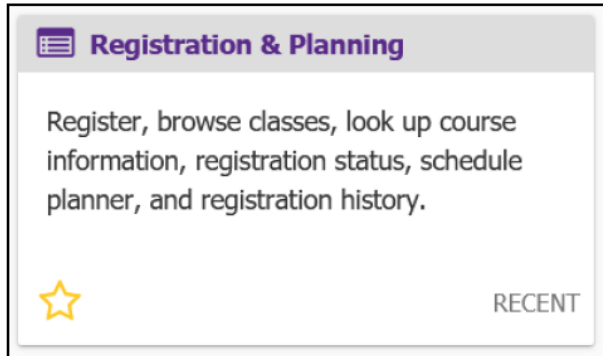


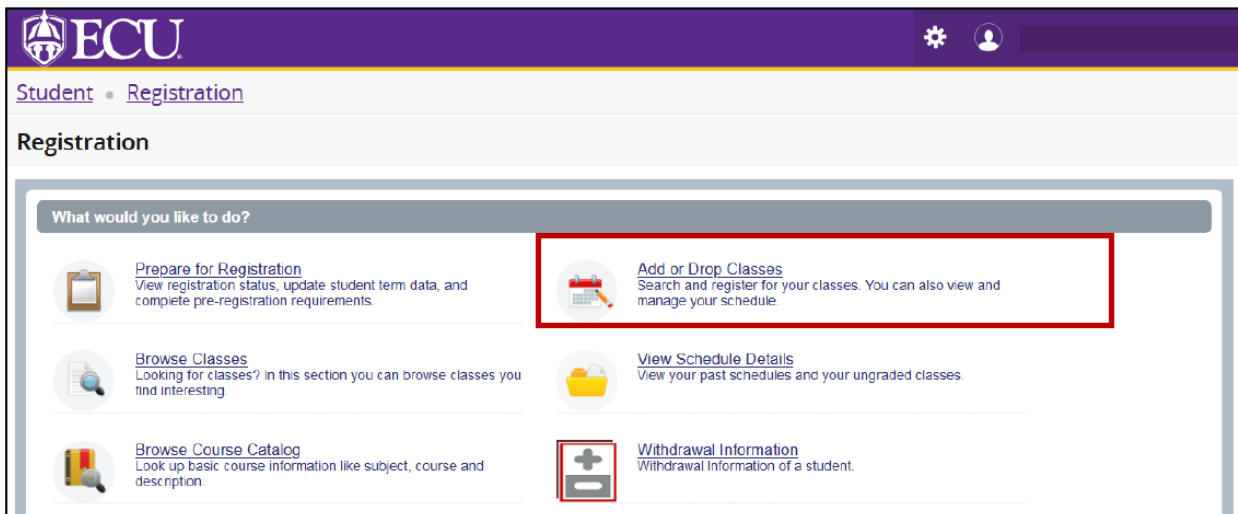
How to Register for Classes

Currently enrolled students must log in to Pirate Port to register for courses. Contact your advisor prior to registration to schedule an advising appointment. [View the Registration Schedule](#).

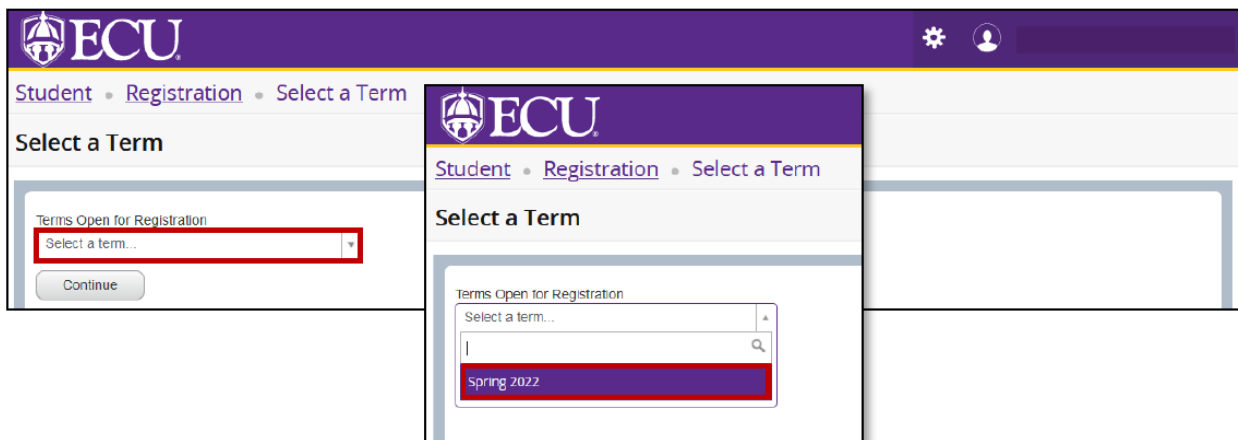
1. Log into [Pirate Port](#).
2. Click on the Registration & Planning Card



