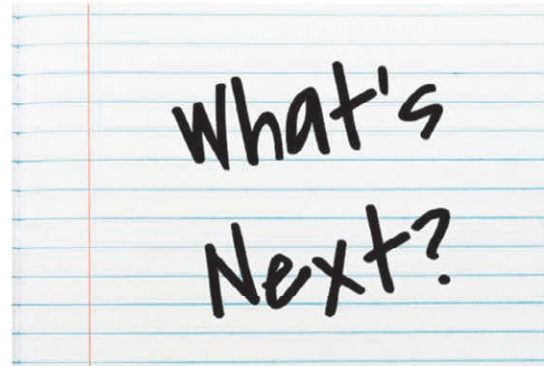


**MYECC 101:
NAVIGATING THE
REGISTRATION PROCESS**

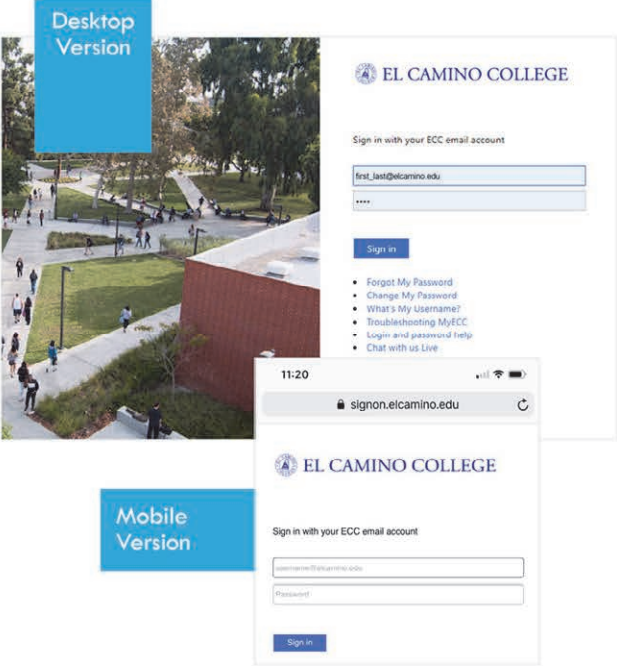
El Camino College
Outreach And School Relations
2019

- Review of MyECC
- Registering for Classes
- Other Important Features



AGENDA

These are some of the topics covered in this presentation.



The image displays two versions of the MyECC login page. The top version is labeled 'Desktop Version' and shows a login form with a 'Sign in' button and a list of links: 'Forgot My Password', 'Change My Password', 'What's My Username?', 'Troubleshooting MyECC', 'Login and password help', and 'Chat with us Live'. The bottom version is labeled 'Mobile Version' and shows a similar login form with a 'Sign in' button. The background of the desktop version shows a campus scene with a red building and green lawn.

USING MYECC

- Register for Classes
- Pay Fees
- Financial Aid
- Email
- Microsoft Office 365
- Counseling Appointments
- Grades
- Transcripts

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.



LOGGING ON TO MYECC

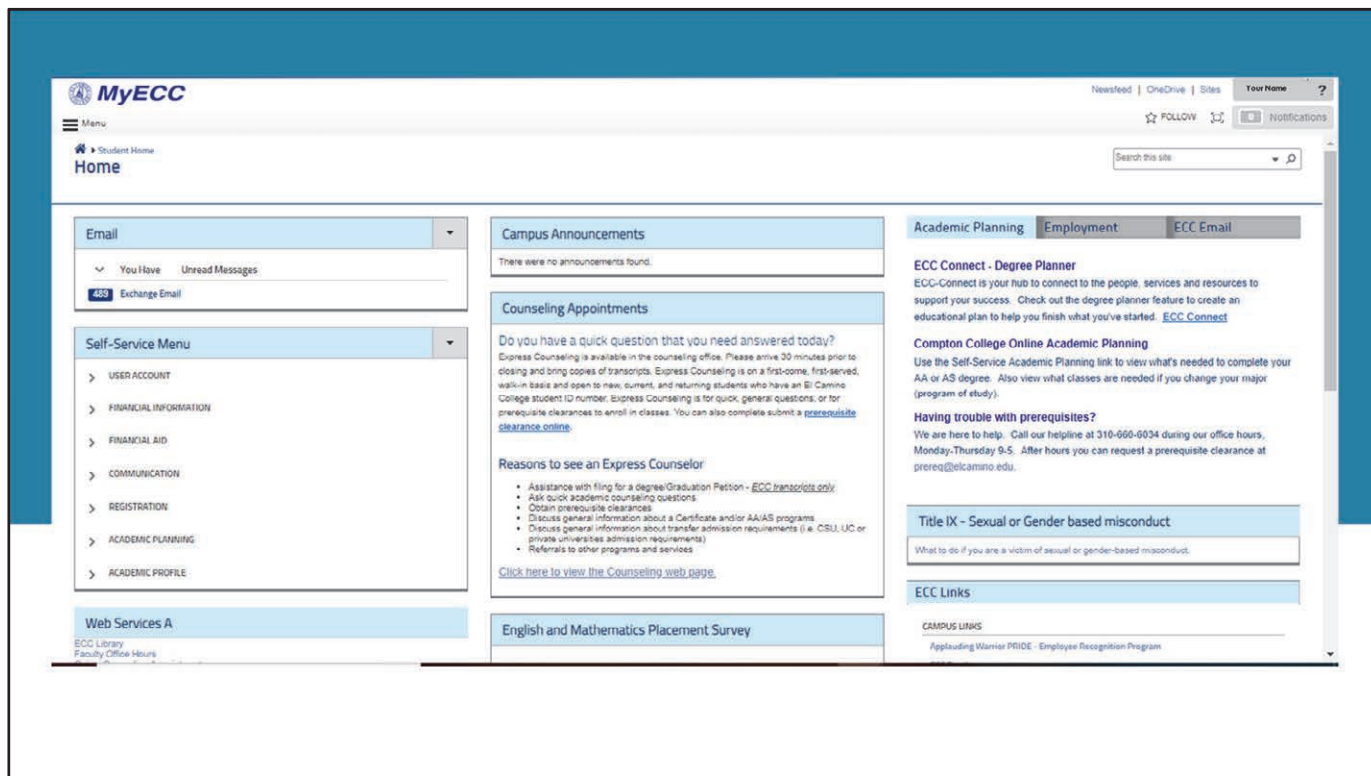
You can access MyECC at www.elcamino.edu/myecc

