

REGISTRATION

General Information

Students who have earned 30 hours or more at Enterprise State Community College are eligible for priority registration on April 12 and 13. Registration will be open to all students beginning April 14. All students are encouraged to register online through the College website. Students may also use the online system to change their schedule until fees are paid. After payment of fees, schedule changes must be keyed at the location the student will attend. **Beginning May 18, payment is due at time of registration. Unpaid registrations will be removed at 4:00 p.m. each day.**

Advisement Instructions for Enrolled Students

1. Meet with your advisor or a counselor to obtain your degree plan. Discuss your proposed class schedule for the upcoming semester. Follow your degree plan carefully and read all class requirements on your STARS articulation guide. Obtain a STARS contract at this website: <http://stars.troy.edu>. (See article below for information on STARS.)
2. Prepare a tentative class schedule listing the proper course titles, class times, dates, and five-digit call numbers.

Locating Your New Student User ID

To find your new Student User ID sign-on information, go to www.escc.edu. Click on the *Student Information Center* link. At the log-in screen, enter your User ID and PIN (social security number OR student ID and birthdate OR the new PIN you created). At the Student Information Center page under Student Records, click on *My Schedule*. Your new Student User ID is the item on the screen labeled "Student ID." You should use this new Student User ID instead of your social security number for all future transactions. **Do not share this ID with anyone else.**

Register Online

1. Go to the ESCC website at www.escc.edu.
2. Click on the Student Information Center link.
3. In the User ID box, enter your Student ID.
4. In the PIN box, enter your birthdate if you have not created a unique PIN.
5. Click on the Scheduling link and key in the appropriate information according to the following instructions on the Registration screen:
 - a. Select the registration term from the dropdown box.
 - b. Select the action from the dropdown box.
 - c. Select "add" to add a course to the registration schedule.
 - d. Select "drop" to remove a course from the registration schedule.
 - e. Enter the five digit call number associated with the course.
 - f. Click "Select Course" option to choose a course from the term schedule.
 - g. Click the "Add/Drop Course" option to advance to the next window.
 - h. Click the "Complete Registration" option to advance to the payment window.

NOTE: If you did not attend spring semester, you must see a counselor for registration.

NAVIGATING COLLEGE WITH COMPASS PLACEMENT TESTING & STARS

COMPASS and STARS are two acronyms you will hear often. These are important terms as you begin to navigate your way into college life.

Beginning freshmen must take the COMPASS placement test to ensure they possess the basic skills required for success in college courses.

If you scored 480 or above on the SAT verbal and math, and 20 or above on the ACT English and 22 on the ACT math, and you apply for admission and enroll within two years of high school graduation, you will be exempt from taking the COMPASS test.

If you are a transfer student and have not taken math or English, you must take the COMPASS placement test prior to registering for English composition or mathematics courses.

If you are registering only for a special course (such as art studio, computer applications, or physical education activity classes), you should contact the Registrar, the Extended Programs Director, the Dean of Instruction, the Counseling Office, or the Fort Rucker Site Director to become exempt from taking the test.

STARS is the Alabama Articulation Program and stands for Statewide Articulation Reporting System.

This is a computerized articulation and transfer planning system designed to inform you about degree requirements and course equivalents. It also provides other transfer information pertaining to specific majors at each state-funded four-year institution.

STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for scheduling course work, and can ease the transition from one institution to another. To obtain a copy of the "Transfer Guide & Contract," contact the Counseling Office at (334) 447-2147, or go to the statewide articulation website at stars.troy.edu.

Helpful information about area colleges and careers is available in the Counseling Office at the Enterprise Campus and the Fort Rucker Site. You are encouraged to make use of these free, professional services.

Identification Cards

All students are required to obtain an ESCC identification card. Cards are available in Lolley Hall on the Enterprise Campus. Students must present current state or federal photo identification before requests for student ID cards will be processed.

