REGISTRATION DEADLINES

- **April 30**<sup>th</sup>  Registration systems open
- **June 1**<sup>st</sup>  Deadline for applications
- **June 29**<sup>th</sup>  Deadline for course enrollment

Add/Drop Deadlines

- **August 15**<sup>th</sup>  Add/Drop begins & registration systems reopen
- **September 14**<sup>th</sup>  Late application deadline
- **September 28**<sup>th</sup>  Late enrollment deadline to add/drop with fee
Enthusiastic students will assist with:

- Presenting benefits of UConn ECE to students and parents.
- Registering students for ECE classes.
- Reminding students of deadlines.
- Other duties helpful to the ECE Site Representative.
STUDENT AMBASSADOR PROGRAM
STUDENT BENEFITS

If the Ambassador fulfills all their ambassador duties UConn ECE will:

- Cover the course fees of one UConn ECE course
- Provide a Student Ambassador t-shirt!
- Issue a letter of acknowledgement & certificate of achievement for their college portfolio.
Site Representatives select 1 Ambassador for less than or equal to 150 participating ECE students, or 2 Ambassadors for more than 150.

Selected students must submit their one-page informational paper and student Commitment Form to their Site Representative by March 30th.

Site Representatives must submit a complete Ambassador Participation Package for each Ambassador to: Todd.Blodgett@uconn.edu by March 30th.
REGISTRATION TIPS

- Obtain list of students with UConn ECE course on their schedule, use as reference to monitor registration
- Schedule a room with computer access (career centers, library, computer labs, etc..) and assist with online registration with groups of students
- Encourage students to use tools on UConn ECE website (instructions, video tutorials, etc..)

Set Internal Deadlines!
COMPLETE REGISTRATION PROCESS

UConn Early College Experience
Online Registration Process

When registering we recommend using the following browser/computer combinations:
- Internet Explorer when using a PC
- Google Chrome when using a Mac

Visit ece.uconn.edu
For Detailed Registration Instructions

1. COMPLETE Consent Form
   - Work with your school counselor to choose courses.
   - Write approved courses on bottom of consent form.
   - Obtain all signatures in ink.
   - Make an electronic copy.

2. APPLY ONLINE (ALL students MUST submit a new application and consent form each year)
   - Go to ece.uconn.edu and click “Apply & Enroll” (Under Student Help) > “STEP 1: Apply Online” > “Apply Now”. Be prepared to upload the electronic copy of your completed consent form.
   - Create a Compass User ID and password (or login with your previously created User ID).
   - Complete all application steps until you have ALL GREEN CHECK MARKS.
   - Return to Main Menu and click “Submit Application”.

3. ACTIVATE or Access Your UConn NetID
   - New students: activate your NetID on netid.uconn.edu by following instructions e-mailed to you.
   - Returning students: Find your NetID at netid.uconn.edu and recall your NetID password. If needed, click “Reset” under Reset Forgotten Password on the Home page.

4. ENROLL in Courses
   - It will take 3-5 business days for your application to be processed before you are approved to enroll in courses. Once approved you will receive an e-mail to enroll.
   - Click the link in your approval e-mail or visit ece.uconn.edu to enroll in your courses.
   - Log in to the Compass Enrollment Center with your activated NetID and password.
   - Add all approved Fall and Spring courses to your shopping cart. Check with your high school for correct course/term designations.
   - Validate and Enroll (“class successfully added to your schedule” confirmation message will pop-up).

5. PAY Your Fee Bill
   - Once enrolled, monitor your e-mail for your “Notification of New Charges”. Fall and Full-Year course fees are due by November 22, 2018. Spring course fees are due by January 8, 2019.
   - Use link in e-mail to pay online.
   - Go to ece.uconn.edu for all payment information.

APPLICATION DEADLINE: June 1, 2018
ENROLLMENT DEADLINE: June 29, 2018

Add/Drop Period: August 15th - September 28th
An additional $15 Add/Drop processing fee is charged to participants during the Add/Drop period. All adds and drops must be completed in the online Compass Enrollment Center.

LATE APPLICATION DEADLINE: September 14, 2018
ENROLL/DROP DEADLINE: September 28, 2018
UConn Early College Experience

Consent Form 2018 - 2019

Please read all information herein and obtain all required signatures before you start the online registration process. You will need an electronic copy of this entire form (top to bottom) to submit your online application successfully.

