

Steps to Register for Fall 2020

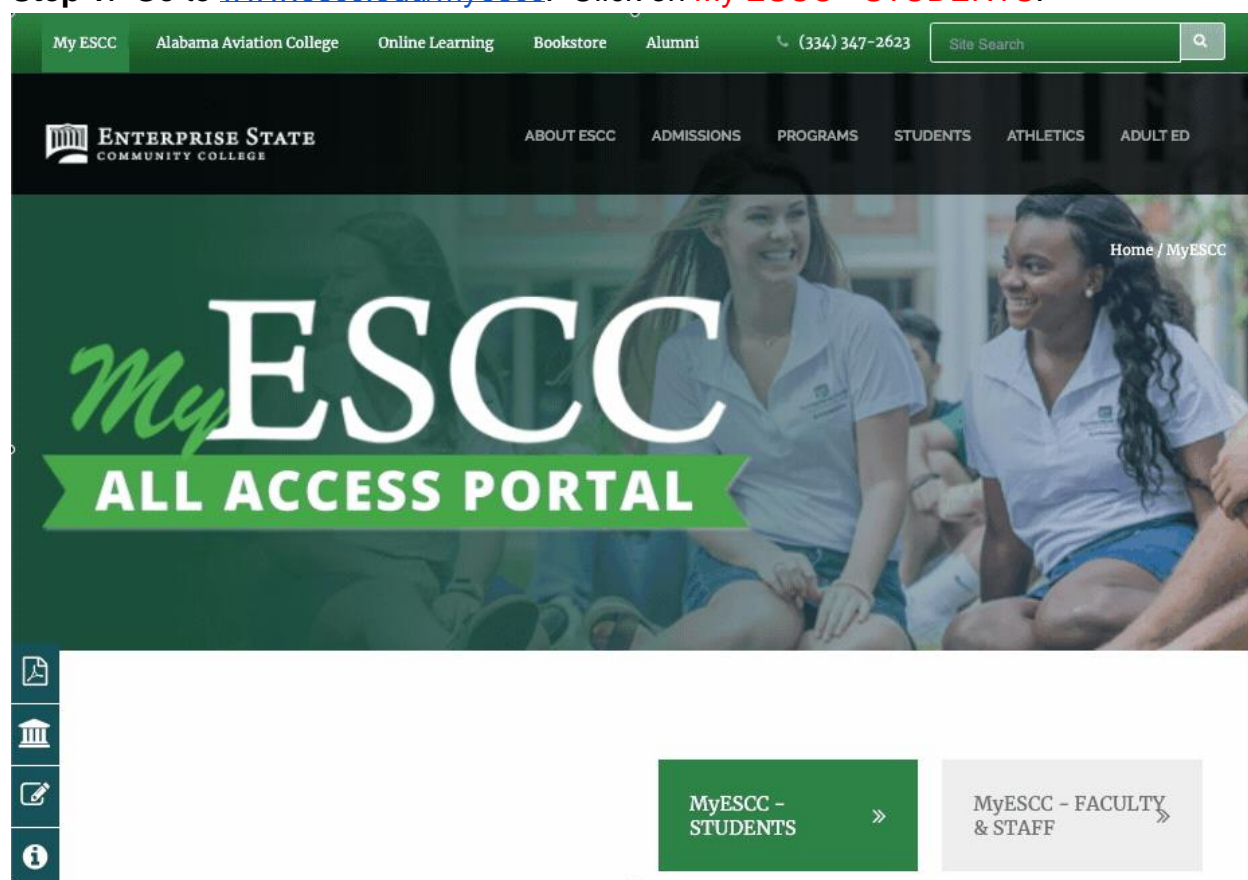
Fall Registration is now open for **ALL** students. If you are planning to graduate this fall, make sure you register as soon as possible.

Go to www.escc.edu/myescc to find all registration information (class schedules, advisor request forms, etc) and forms.

If you are confident in registering yourself without speaking to an advisor, please follow the directions below. If you wish to speak with an advisor prior to registering, please notate this on the Advisor Request Form, and an advisor will contact you.

Steps to Self-Register

Step 1: Go to www.escc.edu/myescc. Click on **My ESCC - STUDENTS**.



