

Tiger Spring Prep

Your guide to a successful
spring enrollment

*Use this guide and checklists
to take each step to continuing
your education at ECU!*

Check it off

- Clear all holds
- Meet with Academic Advisor
- Enroll online for classes
- Bills available
- Submit payment for bill



For Students planning on attending for the Fall 22 to Spring 23 School Year:

- Complete FAFSA form**
www.fafsa.gov ECU FAFSA code: 003154



Clear All Holds

Before Oct. 1

Don't miss out on your preferred course schedule! Students may not enroll for the Spring 22 term if they have holds. To see if you have any applied holds, navigate to Colleague Self-Service at ([Colleague Self-Service](#) | [East Central University](#)). If you have holds, they will show as notifications on the main landing page.

Business account hold

Make sure that your student account balance for Fall 2021 is paid in full.

- You can view your student account balance on Colleague Self-service at ([Colleague Self-Service](#) | [East Central University](#)) - Click on "Student Finance".
- If you have any questions please stop by the Bursar's Office (Administration 108) or by calling 580-559-5227.

Health Services hold

Make sure that you have submitted your required health forms and documentation. If the self-service portal indicates that you have a health hold:

- Stop by the Health Center, located at Room 137-A in the Memorial Student Union Building, or call 580-559-5713, to inquire about which required forms are missing.
- The required forms can be submitted by mail, email, fax or in person.

Other holds

There are several other holds that only apply to a few students – check to see if you have any holds by logging into Colleague Self-Service at [Colleague Self-Service](#) | [East Central University](#)



Meet with your Academic Advisor

Beginning Oct. 19

Confirm your advisor

- Confirm who your advisor is by going to Colleague Self-Service [Colleague Self-Service](#) | [East Central University](#)
- Click on “Student Planning”, then “Plan your Degree & Register for Classes”, then “Advising”. This is where you can find your advisor name and send them an email.

Set up your Plan and Schedule

Before meeting with your advisor add sections to your course plan in Student Planning by visiting Colleague Self-Service [Colleague Self-Service](#) | [East Central University](#)

Request Review

When you have finished your plan and schedule, click “Request Review” in the Advising tab, to let your advisor ready that you are ready for an Advising Appointment.

Schedule an Advising Appointment

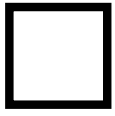
Ask your advisor for their preferred method of scheduling an advising appointment. We suggest using email or calling.

Meet with your Advisor

Meet with your advisor in person. You will work together to determine the best courses for you to take in the next semester.

Ask Advisor to mark “Advisement Complete”

Your advisor must complete this step before you will be able to register for courses.



Register Online for Classes

Starting Nov. 1

PRIME CLASSES FILL EARLY. BE READY TO REGISTER ON YOUR DATE AND TIME!

Detailed enrollment information and instructions can be found by visiting ecok.edu/colleague-self-service

Complete Your Registration Agreement Form

The first step in this process is to complete your Registration Agreement Form which can be done at [Colleague Self-Service](#) | [East Central University](#) - Click on your user name in the top right corner and select "Required Agreements"

Verify and Update your Address

Click on your user name in the top right corner [Colleague Self-Service](#) | [East Central University](#) - Click on your username and select "User Profile".

Register for Classes

Your registration time is based on student classification (SR, JR, SO, FR). To register, please ensure that your advisor has marked "advisement complete" and that you have cleared all holds.

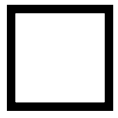
Register for Classes Confirm your course schedule

After your advisor has marked "Advisement Complete", confirm your selection of courses and times by clicking "Register Now". This step must be completed in order to be registered for your selected courses.

If you graduate next semester:

If the upcoming semester is your final semester before graduation, please remember to apply for graduation which can be done at [Colleague Self-Service](#) | [East Central University](#) - Select "Graduation Overview".

We encourage you to complete course enrollment before New Student Enrollment starts on November 9, 2021. If you have any questions, please stop by the Registrars Office located at 111 Administration Building, emailing registrar@ecok.edu, or calling 580-559-5236.

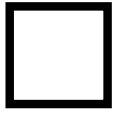


Pay your Bill

Beginning Jan. 3, 2022

- Your charges for the Spring 2022 Semester will be available to view at [Colleague Self-Service](#) | [East Central](#) – click on “Student Finance” after January 3, 2022.
- Payments and Payment Plans must be finalized by the class drop date. In order to spread payments over several months, payment plans should be set before January 31, 2022.
- Payment Methods and Plans can be found at <https://www.ecok.edu/current-students/paying-college/office-bursar/payment-options>
- More details on charges, payment policies, and refunds can be found at [Office of the Bursar](#).
- If you have questions please stop by the Bursar’s Office (Administration Building 108) or call 580-559-5227.

