E-Web: Online Services for Students

This document covers the following topics:

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Class Schedule
Login to E-Web
Enter a Security Question
Student Services / Personal Information (overview)
Entering Your Email Address
Entering Your Emergency Contact Information
Registration
Add / Drop Classes
Class Search within Registration
Registration Status
Student Records
Advisor Information
Exiting E-Web

Getting Started:

Go to Eastern CT State University’s homepage http://www.easternct.edu and click Online Services or go directly to http://eweb.easternct.edu/.
Class Schedule:

1. Use the selection options to search for the selected term's class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Choose Class Search when your selection is complete.

   - **Subject:** A - Certificate Courses - Non Credit Accounting Anthropology
   - **Subj Code:**
   - **Course Number:**
   - **[Open (Close):**
   - **[Title:**
   - **Part of Term:**
   - **[Instructor:**
   - **DER:**
   - **[Start Time:**
   - **[End Time:**
   - **[Days:**

   **Class Search**

Click Class Schedule to search course offerings and open seats by term. Select the Term and Click Submit.

1. You may choose any combination of fields to narrow your search.
2. Select up to three Subjects (hold down the Ctrl key and click your selections) or enter one 3-character Subject Code (optional).
3. Enter Course Number (optional). To Search for all 100 level courses enter 1%, for 200 level enter 2%, etc.
4. Select a Part of Term, Instructor, and/or GER. (optional)
5. Enter the Start Time to search for courses that begin at or after the time entered. (Optional)
6. Enter the End Time to selected courses that end at or before the time entered. (Optional)
7. Select the Days the class meets (optional)
8. Click Class Search.

Sample Results:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Title</th>
<th>Part of Term</th>
<th>Instructor</th>
<th>Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Case List</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 130</td>
<td>MAT 130</td>
<td>Fall Term</td>
<td>Adams</td>
<td>Mon, Wed</td>
<td>09:00</td>
<td>10:59</td>
<td>C020</td>
</tr>
</tbody>
</table>
Login:

You have been assigned an 8-digit Eastern ID. Your PIN is initially set to your date of birth in the format mmddyy. For example, if your date of birth is January 4, 1962, your PIN is 010462. The first time you login, you will be prompted to change your PIN. Your new PIN must be six numeric digits.

If you need assistance, please call the Help Desk at 860-465-4346.

Enter a Security Question

You will be prompted to enter a security question. If you forget your PIN, this will enable you to reset your PIN and gain access to your information.
Student Services and Personal Information:

After logging into the secured area of E-Web, you will be presented with two areas of service. Student Services and Personal Information. To enter, click Personal Information or Student Services.

- **Personal Information** includes viewing the address the university has on file for you. If the address is incorrect, please contact the Registrar’s Office.
- You can enter the name, address, and phone number of the person who should be contacted in case of emergency. It is the student’s responsibility to insure that their emergency contact information is up-to-date.
- You may also enter your e-mail address. We encourage students to maintain up to date e-mail information so that it will be available to instructors on class rosters and other reports.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change PIN</td>
</tr>
<tr>
<td>Change Security Question</td>
</tr>
<tr>
<td>Address(es) and Phone(s) (View)</td>
</tr>
<tr>
<td>Update E-mail Address(es)</td>
</tr>
<tr>
<td>Emergency Contacts (View/Update)</td>
</tr>
<tr>
<td>Name Change Information</td>
</tr>
<tr>
<td>Social Security Number Change Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
</tr>
<tr>
<td>- Check Your Registration Status</td>
</tr>
<tr>
<td>- Add/Drop Classes (Fall 2003)</td>
</tr>
<tr>
<td>- View Class Schedule Bulletin</td>
</tr>
<tr>
<td>- View Your Class Schedule</td>
</tr>
<tr>
<td>Student Records</td>
</tr>
<tr>
<td>- View Holds</td>
</tr>
<tr>
<td>- View Mid-Term &amp; Final Grades</td>
</tr>
<tr>
<td>- View Unofficial Transcript</td>
</tr>
<tr>
<td>- View Student Info and Advisor Assignment</td>
</tr>
<tr>
<td>- View Degree Audit (Not Currently Available)</td>
</tr>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>- Review Financial Aid Status &amp; Eligibility</td>
</tr>
<tr>
<td>- Review Award Information</td>
</tr>
<tr>
<td>- E-mail Financial Aid Office</td>
</tr>
<tr>
<td>- Apply for Financial Aid</td>
</tr>
<tr>
<td>Student Billing</td>
</tr>
<tr>
<td>- Review Charges &amp; Payments</td>
</tr>
<tr>
<td>- Make Online Credit Card Payments</td>
</tr>
<tr>
<td>- Sickness Insurance Waiver</td>
</tr>
</tbody>
</table>
Personal Information

Update E-Mail Address(es)

We are requesting students enter their e-mail address(es) and maintain as necessary. Under Personal Information, click Update E-mail Address(es).

- Select the Type of E-mail address you will be entering from the drop down list.
- Click Submit.

- Type your e-mail address.
- Check the preferred e-mail box. If entering multiple addresses, you will only select one as your preferred.
- Click ‘Submit’.
- To return to the menu, click the Personal Information link at the top of the page.
Enetering Emergency Contact Information:

It is the student’s responsibility to maintain up-to-date emergency contact information. From the Personal Information menu, click Emergency Contacts (View/Update).