The screenshot shows the MyESCC All Access Portal website. At the top, there is a green navigation bar with links for My ESCC, Alabama Aviation College, Online Learning, Bookstore, Alumni, and a phone number (334) 347-2623. Below this is a dark blue header with the Enterprise State Community College logo and navigation links for ABOUT ESCC, ADMISSIONS, PROGRAMS, STUDENTS, ATHLETICS, and ADULT ED. The main content area features a large banner with the text "MyESCC ALL ACCESS PORTAL" over a background image of students. On the left side, there is a vertical sidebar with icons for a document, a building, a pencil, and an information symbol. At the bottom, there are two buttons: "MyESCC - STUDENTS" (highlighted in green) and "MyESCC - FACULTY & STAFF" (in grey).

Step 2: Enter the username and password which was emailed to you.

Your Username will be your ESCC email address. The default password for your account will be **!ESCC + your 6-digit birthday (MMDDYY)**.

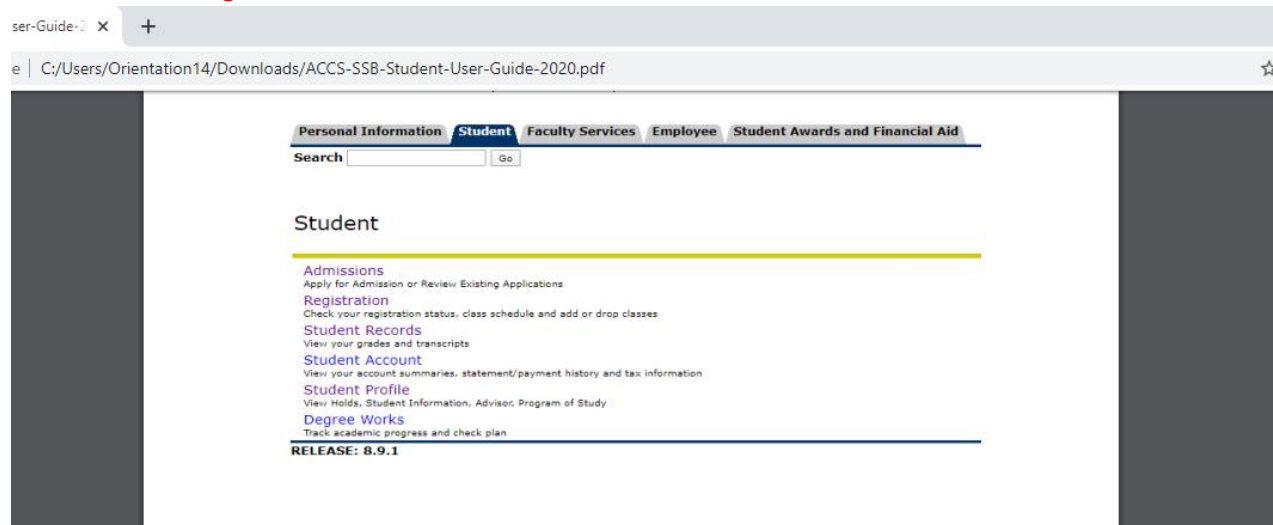
Example:

Name: John Smith

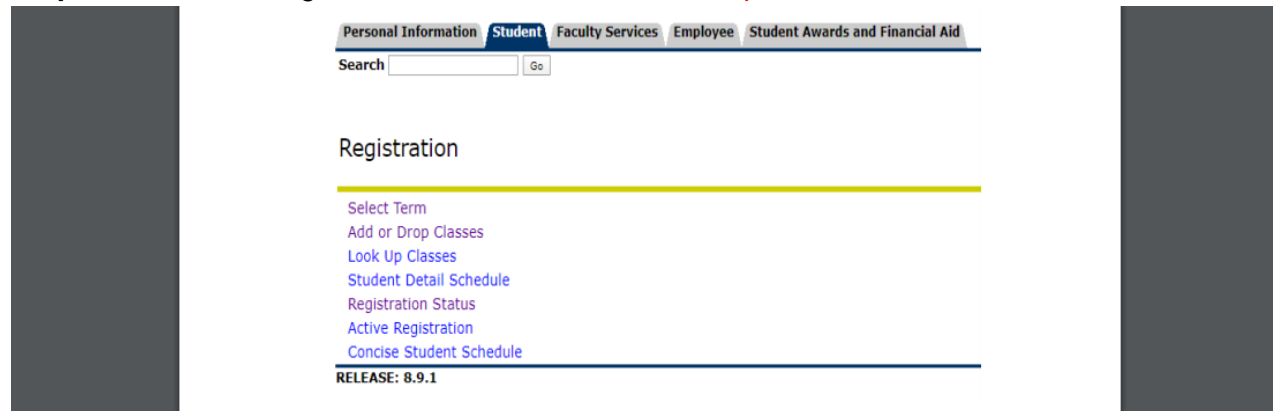
Date of Birth: August 12, 2000 = 081200

Default Password: **!ESCC081200**

Step 3: Within the Student Information Center, make sure that the **Students** tab is selected and then click on **Registration**.