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.

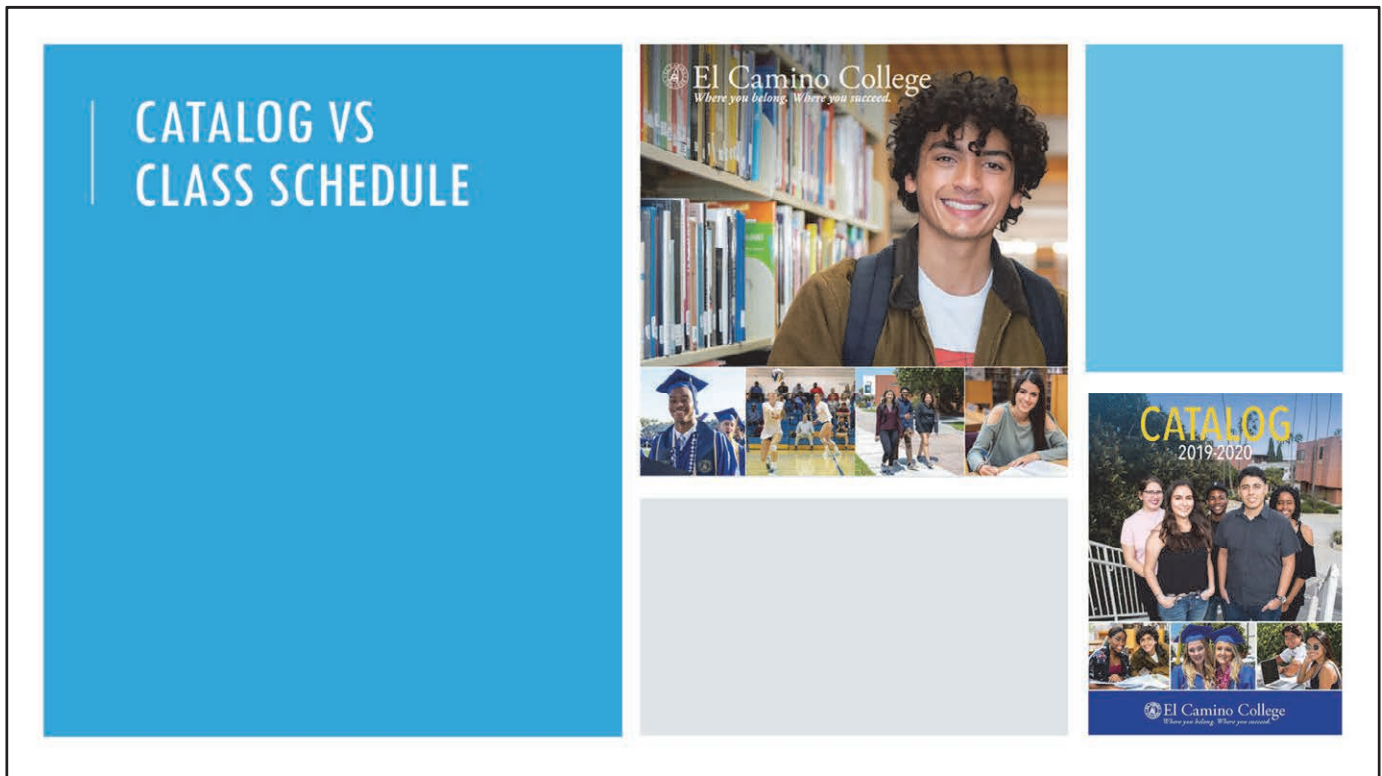


After logging in to MyECC, you will be taken to the Student Home page.

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.