Click New Contact.

<table>
<thead>
<tr>
<th>Order</th>
<th>Name</th>
<th>Address and Phone</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Contact</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Choose the relationship of the contact to yourself from the drop down list. Enter all of the information and click Submit Changes.

Once a contact is entered, click on the Name to update. You may want to add more than one contact. You can add a second contact for the same person to submit their work/daytime address/phone number.

Example of multiple contacts for one person:
Student Services

Registration

Add or Drop Classes:

During the Fall and Spring terms, full-time undergraduate students will be prompted for their Registration Access Code. This code is obtained from your advisor. The advisor will give you a Registration Information Card with your Registration Appointment Date and Registration Access Code. Enter the code and click Submit. You will only need to enter this code once per term.
After entering your Registration Access Code, the Add and Drop Worksheet is opened.

To add a class, enter the Course Reference Number (CRN) in the Add Class table. Note, section overload approvals, instructor signature required approvals and course repeats (including previously withdrawn courses) require an in-person add transaction at the Registrar’s Office.

To drop a course, select "Web Drop" from the drop down menu.

To Complete Registration, click Submit Changes. When you submit changes any applicable adjustments to your term bill will occur. Please make payments as appropriate. Failure to meet financial obligations could result in being dropped from your courses.

Warning: when you submit changes pre-requisite checking occurs for added and previously registered courses. If you no longer meet the pre-requisite for a previously registered course, the course will be dropped. To re-register without having fulfilled the pre-requisite requirements, you must have the instructor’s written permission and re-register in person at the Registrar’s Office.

If you are unsure of which classes to add, click Class Search to review the class schedule. Note, this search function operates differently than the class schedule found on the E-Web: Easterns Online Service home page.

If there are errors with your registration, you will receive Registration Errors. Possible errors include, but are not limited to:

- Closed Section
- Time Conflict
- Pre-Requisite or Test Score not met
- Co-Requisite Needed
- Duplicate CRN
- Level Restriction (example: Undergraduate student attempting to register for a Graduate Level course)
- Maximum Hours Exceeded (example: Part time student attempting to register for more than 11.99 credits)
- CRN does not exist
Class Search within Registration:

Class Search within Registration works the same as in the non-secure area except you can register directly from the results or add courses to your Add/Drop Worksheet from the results. (See Sample Results below).

Sample Results:

1. The select column displays “Open”, “Closed” or a Check Box depending on seat availability and registration eligibility.
   - If a Check Box is displayed, you are currently eligible to register and open seats are available. Click the Check Box on the desired course(s) and then click the “Register” button or “Add to Worksheet” button at the bottom of the page to register.
   - If “Open” displays, it indicates that seats are still available. If you are currently eligible to register and “Open” displays, you are already registered for the corresponding class.
   - If “Closed” displays, all seats are currently taken.

2. The select column displays “Open”, “Closed” or a Check Box depending on seat availability and registration eligibility.
   - If a Check Box is displayed, you are currently eligible to register and open seats are available. Click the Check Box on the desired course(s) and then click the “Register” button or “Add to Worksheet” button at the bottom of the page to register.
   - If “Open” displays, it indicates that seats are still available. If you are currently eligible to register and “Open” displays, you are already registered for the corresponding class.
   - If “Closed” displays, all seats are currently taken.
Registration Status:

Your registration appointment period begins on 04-MAR-2003
Your advisor for the above term is Jianhua Lin
You have holds which will prevent registration.
Your Academic Standing permits registration.
Your Student Status permits registration.
Your Class for registration purposes is Senior.

Registration Status lists the date you are eligible to register for the selected term, your advisor, registration hold alert, academic standing, student status, and degree/major information.

If you have holds which prevent registration, click the View Holds link at the bottom of the page for more information. (Sample Hold below).

Sample Hold:

<table>
<thead>
<tr>
<th>Hold Type</th>
<th>From Date</th>
<th>To Date</th>
<th>Amount Reason</th>
<th>Originator</th>
<th>Processes Affected</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Burrow</td>
<td>Nov 00, 2004</td>
<td>Dec 31, 2000</td>
<td>Current Term Unpaid Balance</td>
<td>Registration Transcripts</td>
<td>Graduation Accounts Receivable</td>
</tr>
<tr>
<td>Delinquent Balance</td>
<td>Jan 00, 2002</td>
<td>Dec 31, 2000</td>
<td>Current Term Unpaid Balance</td>
<td>Registration Transcripts</td>
<td>Graduation Accounts Receivable</td>
</tr>
</tbody>
</table>

Student Records

View Holds
Midterm Grades
Final Grades
Academic Transcript
Course Catalog
Student Information
Advisor Information
Advisor Information

<table>
<thead>
<tr>
<th>Primary Advisor:</th>
<th>A. Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Name of Department</td>
</tr>
<tr>
<td>Building and Room:</td>
<td>Building, Room Number</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>860 465-5000</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:advisora@eastermct.edu">advisora@eastermct.edu</a></td>
</tr>
</tbody>
</table>

Click Advisor Information for your Primary Advisor’s information including Name, Department, Building & Room Number, Phone Number, and Email address.

Logout: Exiting Web for Student

It is very important to remember to exit and close your browser. Click EXIT in the upper right corner of your screen.