



Visiting Student Checklist

- ☐ Apply for Admission as a visiting student by clicking on the apply link at www.eastcentral.edu and select the visiting student classification.
- ☐ Activate your eCentral account at www.eastcentral.edu and click on the eCentral link. Your eCentral login credentials are provided in your admission acceptance letter.
- ☐ Review the course schedule by clicking the class schedule link at www.eastcentral.edu to select your class(es).
- ☐ Meet with your “home” institution’s advisor for approval. Take your Visiting Student Request form to your advisor and have it approved. Please email the approved form to admissions@eastcentral.edu.
- ☐ View your course schedule. We will register you for the class(es) you requested and send you an email confirmation to your College email account.
- ☐ Pay tuition and fees. Login to your eCentral account to view your bill. Failure to pay your tuition/fees by May 13 for summer courses, or July 29 for Fall courses will cause you to be dropped from class(es).
- ☐ Purchase textbooks. You may purchase your textbooks at our College bookstore located in the Donald Shook Student Center – First Floor or at www.bookstore.eastcentral.edu.
- ☐ Participate in class. Students who do not attend class or participate in an online class within the first 14 days will be dropped for non-attendance.
- ☐ Obtain an official ECC transcript. Upon completing your coursework, request an official transcript to be sent back to your “home” institution by visiting www.eastcentral.edu/registrar.

For additional information contact:

Admissions
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