

HOW DO I REGISTER ONLINE?

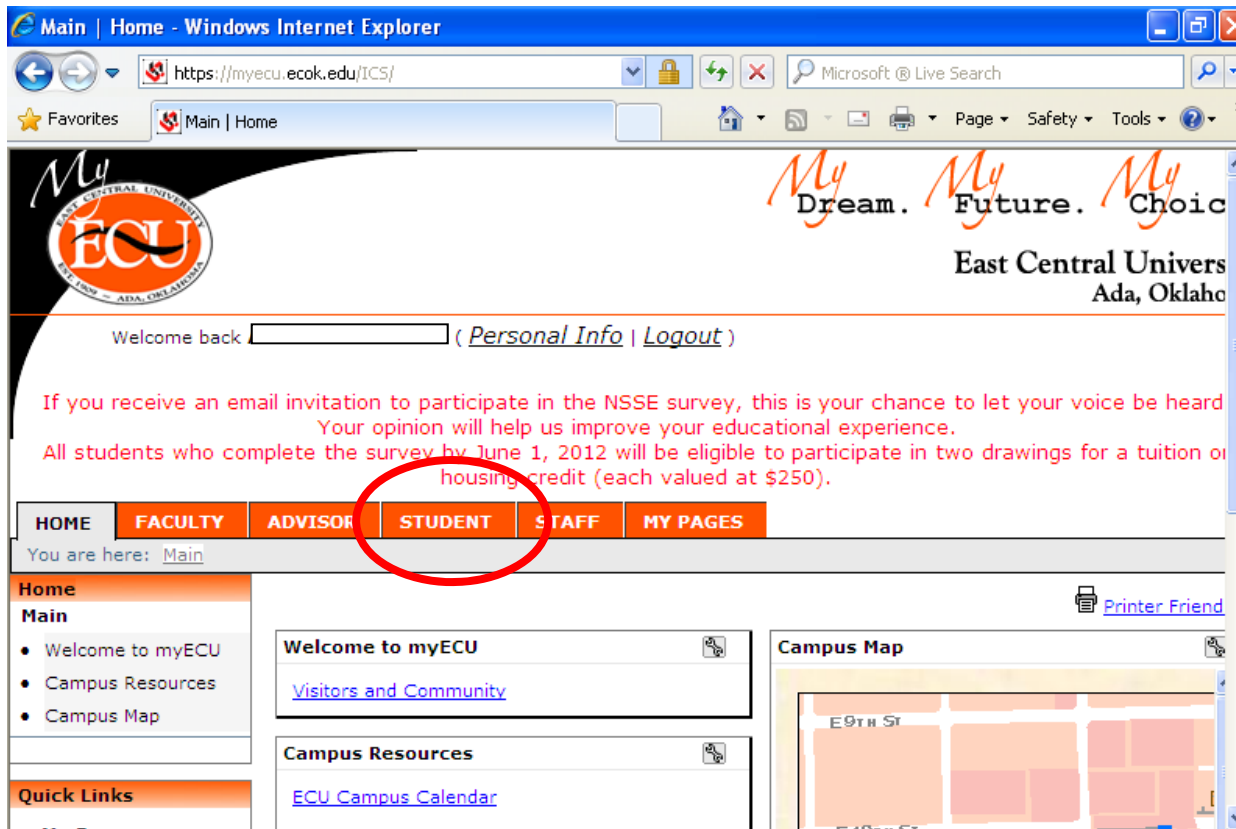
Prior to registration:

1. Make sure all holds are cleared. You can check for holds in your MyECU portal.
2. Meet with your advisor to discuss course selection and receive registration clearance.
3. Receive authorization for any classes needing instructor permissions (i.e. closed class approval and pre-requisite override).
4. Complete the registration agreement for all semesters in which you will be enrolling. This is found on your MyECU registration portal.
5. Check your MyECU portal for your registration time and date.

