

ECMS ONLINE RE-REGISTRATION INSTRUCTIONS

From the page where these instructions are posted, click on the link to begin the online registration process. You will be directed to a page that explains who is eligible for online registration.



EASTMAN
SCHOOL OF MUSIC
UNIVERSITY OF ROCHESTER

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COMMUNITY MUSIC SCHOOL

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Online Re-registration



Who is Eligible?

Continuing students are able to re-register online. A student is considered 'Continuing' if he or she was enrolled in classes or lessons the previous semester. If a continuing student wishes to change private teachers, the **ECMS Registration Form** is necessary. Continuing students are not permitted to register if there are any outstanding holds on the account (financial, etc).

Who is not Eligible?

New students, Early Childhood students, and returning students adding new lessons are not eligible for web re-registration. If you fall into one of these categories, fill out an **ECMS Registration Form**.

Further Information

Online re-registration will be open from mid-May through mid-September. PINs to re-register online will be emailed to continuing students in mid-May. If you have not received a PIN, please call the office (585) 274-1400 to have one assigned.

Students will be registered for the full 17-week semester, and most registrations roll over for automatic spring registration. If you have scheduled more or fewer than 17 lessons with your teacher, you may register online and then send an email to the **ECMS Registrar** to request an adjustment to the number of lessons.

Students under the age of 18 are required to have a parent complete this process.

Click here to begin

Re-Register Online

Online Registration for the 2019-20 school year will open soon.

Continuing students do not need to re-register for spring semester, as fall enrollment will roll over to spring semester.
(except for 10-week sessions or less, such as Early Childhood, Bridges, and Hammered Dulcimer)

Online Registration Instructions (PDF)

Online Registration FAQs (PDF)

Who is Eligible?

Continuing students are eligible to register online. A student is considered 'Continuing' if he or she was enrolled in classes or lessons during the previous semester. If a continuing student wishes to change private teachers, a new [ECMS Registration Form](#) is necessary.

Continuing students are not permitted to register if there are any outstanding holds on the account (financial, etc). In order to register, you will need a PIN; if you have not received one, please call the office (585) 274-1400 to have one assigned.

New students and Early Childhood students, as well as returning students who want new lessons, are not eligible for web registration. If you fall into these categories, fill out an [ECMS Registration Form](#).

Students under the age of 18 are required to have a parent complete this process.

If you are eligible to register, click the words "I Agree" near the bottom of the screen. A pop-up login screen will open.

Clicking "I Agree" indicates that you understand you will be responsible for paying for the classes for which you have registered.

Please Note: Online registration will only be open until mid-September. After that, students may still register through the [ECMS Registration Form](#).



The image shows the 'Welcome to Online Registration!' page for the University of Rochester Eastman Community Music School. It includes a yellow 'I Agree' button circled in red. The page also contains sections for 'STOP!' (listing students who must register), 'HOLDS' (account requirements), and 'CONTINUING STUDENTS' (re-registration options). A link to the 'ECMS Registration Form' is provided. At the bottom, there is a link to the 'Family Educational Rights and Privacy Act (FERPA)'.

University of Rochester

EASTMAN COMMUNITY MUSIC SCHOOL

Welcome to Online Registration!

STOP!
The following students must register using the [ECMS Registration Form](#).

- Students who are new to ECMS
- Early Childhood Students
- Returning Students seeking new lessons or teacher changes

HOLDS
All account holds must be satisfied before registration. Click here for the [ECMS Billing and Payment policies](#).

CONTINUING STUDENTS may use this site to re-register for private lessons with your current teacher and most classes and ensembles.

If you did not receive a PIN via email, please call the office at (585) 274-1400 to have one assigned.

By clicking on "I Agree" below, I hereby agree that:
(1) I am over the age of 18, and am either the ECMS student that is registering or such student's parent or guardian;
(2) I have read, understood, and will be bound by the ECMS [payment agreement](#).

I Agree

[Family Educational Rights and Privacy Act \(FERPA\)](#)

Login Info: Enter your ECMS Student ID Number (8 digit number found at the top right of your bill) into the top box and enter your 4 digit PIN into the bottom box.