Registration: Applications due by June 1, 2018 | Enrollment due by June 29, 2018
Add/Drop Period: Late Applications due by September 14, 2018
All course adds or drops due by September 28, 2018
Billing: Fall and Full-Year course fees due by November 22, 2018
Spring course fees due by January 8, 2019

DEADLINES

PROGRAM FEES
- 3 credit course - $125
- 4 credit course - $160

Program fees are $35 per registered course credit plus a $20 resource fee. Please see attached course list to determine credits per course. The University of Connecticut sends fee notifications to the e-mail address the student provides during the application process. Students are financially responsible for all courses for which they register. University standard policies on late fees, returned checks, and collections will apply to program participants.*

ADD/DROP PERIOD (August 15, 2018 - September 28, 2018)
A $25 non-refundable processing fee is charged during the add/drop registration period. This fee is in addition to the program fees listed above. Courses must be dropped online in the Compass Enrollment Center on or before September 28, 2018 to result in a refund of already paid program fees minus the $25 processing fee. Courses dropped after September 28, 2018 will require a WAII (withdrawn audit) form to be completed and all course fees to be paid.*

FERPA (Family Educational Rights and Privacy Act) & AUTHORIZED USERS
Under FERPA, UConn ECE student education records will be kept confidential and will be disclosed only with a student’s consent. For release of fee bill and educational record information to a parent/guardian a student must complete an Online FERPA Privacy Waiver. A parent/guardian must be designated as an Authorized User for e-mail notification of the fee bill.*

*For full details of program policies and procedures please visit ece.uconn.edu

Student Legal Name
Last
First
Middle

High School

CONSENTS/AUTHORIZATIONS (All signatures are required in BLUE or BLACK INK ONLY)

Students: I have read and understand this consent form. I am aware of all important deadlines and I agree to the financial responsibility of the program fees. I also give UConn ECE my consent to utilize photographs, video, audio recordings, and/or textual material in which I may appear for its use in University publications.

Student Signature

Parent/Guardian: I have read and understand this consent form. I acknowledge that my student is participating in UConn ECE and is financially responsible for all program fees incurred. UConn ECE may contact my student’s high school and/or district to verify his/her fee waiver eligibility, if applicable. I give UConn ECE my consent to utilize photographs, video, audio recordings, and/or textual material in which my student may appear for its use in University publications.

Parent/Guardian Signature

High School: I confirm the above student is approved to register for UConn ECE. I have provided the appropriate documentation to the ECE office to confirm the student’s eligibility for free/reduced lunch at our high school, if applicable.

UConn ECE Site Representative or School Counselor Signature

APPROVED COURSES FOR ONLINE ENROLLMENT (see Course Offerings list)

<table>
<thead>
<tr>
<th>UConn Course Name</th>
<th>Compass Enrollment Center Term</th>
<th>Instructor Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring 2019</td>
<td></td>
</tr>
</tbody>
</table>

Please note: Some courses listed under Fall 2018 in the Compass Enrollment Center run for the full-year at your high school. For high school specific course term designations, see your Site Representative.

MAKE AN ELECTRONIC COPY OF THIS FORM FOR YOUR RECORDS AND FOR USE DURING THE ONLINE REGISTRATION PROCESS.
REGISTRATION TIPS

Consent Forms

- Keep copies of signed consent forms
- Collect all signed consent forms and individually scan for students
- Let students know they can take a picture with their cell phone and save an electronic copy (see online tutorial)
APPLY ONLINE

Deadline to apply
June 1st

Late Application deadline
September 14th

The e-mail address provided during the application is what will be used throughout the entire registration process!
USE OF STUDENT SOCIAL SECURITY NUMBERS

- There is more focus on requesting accurate Social Security Numbers during the online application process.
  - Federal tax law requires the University to request taxpayer identification numbers.
  - Students may refuse to provide their SSN, however there is a possibility the IRS may levy a $50 fine for failing to provide it.
  - The University will continuously send communications requesting an accurate SSN.
  - **NetID activation is more efficient with an accurate SSN.**
  - If the student chooses to come to UConn, they will need to provide it, and will need to make corrections to their existing records.
Activate or Access NetID

Welcome to the NetID Homepage

Your NetID credentials allow you to authenticate into a wide variety of computing services at the University of Connecticut.

New to UConn or unfamiliar with the NetID system?

Frequently asked questions

netid.uconn.edu
4 ENROLL IN COURSES ONLINE

Enrollment Deadline is June 29th

Students log in to the Compass Enrollment Center to enroll with their activated NetID and password.

Students must enroll in Fall and Spring courses at the same time.

Add/Drop deadline with additional $25 fee is September 28th

Dropping Courses: to drop a UConn ECE course the student must do so via the Compass Online Enrollment Center by September 28th.
All students will receive notifications regarding their UConn ECE fee bills via e-mail.

Letters, along with a paper fee bill, will be mailed to students in mid-October and early December.

Failure to receive an e-mail bill notification does not absolve the student of the responsibility of payment by the due date.

