How to use the Endicott C.O.A.S.T. website to Register for SP12 and WI12 for Classes, Add/drop, Check Grades, View your Biographical Information, run the electronic Degree Audit, View you Academic Records, etc.

Web address: http://www.endicott.edu; select EC|CONNECT In upper right corner and the COAST on the left column. At the Welcome Screen click 'for Students'.

The next screen you see, asks for your User Name and Password. (1) Under User Name enter your Student ID from you GULL Card, without leading zeros – **Not Your Name**.. (2) Your initial password is a random alpha-numeric assigned when your record was created in the system. If you do not remember your password, you can contact Information Technology Office (ground floor of College Hall Addition), 978-232-2072 or support@endicott.edu to have it reset.

Please change your password immediately after you log in – see change password in left column.
You will be using this website throughout the semester. It is extremely important to keep your password secure. It is wise to change it frequently.

Take a minute to check out the information at your fingertips and to read the instructions on the screen as you move around.

About Pre-registration/Meeting with your Advisor:

- Check out the colorful posters around campus for dates and times or go to the Academic Calendar for 2011-2012 on the Endicott home page; Academics;Registrar;Academic Calendar.
- Make an appointment with your advisor during the time scheduled for your class. Your class designation (FR, SO, etc.) is based on earned credits to date and not number of years you have attended.
- Look at the Course of Study in COAST or on the Registrar's home page (http://www.endicott.edu/registrar)
- On C.O.A.S.T make sure you have Current Option Settings as follows:

Current Option Settings
Program: UNDG
Session: SP
Year: 2012

- Course of Study continued – Select Course of Study from the options in the left column of C.O.A.S.T. Select UNDG Beverly-DAY. Check the date and time on this report to determine how current the data is. The 'Cap' (limit) and 'Reg' (# enrolled) columns let you know if the section is open or closed.
- **Run your degree audit to help determine which requirements are missing. If you have questions about degree audit, go to Degree Audit Basic on the Registrar's homepage in the lower right.**
- **Spend time making a list of courses you need that fit into a conflict free schedule**.
- Your advisor will have an Endicott College Registration form with a pre-printed label attached. That label that contains all your information plus the 1st Date/1st Time on which you can register for SP12 and WI12 for INT100 or INT200.
- The 1st Date/Time are very significant, see About Registration information below.
- Make sure your advisor goes to C.O.A.S.T. to set the 'Registration Clearance' flag for you for SP12, and for WI12 if you will be doing INT100 or INT200 over the summer.

About Registration:

- The 1st Date/1st Time are the first date and time you can register for courses. You can register after this date and time but not before. If you miss your 1st Date/Time you lose your advantage over students who have fewer earned credits than you – Seniors register first, Juniors second and on down to first-time freshmen.

- Prior to your 1st Date/1st Time, log on to COAST and move around to get comfortable. Go to the Biographical screen and find the HOLDS tab just below the header on the screen. If you have a HOLD, take care of it prior to your 1st Date/1st Time.
- On your 1st Date/1st Time, log on to C.O.A.S.T and click Registration. Make sure the 'current options' are set for the correct term and year (UNDG/SP/2012).
- Some of our courses have a two character course prefix (SM) and some have a three character course prefix (PSY). If you are adding a two character course prefix, leave a blank space between the prefix and the course number (AT 100). If you are adding a three character course prefix, there is no space between the prefix and the course number (PSY100).
- Pre-requisites and Co-requisites are important. Pay attention to the messages in the Course of Study and to messages that pop-up while you are registering for courses.
- If you must register for INT100 or INT200, change the 'current options' to WI12 and do the 'add' for the **section assigned to your major**. Go to the Registrar's home page (http://www.endicott.edu/registrar) to find the Internship Sections listing.

If you have questions about navigation or registration on C.O.A.S.T, your classmates and roommates will be a great resource. The Registrar's Office (located in College Hall Addition) is open from 9:00 to 5:00 Monday through Friday. We are happy to assist you - call 978-232-2064.

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