



Express Registration: Step-by-Step

Hint: The Express Registration function of eCentral is designed to assist you in registering for classes. It will work best if you already have a draft of your schedule prior to on-line registration.

**Note: Your assigned advisor’s approval is required for on-line registration.
Your eCentral User ID and Password are required for on-line registration.**

1. ECC Website: www.eastcentral.edu
2. Click: “eCentral”
3. Click: “LOG IN”
4. Enter: User ID and Password
5. Click: “SUBMIT”
6. Click: “Students”
7. Under Registration
Click: “Register for Sections”
8. Click: “Express Registration”
9. Enter: Course information* and “Term”
Repeat steps for each class
10. Click: “SUBMIT” and review your entries.
YOUR REGISTRATION IS NOT COMPLETE UNTIL YOU FINISH STEPS 11 & 12!
11. Under Action
Select “Register” (drop down) for each class.
12. Click: “SUBMIT”
A “Your request has been processed” note will appear if your registration was successful. If you receive an error message, review your entries for accuracy. If the error persists contact your assigned academic advisor.

*Course Information: Enter either the course synonym or subject/course/section information from the course schedule.
Example: FS 1001 01F (FS-subject/1001-course/01F-section) **Foundation Seminar-Gen Studies**
1677 (1677 – synonym)

On-Line Registration Worksheet

	Synonym	Subject	Course Number	Section Number	Term
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Confirm Registration

Go to: eCentral, Log In, Students, under Academic Profile, “My Class Schedule”, select term, submit.
Check each course for notes on meeting times, orientations, co-requisites, etc.