

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.



## 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 paper application 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](#) or [Early Childhood Registration Form](#) and return it to the Community Music School office via email, fax, in person or by mail.

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 by [paper application](#).



**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 Enter (it will turn green when the mouse is hovering over it)

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.

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

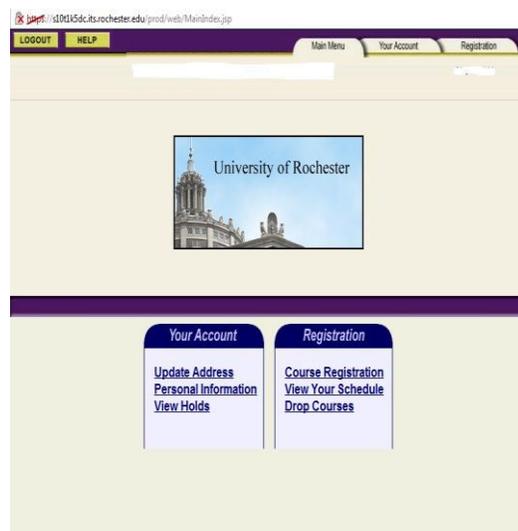
Tabs at the top of the page will also direct you to these options.

### **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](mailto: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.

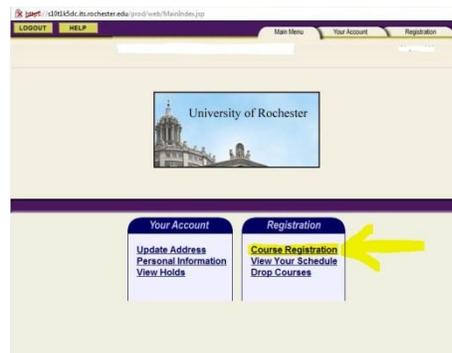


### **Under “Registration”**

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,



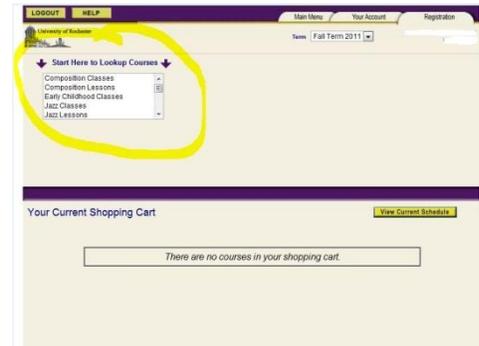
follow the normal process of notifying the office via email or in writing.

**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. Refer to the [Course Finder](#) to determine where the specific course is listed.

**In the [Course Finder](#):**

The first column is the title of the course.

The second column refers to the title in the first subject area menu highlighted in the above picture

The third column refers to the title in the second menu (highlighted below under Step Two)

31	Theory and Conducting Classes		
32	Theory in Motion	Theory Classes	061 Theory: Elementary Grades
33	Introduction to Music Theory	Theory Classes	062 Intro Music Theory
34	Music Theory I	Theory Classes	063 Theory: High School
35	Music Theory II	Theory Classes	063 Theory: High School

Please note: Not all private lessons are straightforward and easy to find in the menus. Refer to the [Course Finder](#) for details on where to find the lesson length and teacher you desire. Also, 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. (Refer to the Course Finder if not readily apparent.)

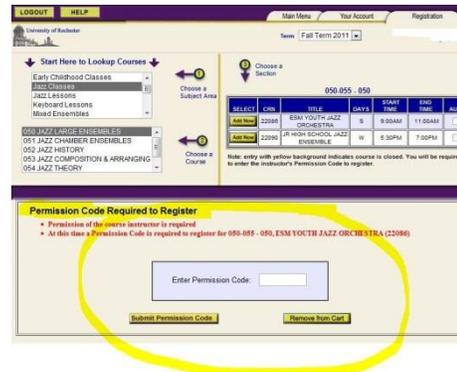


### Step Three:

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.



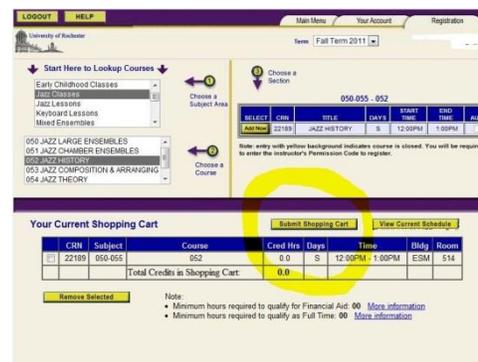
Your course should now appear at the bottom in “Your Current Shopping Cart”. Continue to add courses following the first three steps.



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.



**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, only one will be registered. If you have permission from the respective teachers, an add/drop paper form will be required for the second class.

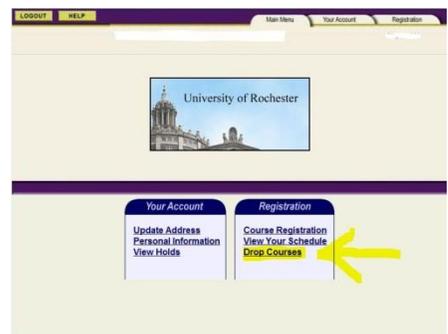
If you have registered for two similar classes (for example, two theory classes, two JPW’s, etc) only one will be registered. Fill out an add/drop paper form for the second class.

**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.

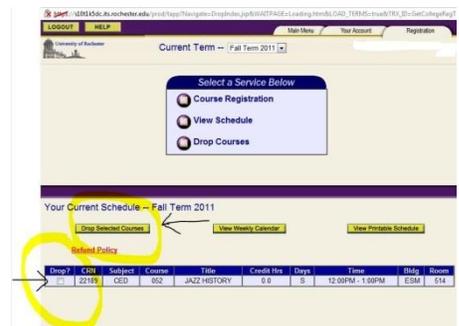
**To Drop a Course once you have “Submitted Cart”**

*Please Note: This option will be unavailable after mid-September. In order to drop a class after classes have begun, follow the normal process of notifying the office via email or in writing.*

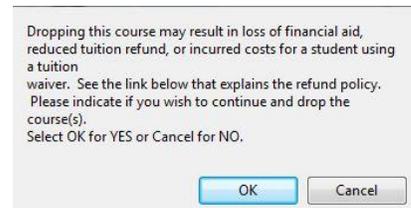
Navigate to the Main Menu (click tab at the top of the screen if you are in registration).  
Click “Drop Courses”.



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”.



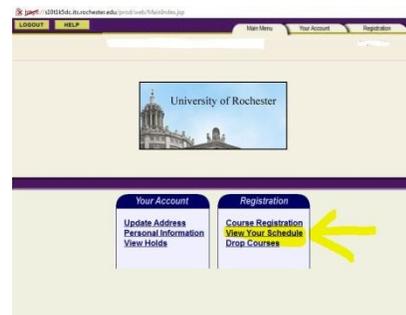
This will open a pop-up window with a statement about loss of financial aid and refund policy. Just click 'OK'. Within the online registration period, the only charges for dropped courses would be for any private lessons that have already been taught. For more information, see the ECMS refund policy 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](mailto: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 \$100. 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.

[LOGOUT](#)   [HELP](#)   Your Account


[Redacted]
[Redacted]

### 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.**