

STEPS FOR SPRING 2011 CREDIT REGISTRATION

Steps	November 22 priority registration begins for: CURRENT STUDENTS (Spring, Summer or Fall 2010.)	November 28 registration begins for: NEW STUDENTS
Step 1: Admissions	Go to Step #3	Complete and submit an application for admission.* Applicants must provide official transcripts from educational institutions, ACT/SAT/TSI scores if applicable. *You must provide documented proof of your residence for tuition purposes.
Step 2: Assessment	Go to Step #3	All new-to-college students who have not previously taken TSI required entrance exams who are not exempt, must take a TSI approved exam. Students must have a signed referral form from the Advising Office
Step 3: Advisement	You are eligible to prepare your schedule and self-registrar unless you are on academic probation or suspension or have not met all TSI requirements or have other restrictions.	Proceed to the Advisement Office to schedule classes. Official transcripts may be required to determine eligibility for course placement. Some first time students might be eligible for online registration. Preadvisement is suggested.
Step 4: Registrar	Register online thru eConnect at www.elcentrocollege.edu or to the Registrar's Office for schedule input.	Go to the Registrar's Office and/or the Advisement Office for schedule input. Some New Students might be eligible to register online thru eConnect at www.elcentrocollege.edu
Step 5: Payment	Payment is due at the cashier's office by the deadline date printed on the student's class schedule.	Payment is due at the cashier's office by the deadline date printed on the student's class schedule.

Regardless of the type of financial assistance anticipated, it is always the student's responsibility to make sure tuition and fees are paid on or before the due date.

ONLINE REGISTRATION STEPS
1. Go to: www.elcentrocollege.edu
2. Click on "eConnect" then on the next page, click on "Click here to log in to eConnect"
3. Log in using your student ID number and password
4. Click on: "Current Credit Student Menu"
5. Under section "Register for Classes" click on "Express Registration" or "Find Classes & Register/Add"
6. Select "Term" ... "2012SP" Select "Campus" ... "ECC"
7. Select "Courses" (See example below) Course = ENGL Course # = 1301 Section # = 5001
NOTE Please check the printed schedule or eConnect to see if you meet the criteria to register online.