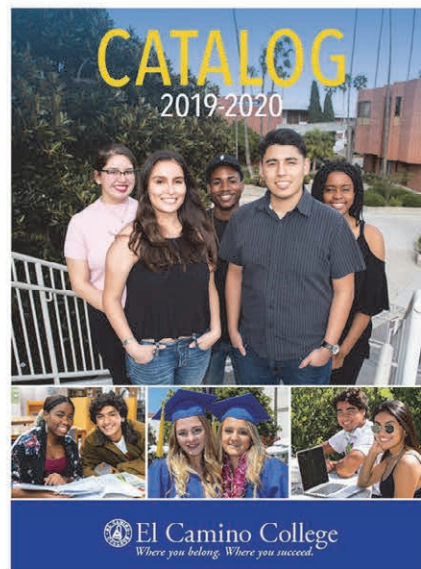
Both of these books can be easily accessed online at www.elcamino.edu/academics/catalog.aspx and www.elcamino.edu/academics/schedule.aspx

You can also purchase a paper copy of the Class Schedules at the El Camino College Bookstore for \$1.00.

CATALOG VS CLASS SCHEDULE

Catalog

- Online only beginning 2019-20
- List of Majors
- Degree and Certificate Requirements
- Detailed description of all courses offered
- UC/CSU Transferable
- Both include Number of Units, Prerequisites, and/or Recommendation Preparation for course



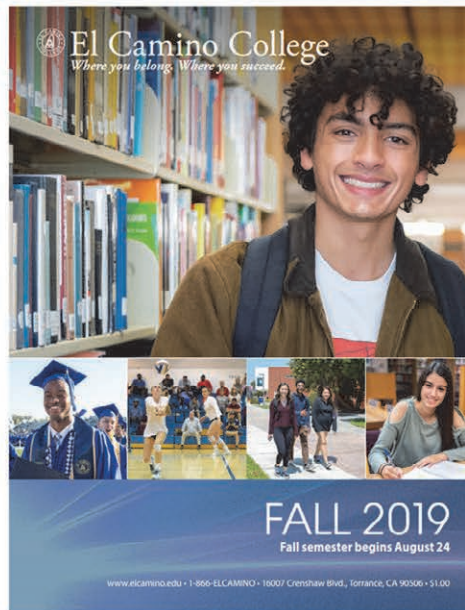
Starting for the academic year 2019-2020, the El Camino College Catalog is only available online.

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.

CATALOG VS CLASS SCHEDULE

Class Schedule

- Class Meeting Day & Time
- Section Number
- Instructor Name
- Class Location
- Class Type
 - Online
 - Hybrid
 - On-Campus
- Online Searchable Schedule includes seats available in class
- Both include Number of Units, Prerequisites, and/or Recommendation Preparation for course



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.

WHAT'S NEXT? REGISTERING FOR CLASSES

- Registration Appointment
- Schedule Builder
- Register and Drop Sections
(aka. Shopping Cart)
- Manage My Waitlist
- Online Add
- My Class Schedule

Self-Service Menu

- > USER ACCOUNT
- > FINANCIAL INFORMATION
- > FINANCIAL AID
- > COMMUNICATION
- REGISTRATION
 - Schedule Builder
 - 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 Register)
- > ACADEMIC PLANNING
- > ACADEMIC PROFILE

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.

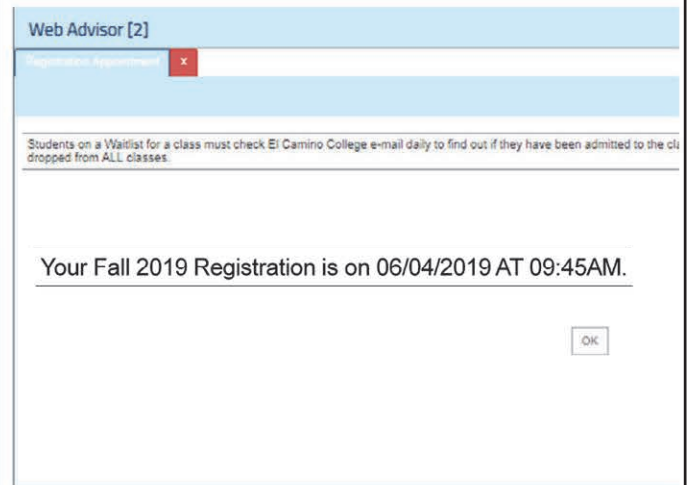
In the Self-Service Menu, click *Registration* to view the list of registration options.

Because this step is so important, we will walk through this process together.

WHAT IS A REGISTRATION APPOINTMENT?

Your Registration Appointment gives you a date and time for you to start registering for classes.

- You do not need to come to campus
- Register online from any device
- You can register any time after your Registration Appointment until registration closes



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.

USING SCHEDULE BUILDER

El Camino College

Course Status: Open Classes Only Term: Spring Semester 2019

Campuses: 2 of 4 Selected Parts of Term: All Parts of Term Selected

Instructions: Add desired courses and breaks and click Generate Schedules button!

Courses **Breaks**

Courses: Add the courses you wish to take for the upcoming term.

Breaks: Add times during the day you do not wish to take classes.

Schedule Builder is a great tool to use to search for courses that accommodate your schedule.

Schedule Builder allows you to search for online and on-campus courses.