- Student e-bills will start to be generated in July 2018.
- Fall and Full-year course fees are due November 22, 2018.
- Spring course fees are generated in early December 2018 and due January 8, 2019.
BILLING HIGHLIGHTS

- FERPA/Authorized User
- How we notify students
- High School Fee Waivers/Community Eligibility Provision (CEP)
  - New Link! (http://portal.ct.gov/SDE/Nutrition/Area-Eligibility)
- Free & Reduced Lunch

CONSENTS/AUTHORIZATIONS (All signatures are required in BLUE or BLACK INK ONLY)

Student: I have read and understand this consent form. I am aware of all important deadlines and I agree to the financial responsibility of the program fees. I also give UConn ECE my consent to utilize photographs, video, audio recordings, and/or textual material in which I may appear for its use in University publications.

Student Signature

Parent/Guardian: I have read and understand this consent form. I acknowledge that my student is participating in UConn ECE and is financially responsible for all program fees incurred. UConn ECE may contact my student's high school and/or district to verify high school fee waiver eligibility if applicable. I give UConn ECE my consent to utilize photographs, video, audio recordings, and/or textual material in which my student may appear for its use in University publications.

Parent/Guardian Signature

PRINT Parent/Guardian Name

High School: I confirm the above student is approved to register for UConn ECE. I have provided the appropriate documentation to the ECE office to confirm the student's eligibility for free/reduced lunch at our high school, if applicable.

UConn ECE Site Representative or School Counselor Signature

BILLING & PAYMENT

PAY YOUR BILL ONLINE

Students must log into the Student Administration System to pay their bill online. Please do not use the Chrome browser at this time for online payments. UConn Early College Experience bills are sent directly to the student via email. The office will use the email addresses provided during the application process. Bills are sent after the student’s course enrollment is complete, beginning in July.

STUDENT INFO

- Apply & Enroll
- Billing & Payment
- Credit Transfer
- Pre-Admission
- Policies & Procedures
REGISTRATION STATUS REPORTS
3 REPORTS TO MAKE YOUR LIFE EASY

- Navigate to ece.uconn.edu
- Click High Schools tab
- Click Site Reps from the drop down
- On right side of page click the Status Reports icon
- Log in with your NetID and password
- Three reports will display:  
  - Application Report
  - Enrollment Report
  - NetID Report

These reports are updated during open registration ONLY
## Application Report

**Last Updated:** 1/24/2017 9:23am  
**Institution:**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Application Start Date</th>
<th>Application Submission Date</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mazien</td>
<td></td>
<td>06/01/2016</td>
<td>06/01/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Jay</td>
<td></td>
<td>05/30/2016</td>
<td>05/30/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Janino</td>
<td></td>
<td>06/01/2016</td>
<td>06/01/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Zack</td>
<td></td>
<td>09/15/2016</td>
<td>09/15/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Samuel</td>
<td></td>
<td>09/10/2016</td>
<td>09/10/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Nikhil</td>
<td></td>
<td>05/30/2016</td>
<td>05/30/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Leonardo</td>
<td></td>
<td>06/28/2016</td>
<td>06/28/2016</td>
<td>Submitted</td>
</tr>
<tr>
<td>Ryan</td>
<td></td>
<td>06/01/2016</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>
Student Administration is the best place for this data!
### UConn Early College Experience Registration Status Reports

This database is sponsored by the University of Connecticut Office of Early College Programs. For more information about UConn Early College Experience, please visit [ece.uconn.edu](http://ece.uconn.edu).

#### NetID Report

Last Updated: 3/1/2017 12:16pm

<table>
<thead>
<tr>
<th>NetID</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Activation Code</th>
<th>Activation Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>abc12345</td>
<td>1234567</td>
<td>John Smith</td>
<td>FTR8D-JGKMD-JEPMW-W5WZZ-WMLCK</td>
<td>Activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Activated</td>
</tr>
</tbody>
</table>

**Status:** Activated

**Not Activated**
CLASS ROSTERS

PLEASE BE SURE CLASS ROSTERS ARE MONITORED THROUGHOUT THE ENTIRE REGISTRATION PROCESS.

UConn class rosters are available on Student Administration starting June 1, 2018.

Signed final UConn class rosters are due by October 5, 2018.

- Each student must update his/her own record online by September 28, 2018.

- Final class rosters are available to be printed on Student Administration starting September 29, 2018. Instructors are required to print final class rosters, sign on the roster that it is 100% accurate, and e-mail or fax each roster to the Early College Experience Office by October 5, 2018.
HELPFUL RESOURCES

- Site Representative Checklist & Calendar
- School Counselor Reference Guide
- Registration Guide
  - Registration Steps and Consent Form
- UConn Early College Experience Registration Helpline 1-855-382-UECE (8323)
- UConn Early College Experience website: www.ece.uconn.edu
  - Sample parent letters
  - Video tutorials
  - PowerPoint presentation for use at student/parent assemblies
  - Welcome video for classroom use