

Rutgers-Newark and Essex County College (ECC) Cross Registration Application Instructions

(For use by matriculated undergraduate, Rutgers-Newark Students only. NOT applicable for Summer or Winter sessions)

NOTE: you must be a matriculated undergraduate, Rutgers-Newark student in order to take classes at Essex County College (ECC) through this exchange program.

Students should secure this exchange form from the Rutgers-Newark, Office of the Registrar and have it approved by a Dean or Dept. Chair then register in person at the ECC Enrollment Services Express Office. Once the RU Registrar receives the approval from ECC, (s)he will enter the course under the exchange course number: 21:376:066:01

The Essex County College Enrollment Services Express Office is located at:
303 University Ave. (Room 4124)
Newark, New Jersey 07102
(Tel) 973 877-3111 (Main)

SECTION I: Demographics Information

1. Enter your 9 digit RUID (Required).
2. ECC Student ID
3. Print your legal last name, first name, and middle initial.
4. Enter house number and name or number of street, city, state and zip code of current address.
5. Enter the county in which you reside.
6. Enter the number of the month, day and last 2 digits of the year you were born. For example August 4, 1963 enter "080463".
7. Gender: Enter "F" or "M" for female or male.
8. Enter your home & cell phone numbers; be sure to include the area code.
9. Enter your email address.
10. Rutgers Home School of Enrollment
11. Curriculum Code

SECTION II: Course Enrollment Information

1. Enter Course Semester Year and circle the Term in which the course requesting will be offered/taken
2. Enter the ECC Course title – Course Subject Code – Course # – Section # – CRN # – Number of Credit Hours

SECTION III: Obtain approval with signature from your Rutgers Academic Dean or Program Director/Advisor.

Submit completed form to the Essex County College (ECC) Registrar's Office. Then, once approved at ECC the student must bring copy of all paperwork and registration transaction to Rutgers-Newark, Office of the Registrar for processing.