You can also add breaks to your schedule for work, travel, meals, etc.

Schedule Builder is a new tool that El Camino is now using to help students map out and plan their class schedule.

The screenshot displays the MyECC WebAdvisor interface. On the left, a navigation menu titled 'Web Advisor [1]' lists various options under 'COMMUNICATION', with 'Schedule Builder' circled in red. A red arrow points from this menu item to the 'Schedule Planner' link in the main content area of 'Web Advisor [2]'. The main content area contains a welcome message for the Schedule Builder tool and a 'View Your Shopping Cart' button. The footer of the page indicates the address: 16007 Crenshaw Blvd., Torrance, CA 90506 | 310.332.3200.

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.

1. SELECT TERM

Text Only

El Camino College

Select Term

Term

Fall Semester 2019

Spring Semester 2019

Summer Term 2019

[Save and Continue](#)

2. SELECT CAMPUS

Text Only

El Camino College

Select Campus

Select All Campuses

El Camino College

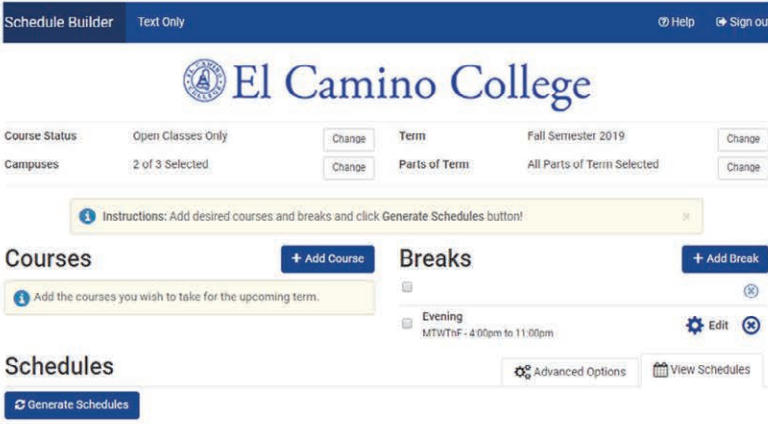
El Camino Online/Offsite

[Save and Continue](#)

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).



3. WELCOME TO THE HOME PAGE

- This is the main screen for Schedule Builder
- Here you can adjust all of the settings to perfect your possible class schedules
- Keep in mind that courses added and schedules generated will be kept separated by term

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.)

4. ADD THE CLASSES YOU WANT TO TAKE

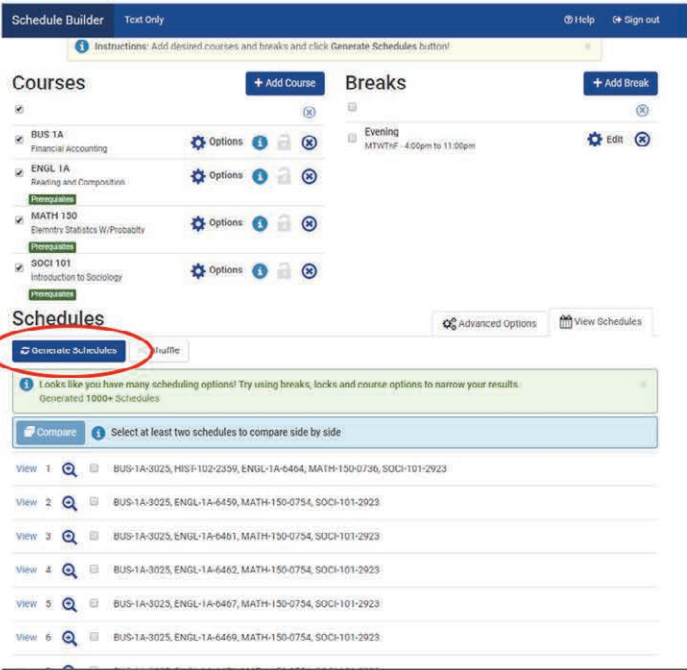
- ❑ Here you tell Schedule Builder all of the courses you want to take during the term – especially those listed on your Educational Plan
- ❑ Select the Subject and Course you want to take, then click the Add Course button
- ❑ Add all of the courses for the term in this way, then click the Done button

The screenshot shows the 'Add Course' section of the Schedule Builder. It includes search filters for 'By Subject', 'Search by Course Attribute', 'Low Cost/No Cost Material Courses', and 'Search By Instructor'. There are dropdown menus for 'Subject' and 'Course'. Two buttons are highlighted: a blue '+ Add Course' button (labeled with a red '1') and a blue '< Done' button (labeled with a red '2'). A red arrow points from the 'Add Course' button to the 'Done' button. A yellow banner at the bottom contains the text: 'Click 'Done' when you've finished adding courses.'

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.



