appointments" link, with the text "Click Here" written inside the arrow.

Web Services Const
<a href="#">.Change your password</a>
<a href="#">Faculty Office Hours</a>
<a href="#">Library Databases</a>
<a href="#">Online Counseling Appointments</a>
<a href="#">Online Student Orientation</a>
<a href="#">Scholarship Application</a>
<a href="#">Tax Form - 1098T</a>
<a href="#">Unofficial Student Transcript</a>
<a href="#">Voter Registration form</a>

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



The screenshot shows the MyECC website interface. At the top, there is a blue header with the El Camino College logo and the text "MyECC Get connected with MyECC!". To the right of the header, the user name "Camino Robin" is displayed, and there is a search bar labeled "Search this site". Below the header, there is a navigation bar with links for "Help", "Student Home", and "Search Center". A breadcrumb trail shows "Return Home > Student Home > Counseling Appointments". The main content area is titled "Online Counseling Appointments" and lists two locations: "El Camino College Counseling Appointments" at 16007 Crenshaw Blvd., Torrance, CA 90506, and "El Camino College Compton Center Counseling Appointments" at 1111 E. Artesia Blvd., Compton, CA 90221. A large yellow arrow points to the first location, with the text "Click Here" inside it. Below each location, there is a link to schedule an appointment: "Click here to schedule a Torrance campus counseling appointment." and "Click here to schedule a Compton campus counseling appointment."

**Click Here**

**Online Counseling Appointments**

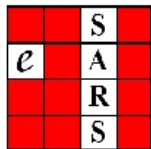
El Camino College  
Counseling Appointments  
16007 Crenshaw Blvd.  
Torrance, CA 90506  
[Click here to schedule a Torrance campus counseling appointment.](#)

El Camino College Compton Center  
Counseling Appointments  
1111 E. Artesia Blvd.  
Compton, CA 90221  
[Click here to schedule a Compton campus counseling appointment.](#)

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

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 EL CAMINO COLLEGE

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**Counselor Group Selection**  
Please select your major or field of interest then Click on Continue

Choose a Major / Division

All

Admin of Justice/Crim. Justice/EMT

Behavioral & Soc. Sci Majors (Sociology, Psych)

Business, Bus. Mgmt, Accounting Majors

Fine Arts Majors

Health Sci Majors (Rad Tech, Resp Care, Nursing)

Continue

Cancel

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

The screenshot shows the MyECC Portal interface. On the left is a calendar for May 2017. The main content area has a header with SSO credentials and a 'Term Date Notices' section. Below this is the 'Online Academic Planning' section. A yellow arrow points to the 'ECC Email' link in the 'ECC Links' section on the right.

SSO credentials for user:  
"0#f.wjsdomain/robin\_camino" could not be found in application "Exchange Email"  
[Enter your credentials.](#)

**Term Date Notices**

The **last day to drop** a full term class and receive a W grade is **Friday May 12th**.

**Summer Registration** Appointment information will be viewable May 10th

**Fall Registration** Appointment information will be viewable May 24th

**Academic Planning** | **Employment Opportunities**

**Online Academic Planning**  
Use the Academic Planning link or the options below to view what's needed to complete your AA or AS degree. Also view what classes are needed if you change your major (program of study.)

- Plan Courses
- Program Evaluation

**My Team Sites**  
Expand All Collapse All

**Safari Users:** If the web page is not displaying properly, please try using Google Chrome or Internet Explorer.

**Email Accounts**

**WebAdvisor**

WebAdvisor for Students

- User Account
- Financial Information
- Financial Aid
- Communication
- Registration
- Academic Planning
- Academic Profile

**Web Services Const**

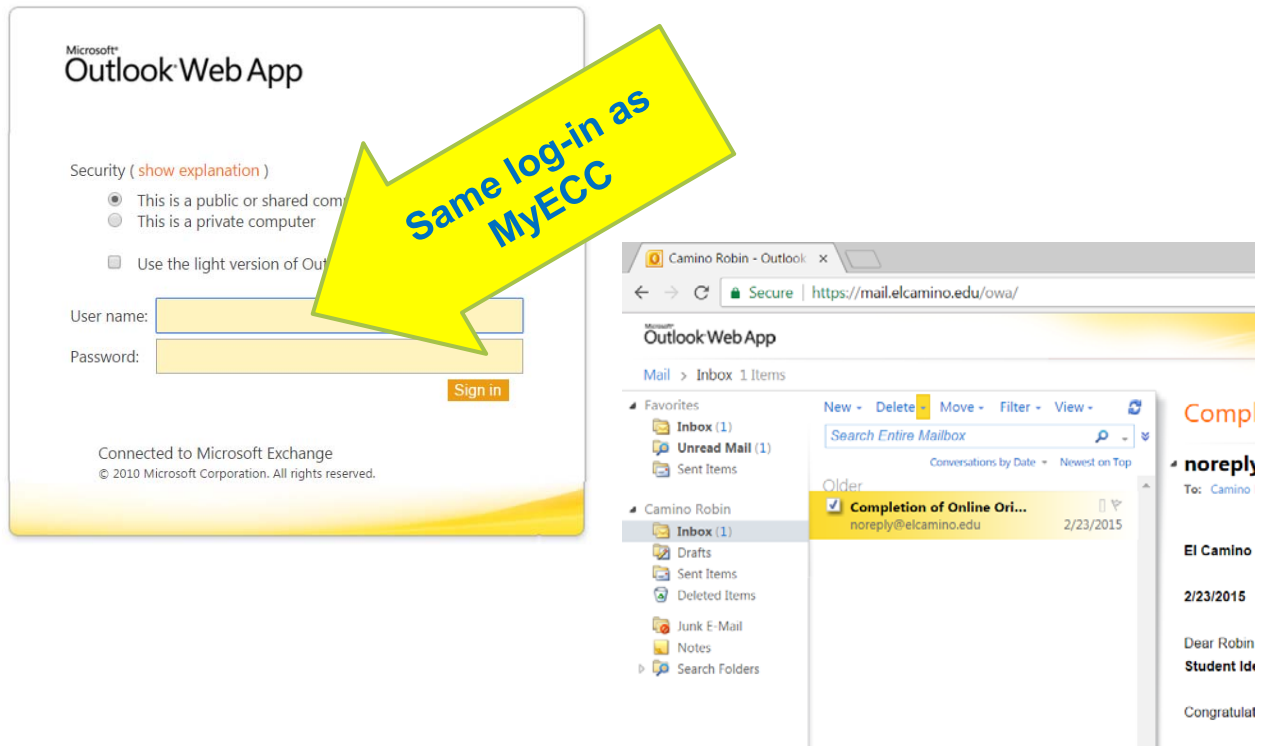
- ECC Library
- Faculty Office Hours
- Online Counseling Appointments
- Online Student Orientation
- Scholarship Application
- Tax Form - 1098T
- Unofficial Student Transcript
- Voter Registration form

**ECC Links** | **External Links** | **My Links**

- ECC Online Bookstore
- ECC Email
- ECC Financial Aid Information
- Need a Job?
- What to do if you are a victim of sexual or gender-based misconduct

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)
- International 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/nswd](http://www.elcamino.edu/nswd)

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
- ✓ Take time for YOU
- ✓ Work HARD
- ✓ 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!

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Office of Outreach and  
School Relations

[oasr@elcamino.edu](mailto: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!