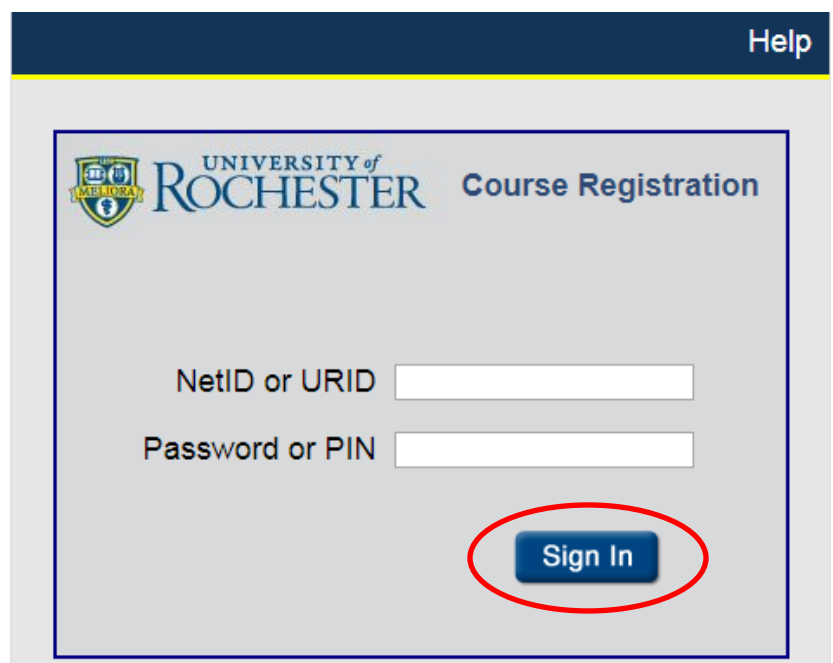
If you have not been assigned a PIN, call the ECMS office at 585-274-1400.

CLICK "Sign In"

Hitting return or enter on the keyboard will not work.

Please note: If your session remains idle for an extended period, you will be logged out and must log back in.

If there are any other conditions that prevent registration, the message will appear here and you will not be able to do anything but logout. See the Troubleshooting section at the bottom of this document.



The image shows the 'Course Registration' login screen for the University of Rochester. It features a 'Sign In' button circled in red. The screen includes input fields for 'NetID or URID' and 'Password or PIN'. A 'Help' link is visible in the top right corner.

UNIVERSITY of ROCHESTER Course Registration

NetID or URID

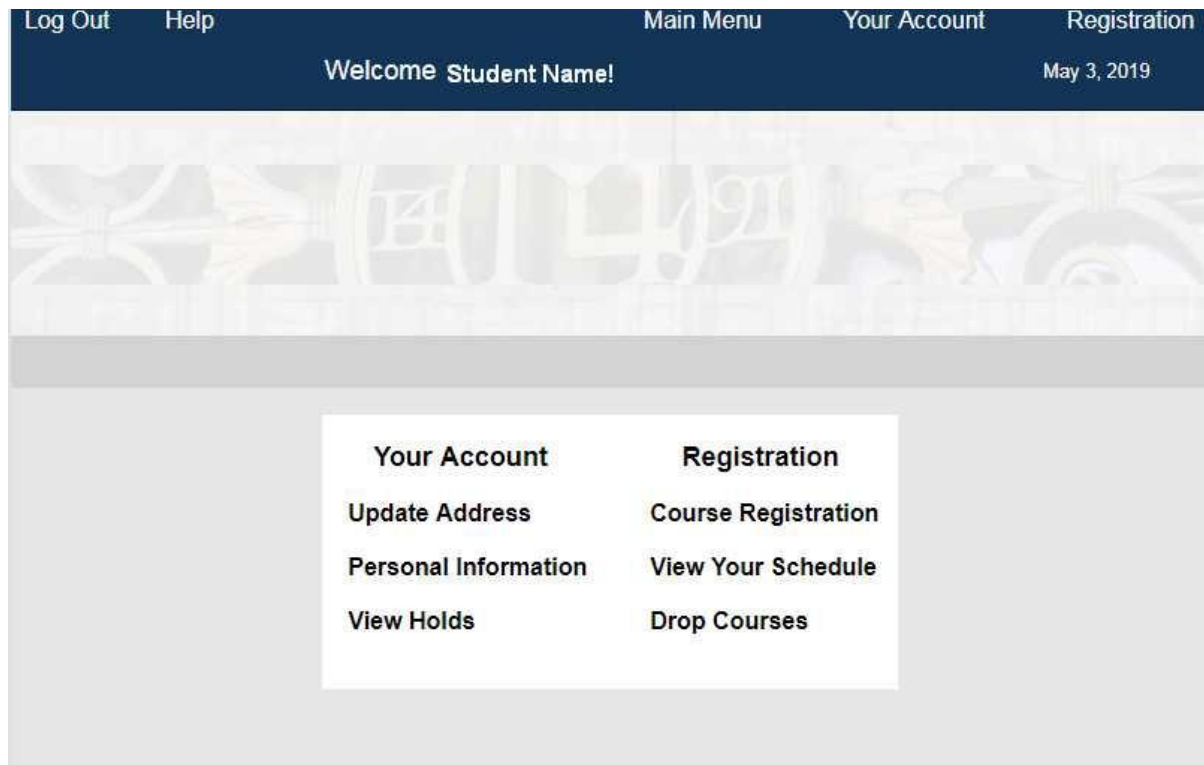
Password or PIN

Sign In

Help

Once you have logged in, you will be in the Main Menu and will see the following options at the bottom of the page:

Tabs at the top of the page will also direct you to these options.