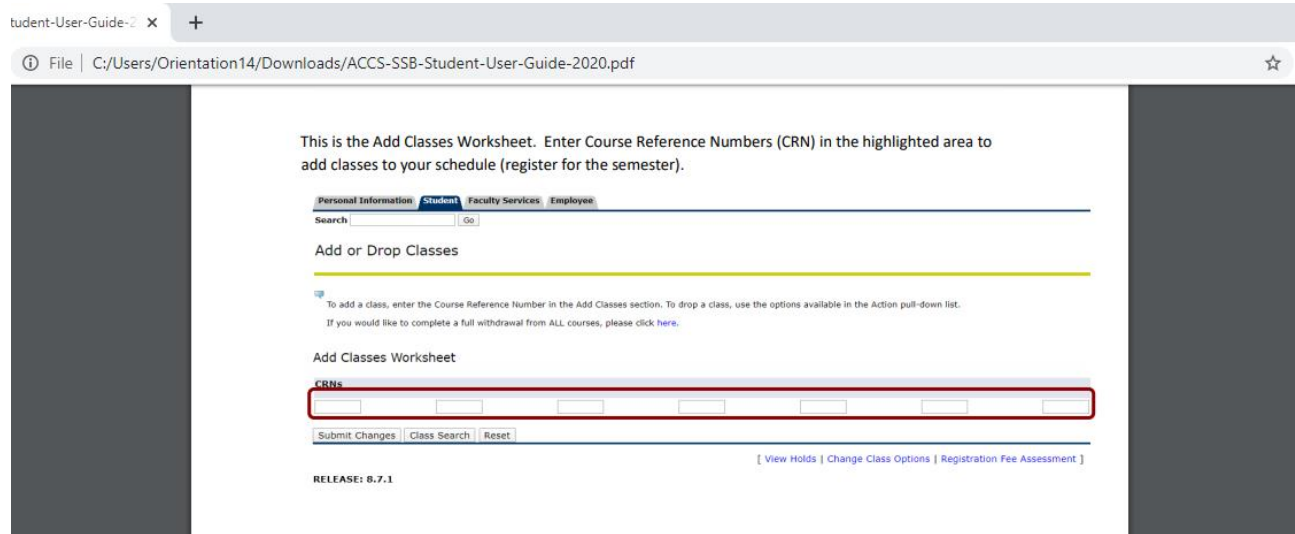


Step 4: Within the Registration menu, select **Add or Drop Classes**.



Step 5: If you know the Course Reference Numbers for the courses you wish to take, enter the Course Reference Numbers now. If you do not know the Course Reference Numbers, please

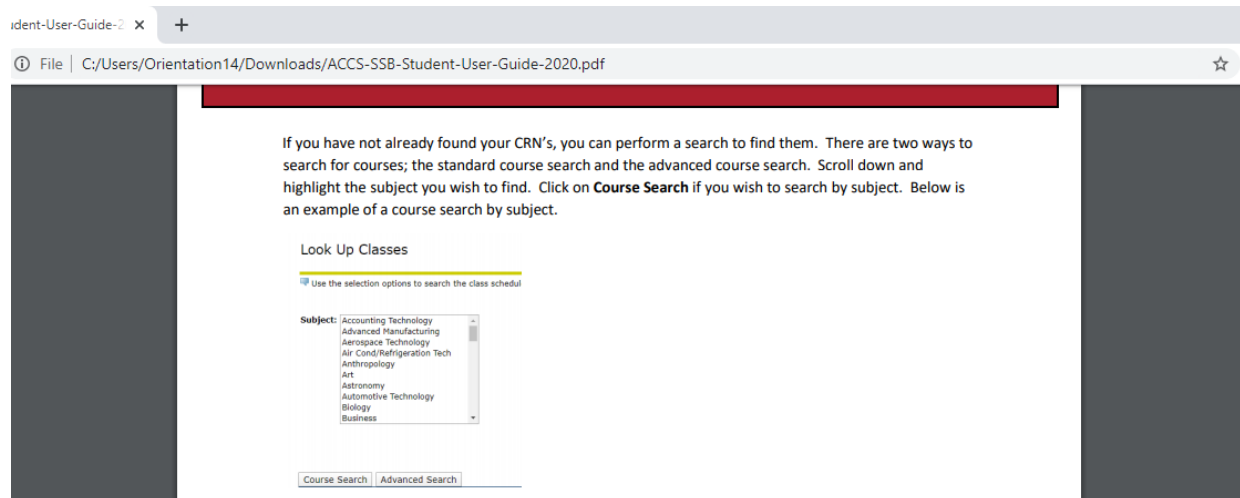
skip to Step 6.



