

ADMISSIONS PROCEDURES FOR NEW STUDENTS

Students may choose to apply for admission by submitting an online application or by completing the paper version.

Apply for Admission Online:

1. Go to www.escc.edu.
2. Click on the "Apply for Admission" link and follow instructions carefully.
3. Complete and submit your online application.
4. Return required documents as specified in the instructions in order to complete the application process. You may return this information in person or by mail to the campus you are planning to attend.

Apply for Admission Using Paper Application:

1. Obtain an Application for Admission and In-state Residency form from the Admissions Office at any ESCC location or at www.escc.edu.
2. Return the completed Application for Admission and In-state Residency form by mail or bring it to the Admissions Office at any campus location.

Requirements for All Students Applying for Admission:

1. Comply with identification requirement.
2. Request transcripts from appropriate institution(s).
3. Comply with the College's Placement Policy as stated in the 2009-2010 College Catalog and Student Handbook which is available online at www.escc.edu.
4. If you are a first-time college student, apply for and attend orientation at the appropriate location.

RE-ADMISSION PROCEDURES

If you have previously attended ESCC, you must complete a Re-admit form if you have:

1. been out of school one or more terms (excluding the summer term),
2. enrolled at another college or university since attending ESCC.

Re-admit Forms are available online or at any ESCC location.

NEW STUDENT REGISTRATION

Most first-time students must take the COMPASS placement test. On the Enterprise Campus, schedule a test time with the Counseling Department (334) 347-2623, ext. 2272 or 2325. Counselors will personally assist students at the Enterprise Campus and Fort Rucker Site in making their first class schedules and registration after testing. At the Enterprise Campus, counselors will be available on Mondays and Tuesdays from 7:30 a.m.-6:00 p.m., on Wednesdays and Thursdays from 7:30 a.m.-4:15 p.m., and on Fridays from 7:30 a.m.-2:00 p.m. Making an appointment is suggested. New students must also schedule an orientation session at their respective campuses (see page eight). New students at the Alabama Aviation Center at Ozark and at Mobile will preregister during orientation.

REGISTRATION

General Information

Students who have been authorized may participate in online pre-registration beginning April 12. On-site preregistration will be held at all ESCC locations on May 26. Specific dates for each location are listed on page three. Students may use the online system to change their schedules until fees are paid. After payment of fees, schedule changes must be keyed at the location the student will attend.

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 page five 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 ID

To find your new Student ID sign-on information go to 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 Student ID is the item on the screen labeled "Student ID." You should use this Student 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 fall semester, you must see a counselor for registration.