# High School Student Enrollment in ExplorEC

## Create an account

The enrollment process must be initiated by the student. This portal will be used for all students wishing to take classes at any of Maine’s Public Universities. Students must create a new account in the ExplorEC portal the first time applying for courses through this new system (even if a student has previously enrolled in a University course).

You will need your parent/guardian’s email address to submit an application:

Log in at:

<https://explorec.maine.edu/>

Select “Set up a new account”.

Account Set up screenshot

At the top of the webpage on the left is the logo for ExplorEC: Early College at Maine's Public Universities. To the right of that are logos for the University of Maine, The University of Maine at Augusta, the University of Maine at Farmington, The University of Maine at Fort Kent, The University of Maine at Machias, The Universitiy of Maine at Presque Isle, and the University of Southern Maine. 
Underneither all these logos are tabs for Home, Student, Guidance Counselor or Administrator, and EC Asministrator. Under that here is note that says "Welcome HIgh School Students. Thank you for choosing Early College. We have a variety of opportunities for Maine's students to earn high school and college credit. Login or create a new account to register for classes." Under that on the left side is a box which says "if you have an ExplorEC account, login below", with a space to enter Email and Password. Right from that box says "If this is your first time registering for classes, please set up a new account below", under which is a button labed "Set up a new account." 

## Enter demographic details.

Complete the form by entering your demographic details. You will only have to enter this information once. Once your account is created you can use your email address and password to log into the system. Please enter your information carefully, it will be used to generate a permanent college transcript.

Demographic Details screenshot

A note on the left says "Please complete this form to start your registration." Underneath is First Name, Last Name, Middle Initial, and Preferred name with blank boxes for students to enter their information. On the right are notes "Already completed the form?" with a like to Please Login and "Need to add more classes" with a link to Please Login.

Please note that you must enter a personal email address, not the address assigned by your high school.

## Select your high school from the drop down menu. Do not write in the name of your high school unless your school is not listed.

Select your high school screenshot

There is a box for students to select their high school. Under that there is a box to check if the high school is not on the list. Under that there is a blank box to enter the name of the high school. 

## Parent Information

You will need the email address of a parent or guardian and mailing address.

Parent Information screenshot

On the left are the fields that the student needs to enter into the blank boxes on the right. These fields include Parent/Guardian First Name, Parent/Guardian Last Name, Parent Email, Mailing Address, City, State (Maine), and Zip Code. Students can check the box if their home and mailing address are different. 

## Submit form to continue.

Submit form screenshot

There is a button that says Submit form and Continue. There is a button that says Cancel. Underneath is a note You will apply for classes on the next page. 

## Course Search

Search for the course you would like to enroll in. There are multiple dropdown menus to narrow down your search.

If you are taking a class located at your high school, and taught by your high school teacher (concurrent enrollment), click the tab “EC Class(es) in your High School”. If you are taking a class at a regional technical center, you may not see the classes. In this case, you will need the course number. You can enter the course number in the Search for Class(es) screen.

Apply for class(es) screenshot

The top says "Apply for class(es)". Under that there is the note that reads "Students may earn up to 6 tuition free credits per semester for a total of 12 per academic year at all public institutions. (Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.)"
Under that there are three tabs. On the left is a tab labled "Search for Class(es)," in the middle is a tab labeled "(EC Class(es) at your HIgh School," on the right is a tab labled "Class Application(s)." 
Underneath is a note giving the locoation of this form in the site: "Update this in Settings" to "Registrations" to "Parent/Student Registration". 
Inder that on the left is a dropdown for Select Campus with Any Campus as the default. On the right is Select Term with Spring 2019 as the default. Underneath these to the left is Select Location with All as the default. In the middle is Select Program/Subject. to the right is Select Start Time(s) with Show All as the default. Underneath is If you know the exact Class Number please enter it below with Ex.12345 as the default. Underneath is a button to Submit form and Search For Class(es)

You can also use keywords to search for a particular course.

Select Program or Subject screenshot

In the box is the word English. Underneath is a box for Select all, undeath tat is a box for English Composition one. 

The search will return the results of the class sections available for you register. Please select ALL the classes you wish to apply for and click 'Apply for Classes'.

## Prerequisites

Look carefully at the prerequisites listed for courses you are applying for. Prerequisites are requirements that must be met before a student can enroll in a specific course. If you apply for a course, but have not met the prerequisite, your application will be returned to you and you will be asked to select a different course.

## Class Applications

The courses you have applied for will appear below.

Class Application(s) screenshot

There are three tabs at the top: Search for Class(es), EC Class(es) in your High School, and Class Applications. The Tab Class Applications is highlighted as selceted. Underneath is the message Below are the class sections you have applied to register. Underneath are the colulmns Term, Course, Faculty, Schedule, and Status.

FERPA Release form (Student Consent to Release Information)

You will see the message: Your selected course(s) have been added. If you are done adding classes please review and complete the FERPA release form. Click “review and complete the FERPA” to move to the next step. Read and complete the FERPA form. This form is optional for students 16 and older, but is strongly encouraged.

As an Early College Student, you are included in the University’s FERPA (the Family Educational Rights and Privacy Act) policy. Your education records will be kept confidential and will only be shared with your permission or under provisions of the law. You are encouraged to enter the name of parent(s) or guardian(s) that you wish to grant permission to access your education records (including course grades and payment information). You must also assign a 4 digit PIN (personal identification number) to each person and share that number with them. When your parent or guardian calls the EC Administrator, they will need to provide their PIN for verification purposes.

## Student Agreement

Read and sign the Student Agreement. Please note that each University may have some differences in course fees and costs for credits when students enroll in more than 6 classes per semester. Students should visit the website at their University for specific policies and fees.

Sign Below screenshot

There is a large box for a signature with a Clear buton to the right. Underneath is a button to Submit Agreement Form. 

## Parent Consent

Request and submit parent/guardian consent to enroll in the course(s) you have applied for. The parent will receive an email and link to sign the consent form. Note if your parent/guardian is with you when you apply, click on Sign Parent Consent Form. When a parent/guardian signs the consent form from the student portal, ExplorEC will send the parent/guardian an email confirmation.

## Dashboard

The dashboard will keep track of your progress as each step in the application is completed. If you need to change any of your contact or other information, select “My Profile”.

Dashboard screenshot

The ExplorEC Logo is at the top. There are several boxes stacked in a row. From top to bottom they are Dashboard, My classes with the number one to the right, FERPA form with a checkmark to the right, Student Agreement with a checkmark to the right, Parent or Guardian Consent with a checkmark to the right, My Profile, and Logout. 

## Future Logins

The next time you visit the ExplorEC portal, you can login using your email address and password.

## Next Steps

Your high school guidance counselor or administrator will review and approve your application. Then, an Early College Administrator at your campus will process your application and will send you an email confirmation when you have been enrolled for the course or if you need to select a different course. Incomplete applications will not be processed.

## Troubleshooting

If you have issues with ExplorEC, please contact the EC Administrator at the campus you are enrolling in.

<https://academics.maine.edu/early-college/early-college-contact-us/>