Step 6: This step should only be completed if you do not know the Course Reference Numbers for the courses that you wish to take. Course Reference Numbers can be searched through either of two methods -a Standard Search or an Advanced Search.

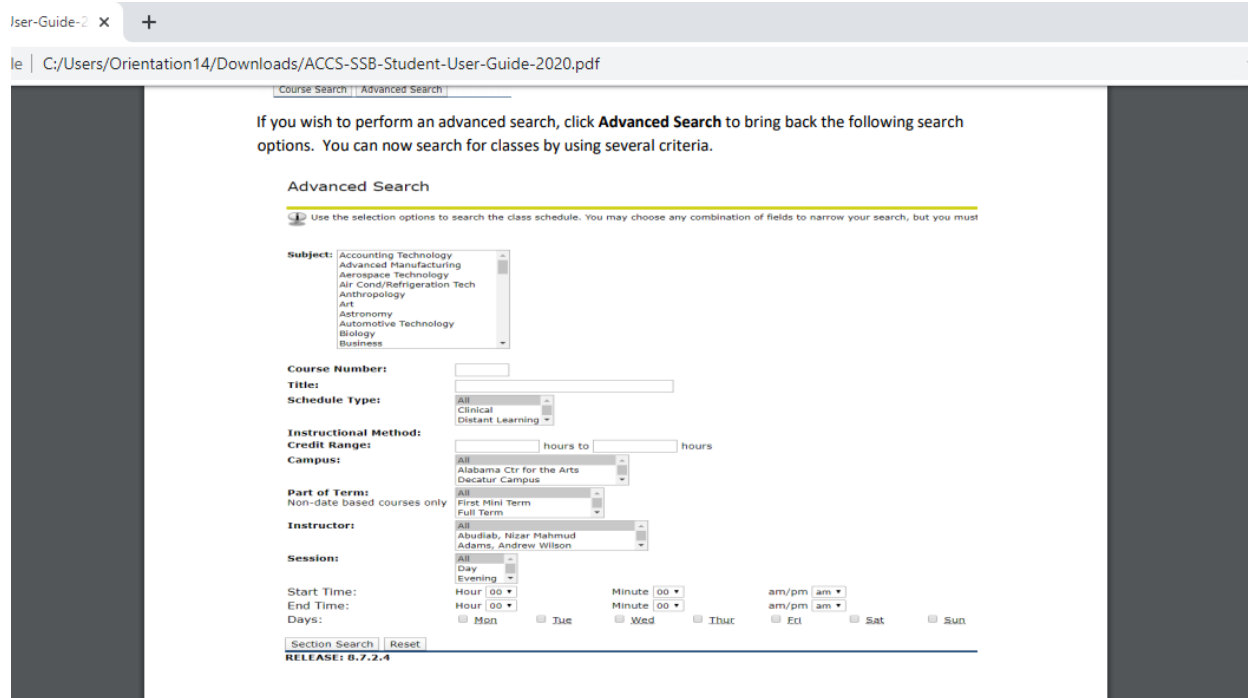
Standard Search:

Scroll down and highlight the subject you wish to find. Click on **Course Search** if you wish to search by subject.