**DO NOT USE THE BROWSER BACK ARROWS.
USE THE SYSTEM LINKS.**

Online Registration:

1. Login to your MyECU portal. The URL is <https://myecu.ecok.edu/ICS/>
2. Click on the "Student" tab.



3. Click on the "Registration and Semester Schedule" page found on the left side menu.

Welcome back [Name] ([Personal Info](#) | [Logout](#))

If you receive an email invitation to participate in the NSSE survey, this is your chance to let your voice be heard educational experience.
All students who complete the survey by June 1, 2012 will be eligible to participate in two drawings for a tuition or

HOME FACULTY ADVISOR STUDENT STAFF MY PAGES

You are here: [Breadcrumbs]

Student
Main

- Bookmarks
- Money Card
- Main

Advisor and Major
Billing Information
Career Development
Registration and Semester Schedule
Emergency Notification
Grades

Money Card

Do you want to win \$20 for real?
Visit www.ecok.edu/debitcard to learn how you can win.
Plus, learn more about East Central University's Higher One Debit Card -- the *only* way to get your ECU financial aid & tuition refund.

4. Select the appropriate **term** for which you are planning to register (Summer 2012 or Fall 2012). Wait for the screen to refresh and then select the appropriate program (Graduate or Undergraduate). If you need to enroll in courses in both the undergraduate and graduate programs at the same time, you will need to come by the Office of Admissions & Records to process the enrollment. **WARNING:** You must wait for the screen to refresh after selecting the term or your screen will default back to the "Home" page.

HOME FACULTY ADVISOR STUDENT STAFF MY PAGES

You are here: [Student](#) > [Registration and Semester Schedule](#)

Printer Friend

Course Schedules - Add/Drop Courses

Add/Drop

Term: Program:

You do not have a chance to register. You must first see your advisor.. You are not permitted to register at **FA 2012** your assigned date to register is 04/10/2012, 08:30a to 08/19/2012, 11:59p. Student Registration is open from 03/27/2012 to 08/19/2012.

You are currently registered for **0 credits**.

Registration Agreement

This form is for the registration agreement

Internet 100%

5. If you did not complete the registration agreement earlier, do so now.

Student - Registration and Semester Schedule | Home - Windows Internet Explorer

https://myecu.ecok.edu/ICS/Student/Registration_and_Se

Student - Registration and Semester Schedule | Home

Student

- Main
- Advisor and Major
- Billing Information
- Career Development
- Registration and Semester Schedule
- Emergency Notification
- Grades
- Student Schedule
- Transfer Matrices
- Transfer Work
- Unofficial Transcript
- Housing Maintenance
- Student Payroll Query
- Student Timesheets
- Student W2

Quick Links

My Pages

Course Schedules - Add/Drop Courses

Add/Drop

Term: FA 2012 Program: Undergraduate Program

You do not have clearance to register. You must first see your advisor.. You are not permitted to register at this time.. Your assigned date to register is 04/10/2012, 08:30a to 08/19/2012, 11:59p. Student Registration is open from 03/27/2012 to 08/19/2012.

You are currently registered for 0 credits.

Registration Agreement

This form is for the registration agreement

[Complete the Registration Agreement form](#)

6. Before searching for courses, make sure that you are permitted to register at this time. A message will be displayed indicating whether registration is open.

Student - Registration and Semester Schedule | Home - Windows Internet Explorer

https://myecu.ecok.edu/ICS/Student/Registration_and_Se

Student - Registration and Semester Schedule | Home

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- Advisor and Major
- Billing Information
- Career Development
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Quick Links

My Pages

Course Schedules - Add/Drop Courses

Add/Drop >> Add/Drop Courses

Add/Drop

Term: FA 2012 Program: Graduate Program

Student Registration is open from 03/27/2012 to 08/19/2012.

You are currently registered for 0 credits.

Add by Course Code Course Search

Title: Begins With

Course Code: Begins With

Term: FA 2012

Department: All

Program: Graduate Program

Search More Search Options

7. If you know the course prefix and number, you may select the “Add by Course Code” tab. If you do not know the course prefix, number, and/or section number, proceed to Step 11.

The screenshot displays a web browser window with the URL https://myecu.ecok.edu/ICS/Student/Registration_and_Schedule. The page title is "Student - Registration and Semester Schedule | Home".

At the top, there are dropdown menus for "Term: FA 2012" and "Program: Graduate Program". Below these, it states: "Student Registration is open from 03/27/2012 to 03/19/2012." and "You are currently registered for 0 credits".

The main content area has two tabs: "Add by Course Code" (selected) and "Course Search". A red arrow points to the "Add by Course Code" tab.

