

Your high school is a UConn Early College Experience Partner School!

This means, your school has made a commitment to offer your students the opportunity to earn both high school and college credit at the same time. You are offering your students opportunities that count for much more than college credit itself. Through UConn ECE your students will gain experience, educational opportunities, a competitive edge when applying to college, and highly transferable credit to hundreds of universities around the nation.

As the college experience is new for ECE students, we rely heavily on our high schools to assist throughout the registration process for ECE courses. Alongside your Site Representative, we ask that you help direct the students through the UConn ECE registration processes to be sure students successfully apply to the program and enroll in their courses by the posted deadlines. Please reference the information included in this guide when assisting your UConn ECE students who have made a commitment to start their college career while still in high school!

High School Specific Program Questions contact your ECE Site Representative: _____

**General Program Inquiries
& Online Registration
Questions**



UConn Early College Experience Office
ece.uconn.edu - ece@uconn.edu - 1-860-486-1045 - Registration Helpline- 1-855-382-UECE (8323)

**UConn NetID Questions
& Password Resets**



Information Technology Services
netid.uconn.edu - helpcenter@uconn.edu - 1-860-486-4357

HOW TO ASSIST STUDENTS WHO ARE TAKING A UCONN ECE COURSE FOR THE 2020-2021 ACADEMIC YEAR

APRIL 30 – JUNE 30

**AUGUST 11 –
SEPTEMBER 16**

AUGUST 11 – SEPTEMBER 30

APPLICATIONS ACCEPTED

All students must successfully submit an application online prior to enrolling in courses.

**LATE APPLICATION
PERIOD**

With additional \$25 fee.

COURSE ENROLLMENTS ACCEPTED

APRIL 30 – JUNE 30 HIGH SCHOOL COURSE SELECTION & ECE APPLICATIONS

- Confirm student has an ECE Registration Guide with approved course information listed on their Consent Form.
- Direct student to APPLY online between April 30th – June 30th**
 - Student must complete a Consent Form with all required signatures, and approved course information.
 - Student must complete all application steps online, including to upload an electronic copy of their Consent Form, and submit an application by the posted deadline.
 - Students with unacceptable applications will receive an e-mail notification with instructions to correct their application.
 - Student must monitor their e-mail for NetID information: activation information (for new students), or NetID reminder (for returning ECE students)
- Assist students with NetID activation by accessing NetID Status Report from ECE Site Representative.

AUGUST 11 – SEPTEMBER 16 LATE APPLICATION PERIOD

A student who does not apply by the June 10th Application Deadline, must apply and enroll online in the fall. An additional \$25 non-refundable administrative fee is charged for applications submitted during the Late Application Period. Students should follow application steps above.

AUGUST 11 – SEPTEMBER 30 ECE ENROLLMENT

- Direct student to ENROLL online between August 11th – September 30th**



- A student who applies by June 30th will receive an approval to enroll e-mail on August 11th and must log in to the Compass Enrollment Center with their activated NetID and password to enroll in their fall, spring, and full-year UConn ECE courses.
- A student who submits a late application will need to wait 3-5 business days from the day the application was submitted for it to be processed before the student is approved to enroll in courses. Once approved the student will receive an approval to enroll e-mail and must log in to the Compass Enrollment Center with their activated NetID and password to enroll in their fall, spring, and full-year UConn ECE courses.

BILLING

- Remind students e-bill notifications will be sent to their e-mail
 - Fall and full-year course fees are billed within 48 hours of enrolling and are due **November 7th**
 - Spring course fees are billed in November and are due **January 8th**

DROPPING A COURSE **BEFORE** SEPTEMBER 30TH

- Complete High School processes to change the student's schedule
- Direct student to DROP the appropriate course(s) in the UConn ECE Compass Enrollment Center by September 30th

DROPPING A COURSE **AFTER** SEPTEMBER 30TH

- Complete High School processes to change the student's schedule
- Direct student to complete a UConn ECE Withdrawal Form (WAU/W) found on ece.uconn.edu.
- Withdrawal Forms (WAU/W) must be submitted to the UConn ECE Program Office by **December 11 for fall courses and April 30 for spring and full-year courses and all course fees must be paid.***

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

THINGS TO KNOW:

Reports

Your Site Representative has access to the following reports:

Application Status
NetIDs and Activation Codes
Enrollment Status

These reports are updated daily.
See your Site Representative for copies.

Student Fee Bills

Students are billed directly to the e-mail address they provide during the application process. Students are responsible for all payments which should be made to the University of Connecticut by mail, online, or in person. **High Schools should not collect any money for UConn ECE courses.**

ECE Fee Waivers Available

Students who qualify for free or reduced lunch at your high school must notify your Site Representative to receive a waiver of UConn ECE program fees. Your Site Representative will provide the appropriate documentation to the ECE office so the fee waiver is applied.

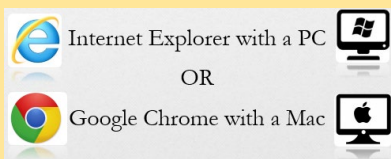
Rosters

Instructors are required to check their UConn ECE rosters against their high school rosters and notify students when they are not enrolled correctly. **Students must make changes to their UConn schedule online no later than September 30th.**

HAS A STUDENT ADDED OR DROPPED A UCONN ECE COURSE???

Direct the student to make the change in the UConn ECE Compass Enrollment Center by September 30th at the latest so their college transcript is CORRECT!

Recommended Browser/Computer Combinations for Registration



FERPA

Under FERPA, UConn ECE student educational records will be kept confidential and will be disclosed only with a student's consent. UConn can only discuss fee bills with students or FERPA Designees. A parent/guardian must be designated as an Authorized User for e-mail notification of a fee bill, or be a Delegate to access certain portions of a student's education records.