Under “Your Account”

Update Address: Use this to update your contact information. Please review your address and contact information, especially if there are any recent changes.

PLEASE NOTE: You are unable to change your billing address using this process. In order to change your billing address, please contact the ECMS office directly at (585) 274-1400 or community@esm.rochester.edu.

Personal Information: Use this to view your status as a student.

View Holds: Click this to see holds which prevent you from registering online.

Under “Registration”

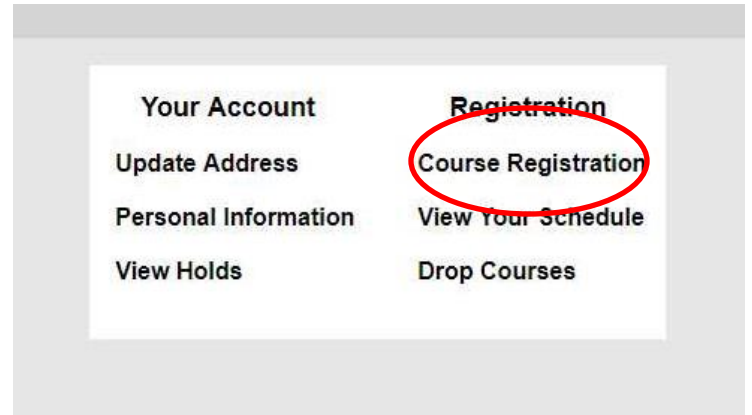
Course Registration: Click here to register for courses.

View Your Schedule: Use this to see what you are registered for, class schedules and locations.

Drop Courses: Use this to drop a course you registered for. Please note, this option will be unavailable after mid-September. In order to drop a class after classes have begun, follow the normal process of notifying the office via the online [Withdrawal Form](#).

To register for classes, ensembles and lessons:

From the Main Menu, click "Course Registration".

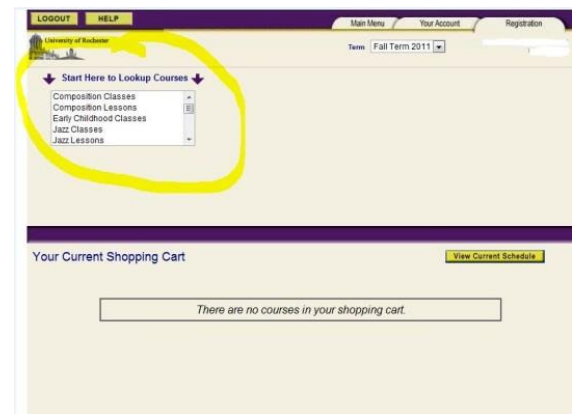


Step One:

You will see a list on the left of the screen labeled "Start Here to Lookup Courses."

Click on the appropriate heading for your desired course.
You may need to scroll down to find the one you want.
This will open a second menu below the first.

Signing up for lessons online will register you for 17 weeks of instruction. Please refer to the FAQ or welcome page for instructions regarding registering for a partial semester



Step Two:

Click the appropriate heading in the second menu and another list will appear on the right of the screen.



Step Three:

From the list on the right of the screen: find the appropriate section or teacher and click the yellow button "Add Now".



Permission Code In some cases, an instructor permission code is required at this point. A note will appear at the bottom of the screen. If you have already obtained the code from the instructor, enter it when prompted and click “Submit Permission Code”. If you do not have a permission code, click “Remove from Cart” and contact the instructor directly for a permission code.

Your course should now appear at the bottom in “Your Current Shopping Cart”. Continue to add courses following the first three steps.

To remove a course (at this point) from the shopping cart, click the box (on the left of the screen) of the appropriate course and then click the yellow button “Remove Selected”.

Step Four:

Once all the desired courses appear in the “shopping cart” click the yellow button “Submit Shopping Cart”.

A pop-up screen will either notify you that you have successfully added the course(s) OR will notify you of an error (see below). Click ‘OK’ and your registration is complete.