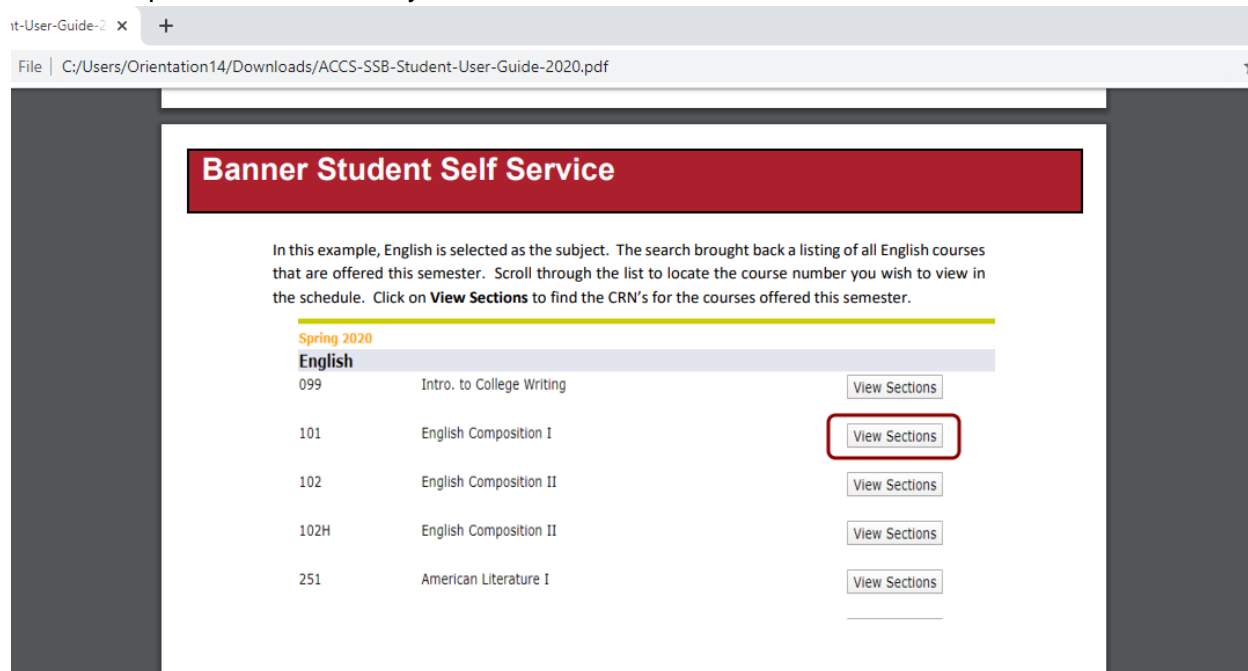


Advanced Search:

If you wish to perform an advanced search, click on **Advanced Search**. You can now search for courses by using several criteria.



Step 7: Your search results will be listed by course offerings. You can then select the **View Sections** option for the course you wish to take.



Step 8: All of the course sections being taught will then be displayed. You will select the course reference number of the class you wish to take and then click **Add to Worksheet**.

This is a list of the sections that are available. Select the CRN you want to add to your worksheet.

Sections Found

English

Select	CRN	Subj	Crsz	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Lo
<input checked="" type="checkbox"/>	22760	ENG	101	100	DEC	3.000	English Composition I	MW	08:00 am-09:15 am	13	3	10	0	0	0	0	0	0	0	0	0	0	0	Christie Michele Lamon Burnley (P)	01/13-05/09	Hr	
<input type="checkbox"/>	22762	ENG	101	101	DEC	3.000	English Composition I	MW	08:00 am-09:15 am	23	0	23	0	0	0	0	0	0	0	0	0	0	0	0	Paul D Lanier (P)	01/13-05/09	Hr
<input type="checkbox"/>	22764	ENG	101	102	DEC	3.000	English Composition I	MW	09:30 am-10:45 am	13	2	11	0	0	0	0	0	0	0	0	0	0	0	0	Leah Ann Fountain (P)	01/13-05/09	Hr

Register | Add to Worksheet | New Search

[Week at a Glance | Student Detail Schedule | View Fee Assessment]

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Repeat Steps 5-8 until you have listed all of the Course Reference Numbers in which you wish to enroll and click **Submit Changes** when finished.

There is no need to save your schedule before you exit. Once you successfully submit your schedule with no errors, your schedule is saved.

Below are a few of the possible registration messages that you may receive:

- When you search for a course and a C is next to the Course Reference Number, the course is closed.
- The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.
- You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.

Congratulations! You are now registered for Fall 2020 classes.