5. GENERATE SCHEDULES

- Now that courses are selected, you now generate real schedules automatically!
- Select the courses you want to use to generate a schedule, then click the Generate Schedules button
- Keep in mind that every time you make a change, you must generate schedules again

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

The screenshot displays the 'Schedule Builder' interface. At the top, there are navigation options: 'Back', 'Print', 'Email', and 'Send to Shopping Cart' (circled in red). A message states: 'You are viewing a potential schedule only and you must still register.' Below this is a table of course sections:

Section #	Subject	Course	Seats Open	Day(s) & Location(s)	Campus	Credits
3025	BUS	1A	40	1 5:30pm - 8:00pm - MBA 302 Th 5:30pm - 7:00pm - MBA 302 1 More	El Camino College	4
6450	ENGL	1A	30	TTh 2:00pm - 4:05pm - H 314	El Camino College	4
0754	MATH	150	35	MW 10:30am - 12:25pm - MBA 313	El Camino College	4
2923	SOCI	101	50	MW 7:45am - 9:10am - ARTB 317	El Camino College	3
						15

Below the table, a weekly calendar view for 'Week 2 (09/02/2019 - 09/08/2019)' is shown, with the selected classes highlighted. A detailed view of the SOCI 101 ARTB 317 section is shown for Monday and Wednesday, indicating the instructor Melissa Fujiwara.

Your Shopping Cart can be found by clicking *Registration*, then *Register and Drop Sections* in MyECC.

7. OFFICIALLY REGISTERING

- ❑ Register and Drop Sections on your MyECC contains your Shopping Cart
- ❑ This is where the classes you sent from Schedule Builder will appear
- ❑ Now you must select an action for your entire cart, either:
 - Register
 - Remove from List
 - Waitlist
- ❑ Last, click the Submit button to register for classes. Registered classes move from your Shopping Cart to you Current Registrations.

The screenshot shows the MyECC registration interface. On the left is a navigation menu with 'Register and Drop Sections' circled in red. On the right, the 'Action for entire shopping cart' dropdown is also circled in red, with a red arrow pointing from the menu item to it. Below this is a table of classes in the shopping cart, and at the bottom right, the 'SUBMIT' button is circled in red, with a red arrow pointing from the dropdown menu to it.

Action	Term	Section Name and Title	Location	Meeting Information
[Dropdown]	Fall Semester 2019	CSCL-1-0115 (0115) Prob Solving/Prog Design C++	El Camino College	08/24/2019-12/13/2019 Lab Tux Business Allied Health, Room 3
[Dropdown]	Fall Semester 2019	MATH-220-0971 (0971) Multi-Variable Calculus	El Camino College	08/26/2019-12/11/2019 Lecture Business Allied Health, Room 2
[Dropdown]	Fall Semester 2019	PHYS-1B-1376 (1376) Fields, Heat and Sound	El Camino College	08/24/2019-12/13/2019 Lecture 109 (more)...

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.

CLASS SCHEDULE

My Class Schedule tells you:

Number of Units
 Class Start and End Date

Last Day to Drop
 Class Location

Web Advisor [1]

- > USER ACCOUNT
- > FINANCIAL INFORMATION
- > FINANCIAL AID
- > COMMUNICATION
- Web Advisor [2]
- > My class schedule
- > ACADEMIC PLANNING
- > ACADEMIC PROFILE

Web Advisor [2]

Go back Help

*** 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/feedeedline.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.

0123567 Full Name

Term
 Fall Semester 2019

Total Registered Credits: 15.00

Course Name and Title	Status	Meeting Information	Creds	Start Date	Last Drop Date With No Grade	Last Drop Date with W Grade
POLI-1-2732 (2732) Governments US/Calif	New	02/11/2019-06/05/2019 Lecture Monday, Wednesday 11:15AM - 12:40PM, Social Science, Room 212	3.00	02/09/19	02/22/19	05/10/19
ENGL-10-8549 (8549) Critical Thinking/Comp	New	02/12/2019-06/05/2019 Lecture Tuesday, Thursday 11:15AM - 12:40PM, Humanities, Room 311	3.00	02/09/19	02/22/19	05/10/19
PHYS-1A-1620 (1620) Mechanics of Solids	New	02/09/2019-06/07/2019 Lecture Tuesday 06:00PM - 09:10PM, Physics, Room 112 02/09/2019-06/07/2019 Lecture Thursday 06:00PM - 09:05PM, Physics, Room 112 02/09/2019-06/07/2019 Lab Thursday 07:00PM - 09:05PM, Physics, Room 112	4.00	02/09/19	02/22/19	05/10/19
MATH-501-0914 (0914) Dig Vec Calculus/1st Geometry II	New	02/12/2019-06/05/2019 Lecture Tuesday, Thursday 02:00PM - 04:30PM, Math Business Allied Health, Room 307	5.00	02/09/19	02/22/19	05/10/19

For Compton online class meeting information (click here)

For ECC online class meeting information (click here)