CRN	Message
22189	CED 052 successfully added

Errors: After clicking “Submit Shopping Cart” you may see one of several ‘errors’ listed in the above screen.

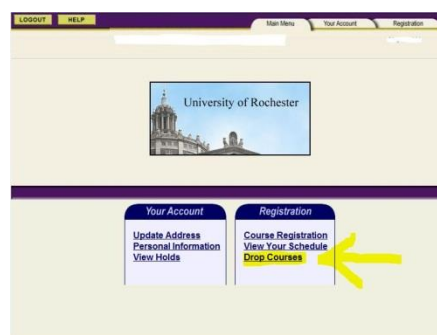
If you have registered for two classes with conflicting times or similar subjects (ex. two theory classes, two JPWs, etc.), only one will be registered. If you have permission from the respective teachers, you can send an email to community@esm.rochester.edu to add the second class.

Changes: You may login/logout any number of times to add, drop or review your courses while the registration window is open, from mid-May until mid-September.

To Drop a Course once you have “Submitted Cart”

Please Note: This option will be unavailable after mid-September. In order to drop a class after classes have begun, follow the normal process via the online [Withdrawal Form](#).

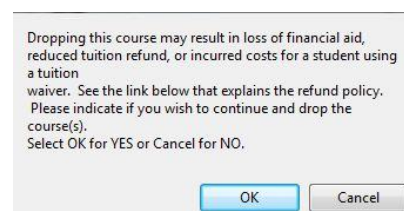
Navigate to the Main Menu (click tab at the top of the screen if you are in registration).
Click “Drop Courses”.



At the bottom of the screen, click the box next to the course(s) you wish to drop. Click the yellow button “Drop Selected Courses”.



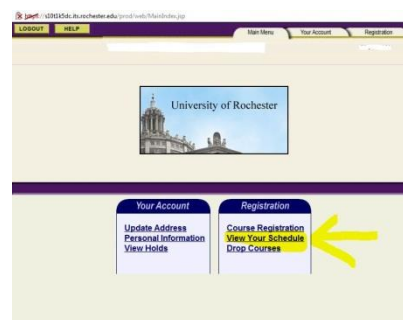
This will open a pop-up window with a statement about loss of financial aid and refund policy. Just click ‘OK’. Within the online registration period, the only charges for dropped courses would be for any private lessons that have already been taught. For more information, see the ECMS refund policy under Registration and Policies from the ECMS home page.



A pop-up window opens telling you the course was successfully dropped. Click ‘OK’.

To see which courses you have registered for

From the Main Menu, click “View Courses”.



You will see a list of the courses you are registered for, and have the options to: print the screen; email the schedule to yourself; look at a weekly schedule with the chosen courses highlighted.



Troubleshooting

Financial Holds: If you have a financial hold on your account, the screen below will appear immediately after the login screen. Although it indicates you should call the University of Rochester Bursar's office, you may also contact the ECMS office at 274-1400 or community@esm.rochester.edu if you have questions about your account balance. Most often, a financial hold simply means that a past due balance on your account is greater than \$25. It is also used for cases where an old balance was written off or when more than one check has been returned for insufficient funds. When you are able to pay your balance, you will then be able to use online registration, during the registration window of mid-May through mid-September.

LOGOUTHELP

Your Account

University of Rochester

Holds and Restrictions

The following holds prevent you from registering at this time. Please contact the appropriate person/office to get each hold resolved:

Description	Contact Office	Phone	Email	Advisor
You have a Bursar Hold. Please call the Bursar's Office at (585) 275-3931 or visit the office on your campus.	OFFICE OF THE BURSAR	585-275-3931	BURSAR@ADMIN.ROCHESTER.EDU	

[View your current course schedule](#)

Ineligible for online registration: The message below will appear if you were not registered for the Spring (current) term. You will be eligible in the next cycle if you maintain continuous school-year enrollment. Please complete the paper registration form to resume your study with ECMS.

The following restrictions prevent you from registering at this time:

- **You are not eligible to register using the on-line system at this time. Please contact your School or College Registrar for assistance.**

If you are otherwise eligible to register online, but we are not currently accepting online registrations, you will be able to look at things under “Your Account” but, when you choose Course Registration, you will get the message below. (Dates in the example are not the real ones.)

Registration Not Available

You are not eligible to register for the selected college and term at this time.

Registration Schedule

Classification:	CE
College:	Eastman Community Music School
Term:	Fall Term 2011
Registration starts:	2011-06-11 at 8:30 AM
Registration ends:	2011-09-14

You may select another college or term, or navigate to a different tab.