Summer Semester Work Week Changes

All locations will move to a four-day week for the summer. Regular operating hours will be 7:00 a.m.–5:45 p.m., Mondays through Thursdays.

ON FINANCIAL AID?

You are responsible for attending classes and dropping or adding courses. Failure to do so could result in loss of your financial aid. Please call (334) 347-2623, ext. 2214, if you have questions.

TELEPHONE NUMBERS:

Enterprise: (334) 347-2623 Fort Rucker: (334) 598-1136

STUDENT GRADES

Enterprise State Community College does not mail grade reports. Students may check their grades online at www.escc.edu.

Getting Grades Online

1. Go to the ESCC website at www.escc.edu.
2. Click on the Student Information Center Link.
3. In the User ID box, enter your Student ID.
4. In the PIN box, enter your birth date or the new PIN you created.
5. Under Student Records, click on My Grades.

Grades are displayed for the term, as entered by the instructors. If current grades have not been recorded, a message is provided for notification. If grades have been posted to history, the grades may be viewed from the transcript option.

TUITION/FEES PER CREDIT HOUR

In-State Total\$114.00* Out-of-State Total \$204.00*

A facilities renewal fee of \$9.00 per credit hour is NOT charged for classes offered at the Fort Rucker Site.

* Subject to change without notice.

We accept MasterCard and Visa.

PAYMENT OF TUITION AND FEES

All students, whether paying tuition by cash, check, scholarship, grant, or other financial aid, **must pay by the published time to avoid cancellation of their schedule** (see the semester calendar on page four). Students may be receipted at the Enterprise Campus Business Office or the Fort Rucker Site Office.

ONLINE SERVICES are available for payment of charges by using the following:

- ◆ 100% Financial Aid
Select the option to apply your Financial Aid to cover ALL Tuition and Fees.
OR
- ◆ A Credit Card (MasterCard or Visa)

Note: All cash, checks, or partial scholarships MUST BE paid at one of the ESCC locations.

REFUND POLICY—COMPLETE WITHDRAWAL FULL TERM AND FIRST MINI-TERM *

A student who wishes to withdraw from all classes must submit a withdrawal form to the Registrar's office. Computations are made from the FIRST OFFICIAL CLASS DAY and are computed according to the date that the student actually appears at the College to withdraw and not according to the student's last day of attendance. ESCC will deduct a 5% Administrative fee from refunds for complete withdrawal on or after the first day through the third week of classes.

* REFUNDS WILL BE COMPUTED DURING THE COLLEGE'S WORKING HOURS OF 7:00 A.M.–5:45 P.M. FOR THE FULL TERM AND FIRST MINI-TERM OF SUMMER SEMESTER AS FOLLOWS:

- 100% Refund of Tuition and Fees for Complete Withdrawal before May 31
- 75% Refund of Tuition and Fees for Complete Withdrawal during May 31-June 6
- 50% Refund of Tuition and Fees for Complete Withdrawal during June 7-13
- 25% Refund of Tuition and Fees for Complete Withdrawal during June 14-20
- NO REFUND of Tuition and Fees for Complete Withdrawal after June 20

Note: Memorial Day Holiday—May 30.

REFUND POLICY—COMPLETE WITHDRAWAL SECOND MINI-TERM *

- 100% Refund of Tuition and Fees for Complete Withdrawal before July 6
- 75% Refund of Tuition and Fees for Complete Withdrawal during July 6-8
- 50% Refund of Tuition and Fees for Complete Withdrawal during July 9-13
- 25% Refund of Tuition and Fees for Complete Withdrawal during July 14-18
- NO REFUND of Tuition and Fees for Complete Withdrawal after July 18

PARTIAL WITHDRAWAL

A student who does not completely withdraw from the College but drops a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

LAST DAY TO ADD OR DROP A CLASS THAT WILL RESULT IN A PARTIAL WITHDRAWAL AND POSSIBLE REFUND

Full Term—Summer Semester—June 1
First Mini-term—June 1
Second Mini-term—July 7