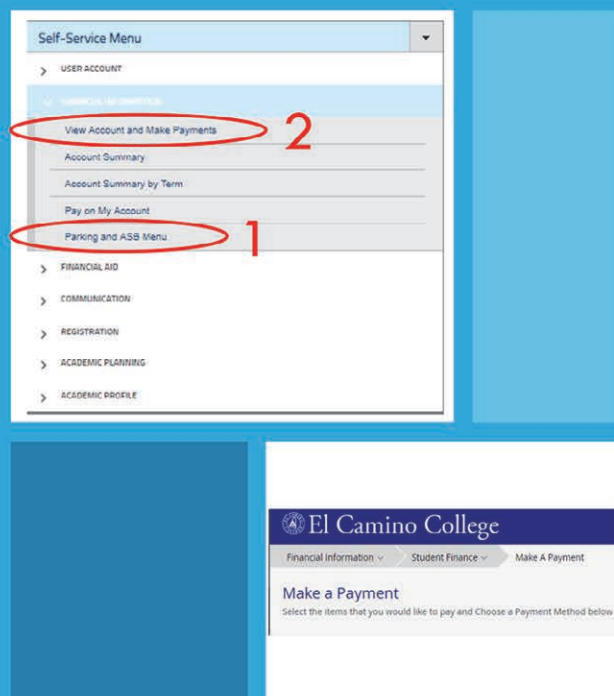
OK

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*.

AFTER REGISTERING FOR CLASSES

- ❑ Purchase a Parking Permit if you will be parking on campus
 - Add to your account balance in MyECC or purchase in-person at the Cashier's Office
- ❑ Pay your Fees
 - The payment deadline for each term are listed in the Class Schedule



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!**

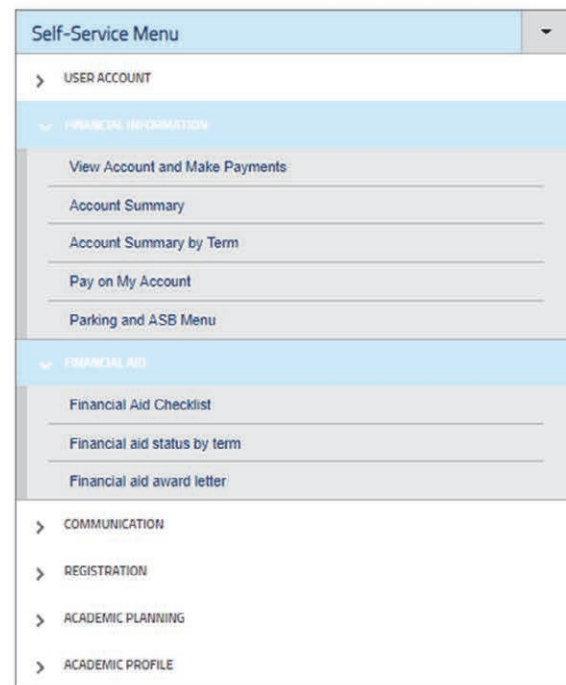
WHAT'S NEXT? FINANCIAL AID

After submitting your Financial Aid application (FASFA or CA Dream Act):

- Check your Award Letter
- Submit any Documents
- Check Financial Aid Checklist

For Assistance

- Visit the Financial Aid COMPUTER LAB**
Student Service Center Room 204G
Monday-Thursday 8:00am-5:00pm &
Friday 9:00am-1:00pm
- Visit the Financial Aid OFFICE**
Communications Building Room 103
Monday & Thursday 8:00am-5:00pm
Tuesday & Wednesday 8:00am-7:00pm
Friday 9:00am-1:00pm



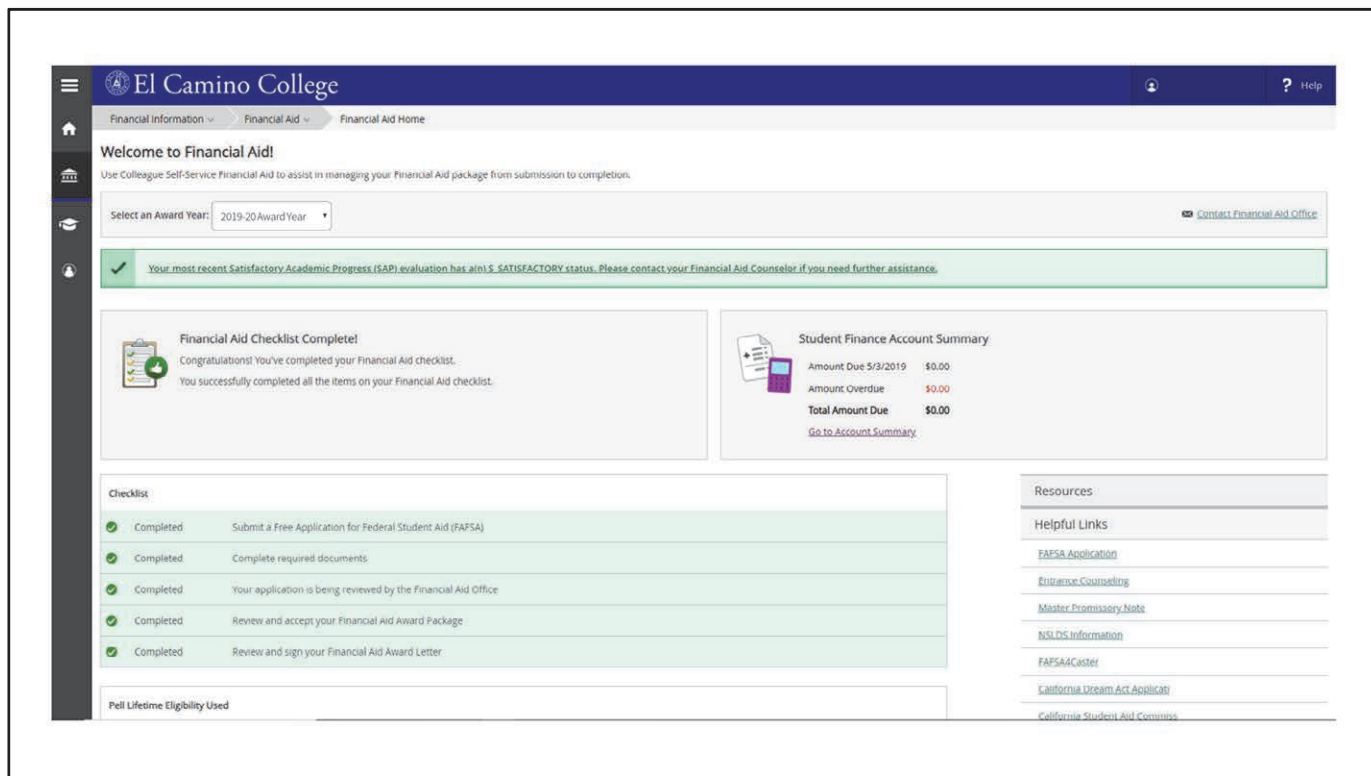
It's best to apply for financial aid, either Free Application for Federal Student Aid (FAFSA) or California Dream Act application, as soon as possible after applying for college, but you can also apply before or after registering for classes.