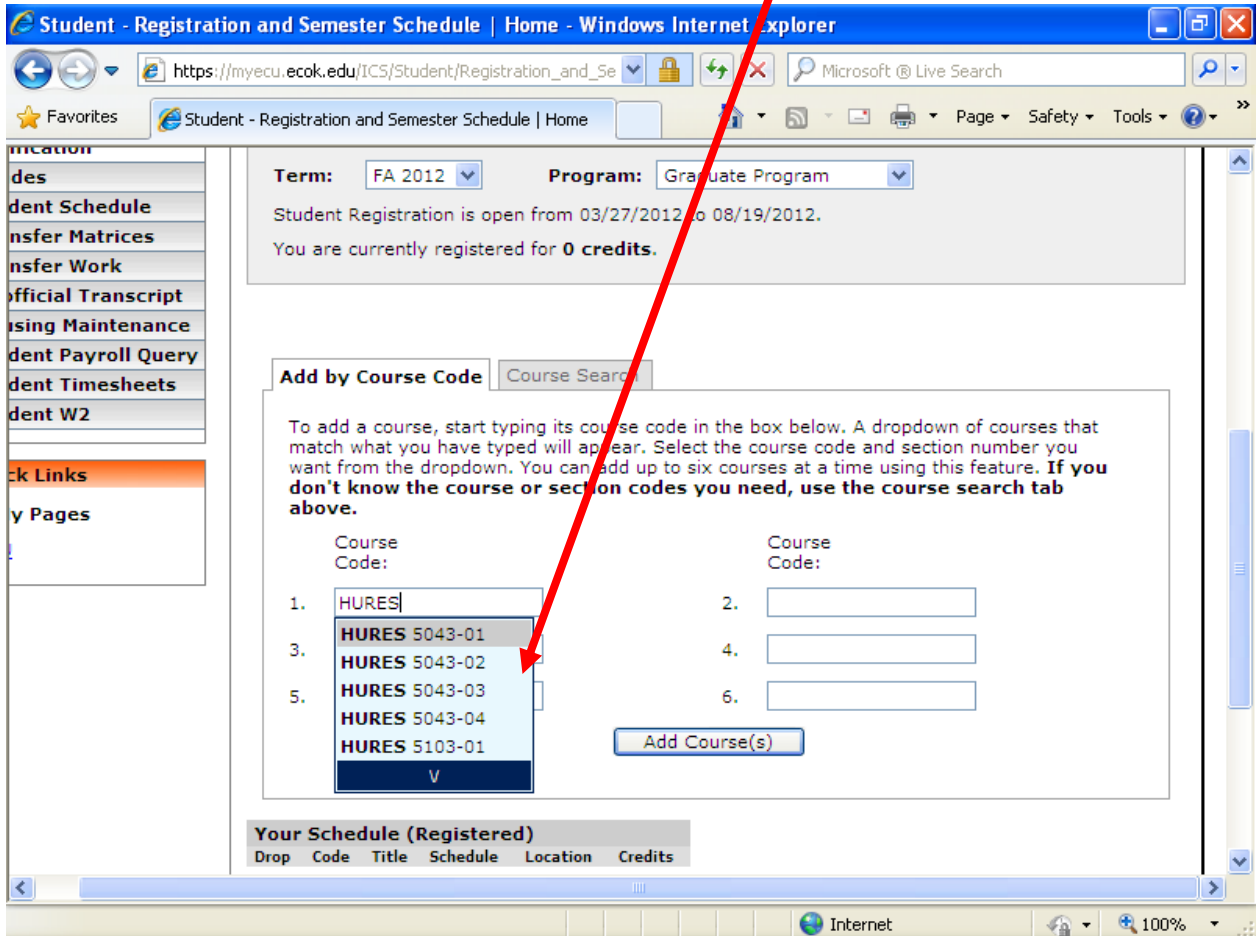
Under the "Add by Course Code" tab, there is a text box with the following instructions: "To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**"

Below the instructions, there are two columns of input fields labeled "Course Code:". The first column has a dropdown menu showing a list of course codes: "HURES", "HURES 5043-01", "HURES 5043-02", "HURES 5043-03", "HURES 5043-04", "HURES 5103-01", and "V". The second column has six empty input fields numbered 2 through 6.