To be able to charge books at the ECU Bookstore you must be enrolled and also have an Authorization Charge Form on file. To complete the [Authorization Charge Form](#) click and complete.



2022-2023 Students: File for Financial Aid

Starting Oct. 1

Financial Aid award letters will be available on the ECU Self Service for Fall 2022-Spring 2023 beginning March 1, 2022.

To access your ECU Self Service, click this link: <http://ecok.edu/colleague-self-service>

SUBMIT YOUR FAFSA

Submit the Free Application for Federal Student Aid (FAFSA) at <http://studentaid.gov> beginning October 1, 2021. Be sure to list ECU as a school of choice. Use School Code 003154. To complete the 2022-23 FAFSA you will use 2020 tax data. Please remember ECU based scholarships and non-resident waivers require FAFSA completion.

SUBMIT VERIFICATION PAPERWORK

We encourage you to submit all verification paperwork (if needed) by March 1, 2022 for priority aid packaging. To verify any missing documents, please visit the ECU Self Service link above.

COMPLETE STUDENT LOAN REQUIREMENTS

You can Accept/Decline/Reduce Stafford Loan offers by visiting the ECU Self Service link above. If you will be a first-time borrower here at ECU, we encourage you to complete the Entrance Counseling and the Master Promissory Note at <http://studentaid.gov>

ECU FOUNDATION SCHOLARSHIPS

The ECU Foundation Scholarship Application is available beginning October 1, 2021 for the 2022-23 academic year. Applications are accepted until April 1, 2022 however, those received before February 1, 2022 will receive priority consideration. To apply online visit <http://ecok.edu/scholarships>

HOW TO COMPLETE THE FAFSA

Filing out the FAFSA can be straightforward and easy. Students and parents can file online at <http://studentaid.gov> or by downloading the mystudentaid app.

The Educational Opportunity Center (EOC) can assist ECU students with completing the FAFSA and is located on the East Side First Floor of the Memorial Student Union. Call 580-559-5684 or email stawbal@ecok.edu. ecok.edu/TRIO

Student Support *services*

These student support services are available on campus to serve our student population.

Academic Success Center

The [Academic Success Center](#) is committed to providing a student-centered environment to foster partnerships between students and faculty, furnish accurate academic information, and to promote lifelong learning. Hours are 8 a.m. to 5 p.m. Monday-Friday.

Spencer Administration Building

Room 262, 580-559-5696

academicadvisingcenter@ecok.edu

Writing Center

The [Writing Center](#) is a free resource that assists students with all stages of the writing process. Writing Center consultants can help generate and organize ideas provide constructive feedback and suggestions and provide assistance with grammar, punctuation, or citations.

Spencer Administration Building

Room 260

Tutoring Zone

The [Tutoring Zone](#) is a free resource available to all ECU students. The Tutoring Zone offers tutoring in Math, Physics, Biology, Chemistry, General Science, Financial & Managerial Accounting, and Advanced Computer Business Applications. Tutors can also help with study skills.

Spencer Administration Building

Room 259

Trio Student Support Services

TRIO is a U.S. Department of Education funded program aimed at supporting eligible students (low-income, first-generation and/or documented disability) in transition from high school through college graduation.

Testing & Accessibility Services

The [Office of Testing and Accessibility Services](#) works with ECU students, professors, and administration to foster a welcoming environment, inclusive and accessible for everyone. We work with our students, to support and encourage self-advocacy, self-awareness, independence, and academic achievement.

Fentem Hall, Room 302

580-559-5297 tasstu@ecok.edu

Student Support *services*

These student support services are available on campus to serve our student population.

Student Counseling Center

The [Counseling Center](#) offers free counseling to all enrolled ECU students. The center is dedicated to helping students resolve personal difficulties which may interfere with their personal and academic functioning. Resources include developmental, remedial and preventive services.

Memorial Student Union Building, Room 137B

580-559-5714 ccenter@ecok.edu

Student Health Services

The [Health Services Center](#) provides students with confidential, quality health care at the onset of illness or injury and educate students regarding the prevention of and protection from disease. The office hours are 8 a.m. to 4:30 p.m. Monday-Thursday; 8 a.m. to 3:30 p.m. on Friday; with scheduled doctor appointments from non to 1 p.m. Monday through Friday. The State of Oklahoma and East Central University requires students to [submit immunization documentation](#).

Memorial Student Union Building, Room 137A

580-559-5713 healthservices@ecok.edu