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*.

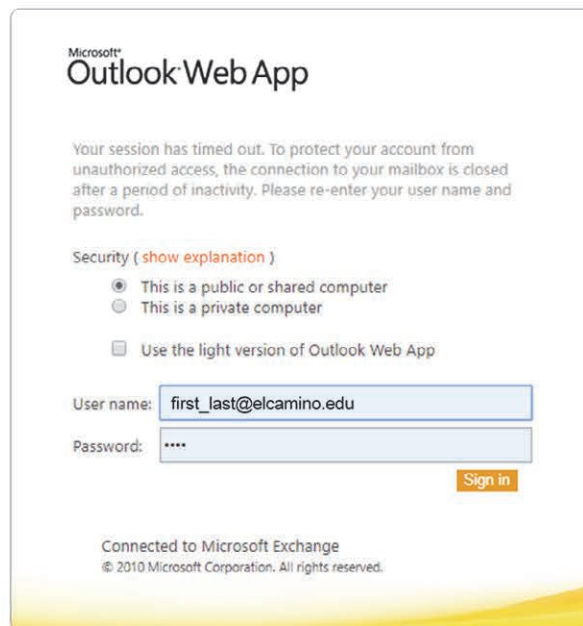
Here you can see if the Financial Aid Office at El Camino College is requiring you to submit any documents for verification purposes.



**HERE'S SOME ADDITIONAL
THINGS YOU CAN DO IN MYECC**

ECC EMAIL

- Each student has an El Camino College email address
- You should login to your email and check it as often as possible
- ECC Email is how ECC contacts you with information, advisories, events, etc.
- Username and Password are the same as MyECC login



Microsoft®
Outlook® Web App

Your session has timed out. To protect your account from unauthorized access, the connection to your mailbox is closed after a period of inactivity. Please re-enter your user name and password.

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

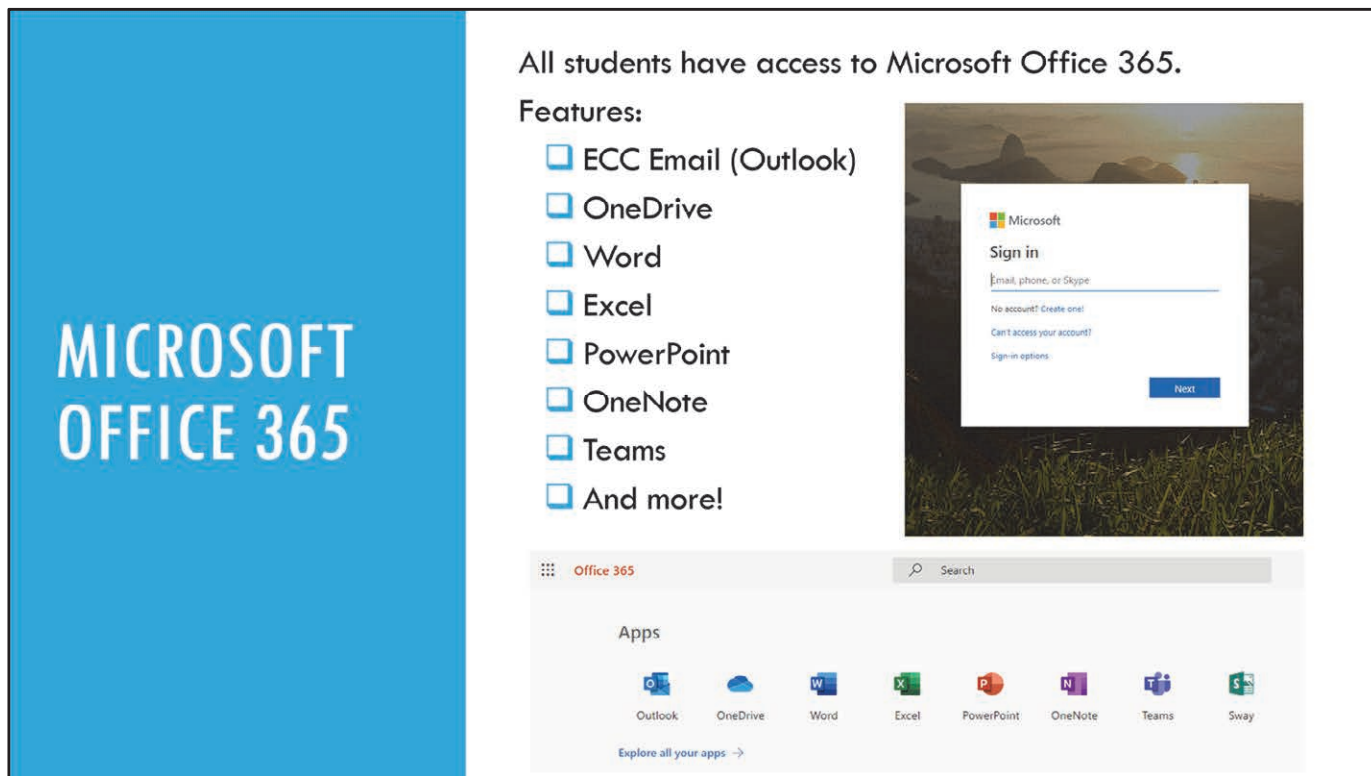
Password:

[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

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.



The slide features a blue vertical bar on the left with the text "MICROSOFT OFFICE 365" in white. To the right, the text "All students have access to Microsoft Office 365." is displayed. Below this, a list of features is shown with checkboxes: "ECC Email (Outlook)", "OneDrive", "Word", "Excel", "PowerPoint", "OneNote", "Teams", and "And more!". An inset image shows a Microsoft sign-in window with fields for email, phone, or Skype, and options for creating a new account or recovering an existing one. At the bottom, a screenshot of the Office 365 app launcher shows icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, and Sway.

All students have access to Microsoft Office 365.

Features:

- ECC Email (Outlook)
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- Teams
- And more!

Microsoft
Sign in
Email, phone, or Skype
No account? Create one!
Can't access your account?
Sign-in options
Next

Office 365 Search

Apps

Outlook OneDrive Word Excel PowerPoint OneNote Teams Sway

Explore all your apps →

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.

COUNSELING APPOINTMENTS

- ❑ Counseling Appointments are made online using Cranium Café
- ❑ Cranium Café can be accessed from your MyECC or from this webpage: www.elcamino.edu/student/student-services/counseling/appointments.aspx
- ❑ Log in with your MyECC credentials

Questions?

- ❑ Visit the Counseling Front Desk in the Student Services Center or call 310-660-3458


Counseling Appointments

Do you have a quick question that you need answered today? Express Counseling is available in the counseling office. Please arrive 20 minutes prior to closing and bring copies of transcripts. Express Counseling is on a first-come, first-served, walk-in basis and open to new, current, and returning students who have an El Camino College student ID number. Express Counseling is for quick, general questions, or for prerequisite clearances to enroll in classes. You can also complete submit a [prerequisite clearance online](#).

Reasons to see an Express Counselor

- Assistance with filing for a degree/Graduation Petition - *ECC transcripts only*
- Ask quick academic counseling questions
- Obtain prerequisite clearances
- Discuss general information about a Certificate and/or AA/AS programs
- Discuss general information about transfer admission requirements (i.e. CSU, UC or private universities admission requirements)
- Referrals to other programs and services

[Click here to view the Counseling web page.](#)



You can schedule an appointment to meet with an El Camino College counselor online here:


www.elcamino.edu/student/student-services/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.

VIEWING GRADES

You can view Grades at the end of the semester through your MyECC under Academic Profile



Academic Profile

- Grades**
- Program Evaluation
- Test Summary
- My educational plan
- My class schedule
- Student Gradebook

Web Advisor [2]

Search

Go back

1234567 First Last Name

Advisor

None

Term GPA 4.000

Course Section	Title	Grd 1	Grd 2	Grd 3	Grd 4	Grd 5	Grd 6	Final Grd	Credits	CEUs
PSYC-5-4255	General Psychology							A	3.00	
NFOO-11-4798	Nutrition							A	3.00	

OK

Some instructors also use the Student Gradebook feature to communicate grades throughout the semester.

The image shows a screenshot of the MyECC website's 'Web Services A' menu. The menu items are: ECC Library, Faculty Office Hours, Online Counseling Appointments, Online Student Orientation, Tax Form - 1098T, Unofficial Student Transcript (circled in red), and Voter Registration Form. Below the menu, there is a button labeled 'Get My Unofficial Transcript' and a red warning message: 'This process may take up to a minute, please be patient.' To the right of the screenshot is a blue vertical panel with the word 'TRANSCRIPTS' in large white letters, followed by the text: 'You always have access to your unofficial transcript through MyECC under Web Services'.

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