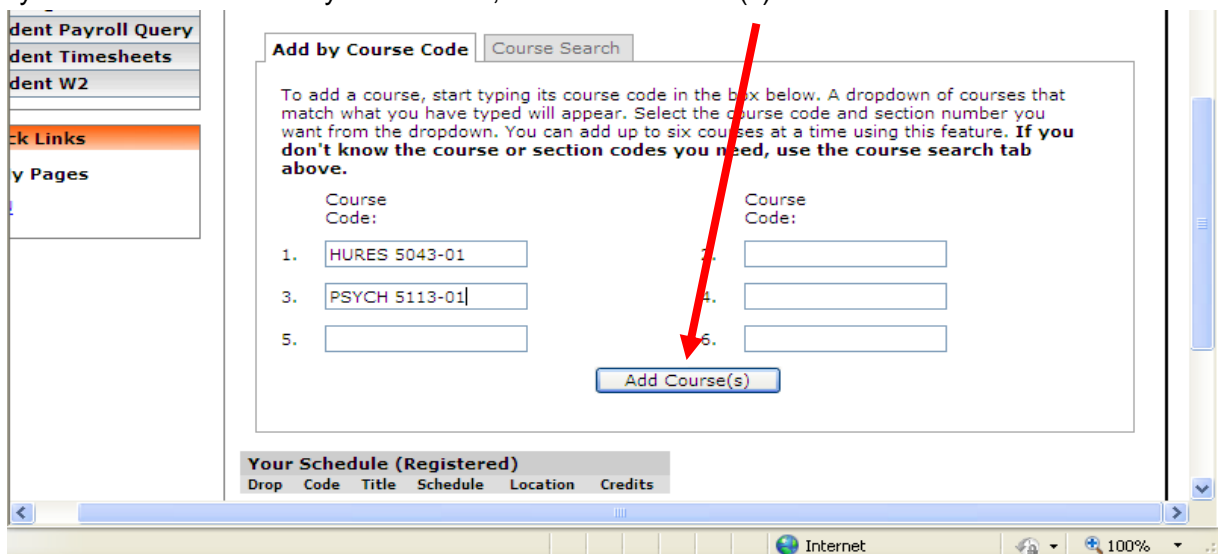
At the bottom of the main content area, there is a button labeled "Add Course(s)".

At the bottom of the page, there is a section titled "Your Schedule (Registered)" with a table header: "Drop Code Title Schedule Location Credits".

8. Enter your course prefix and number in the first box. A drop down menu will appear after you type in the prefix. Select the appropriate course and section. If you type the prefix and number (ENG 1113), make sure the course number is the 7th space in the sequence, i.e., ENG 1113 has three spaces after the G and the number 1 or EDUC 2403 has two spaces between the C and the number 2. Continue adding courses in the available boxes. You may add up to 6 courses at a time.



9. Once you have entered all of your courses, click "Add Course(s)" button.



10. You will receive a message letting you know if the registration was successful or not.

Course Schedules - Add/Drop Courses

Add/Drop

Term: Program:

Add/Drop course period is **OPEN**. Student Registration is open from 03/27/2012 to 08/19/2012.
You are currently registered for **3 credits**.

Messages

HURES 5043-01 Added

Add by Course Code

To add a course, start typing its course code in the box below. A dropdown of courses that match w course code and section number you want from the dropdown. You can add up to six courses at a ti **the course or section codes you need, use the course search tab above.**

Course Code:

1. 2.

3. 4.

11. If you do not know the section number of each course, you should use the "Course Search" tab.

Student - Registration and Semester Schedule | Home - Windows Internet Explorer

https://myecu.ecok.edu/ICS/Student/Registration_and_Se

Course Search

Title:

Course Code:

Term:

Department:

Program:

[More Search Options](#)

Your Schedule (Registered)

Drop	Code	Title	Schedule
<input type="checkbox"/>	HURES 5043-01	HUMAN SERV ADM AND SUPERV HUMAN SERV ADM AND SUPERV	W 7:05 - 9:

12. The basic search default screen will appear. You may search one or more of the search options or you may click on the “More Search Options” link for the advanced search screen. “More Search Options” will allow you to search by faculty, campus, days/times, etc.

The screenshot shows a web browser window titled "Student - Registration and Semester Schedule | Home - Windows Internet Explorer". The address bar displays "https://myecu.ecok.edu/ICS/Student/Registration_and_Se...". The page content is divided into a left sidebar and a main search area.

Left Sidebar:

- Unofficial Transcript
- Housing Maintenance
- Student Payroll Query
- Student Timesheets
- Student W2
- Quick Links**
- My Pages
- [ECU](#)

Main Search Area:

Title: Begins With [v]
Course Code: Begins With [v]
Program: Graduate Program [v]
Method: All [v]

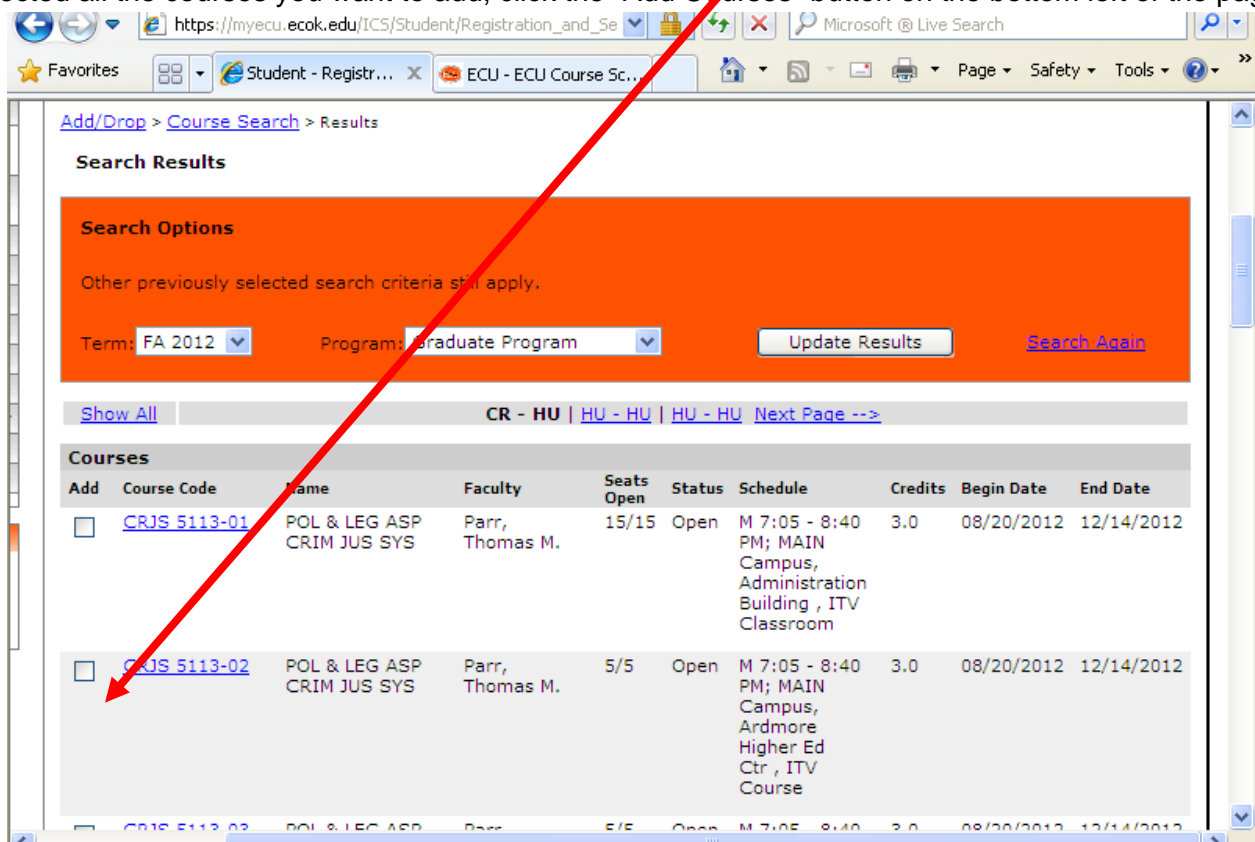
Time: From: [v] To: [v]
 Meets on any day(s)
 Meets only on the selected days
Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Faculty: All [v]
Campus: All [v]
Building: All [v]
Section Status: Open or Full [v]
Min/Max Hours: [] to []

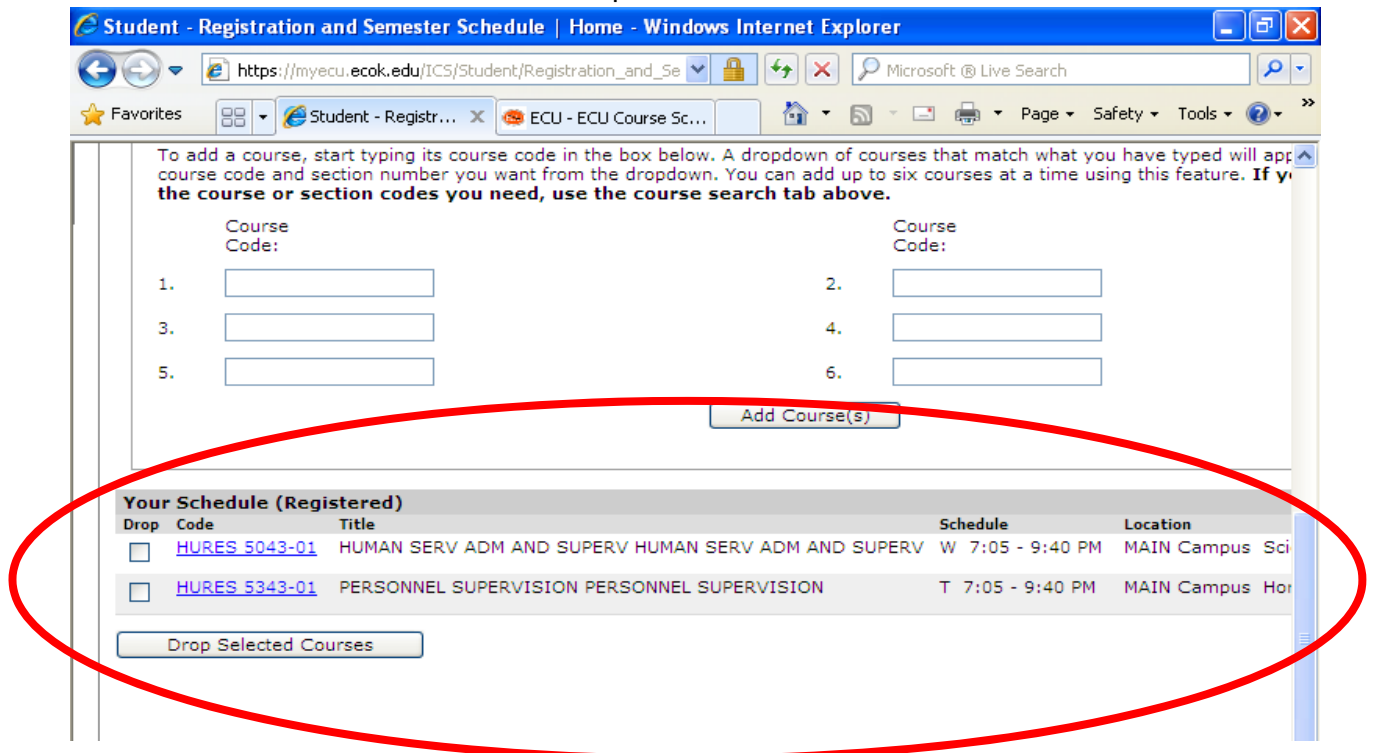
[Search] [Reset]

A red arrow points from the top of the page down to the "More Search Options" link, which is located between the "Method" dropdown and the "Time" section.

13. You can select the courses you wish to add by clicking the box to the left of the course. Once you have selected all the courses you want to add, click the "Add Courses" button on the bottom left of the page.



14. Please review your schedule to verify that all courses have been successfully registered. You are now enrolled in the courses that will be listed at the bottom of the screen. If you realize you need to drop on, check the box in front of it and then click the "Drop Selected Courses" button.



15. To print your schedule, navigate to the Student Schedule.

Student - Registration and Semester Schedule | Home - Windows Internet Explorer

https://myecu.ecok.edu/ICS/Student/Registration_and... Microsoft @ Live Search

Student - Registration and Semester Schedule | Home

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[Complete the Registration Agreement form](#)

16. If you wish to enroll for another semester, go to step 3 and select the appropriate term.

17. Don't forget to log off from MyECU and then from the computer if you are using a public computer.