3. Click on the Add or Drop Classes link.



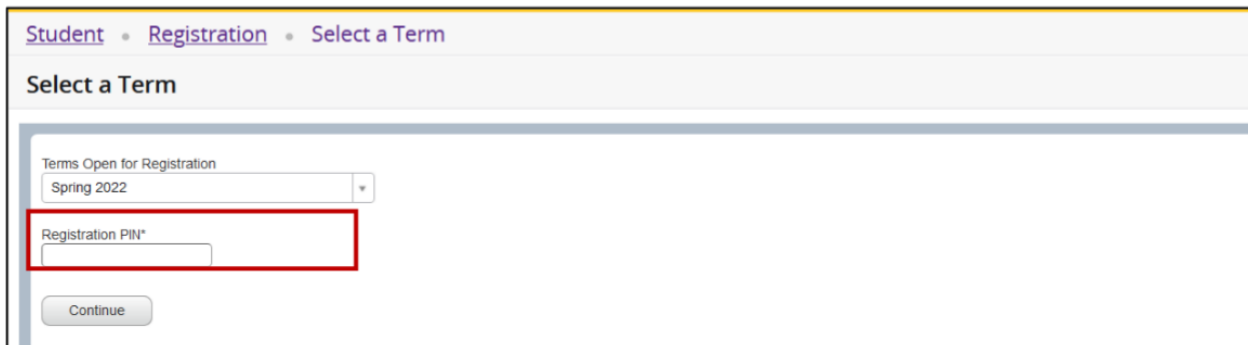
4. Select Registration Term from the Terms Open for Registration pull down menu.



5. **Undergraduate Students:** Enter your Registration PIN and click the Continue button.

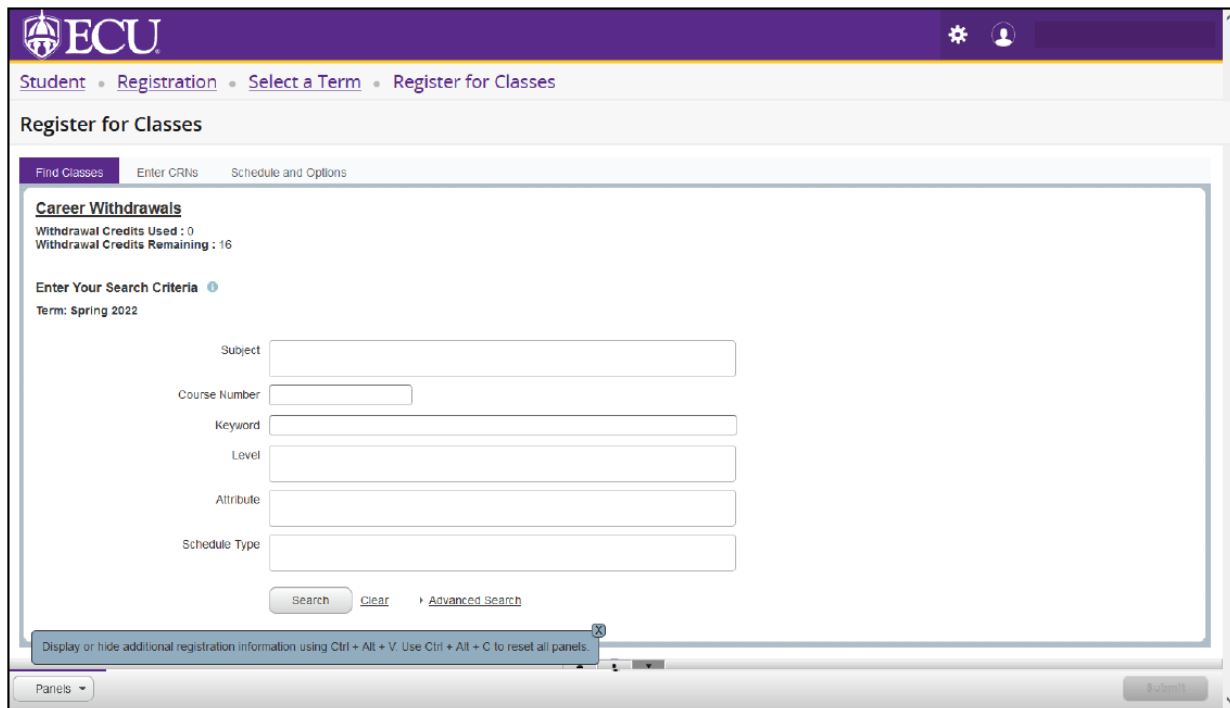
Please contact your advisor for your Registration PIN.

Graduate Students: Click the Continue button (PIN not needed).



If it is not your scheduled time to register you will get the error message “Time tickets prevent registration at this time”. Your scheduled time to register depends on your total earned hours. Total earned hours can be viewed in Prepare for Registration, your student profile or on your Degree Works audit. Review the registration schedule located <https://registrar.ecu.edu/registration-schedule/> to determine your time for registration.

6. The default window for adding a class (when no classes have been added) is the Find Classes window.



7. Use the Find Classes tab or the Enter CRNs tab to add a class to your registration summary

The screenshot shows the ECU Register for Classes page. At the top, there is a purple header with the ECU logo and navigation icons. Below the header, a breadcrumb trail reads "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Underneath, there are three tabs: "Find Classes" (which is active), "Enter CRNs", and "Schedule and Options". The "Find Classes" tab contains a section for "Career Withdrawals" with "Withdrawal Credits Used : 0" and "Withdrawal Credits Remaining : 16". Below this is a section titled "Enter Your Search Criteria" with a sub-heading "Term: Spring 2022". There are three input fields: "Subject", "Course Number", and "Keyword", all of which are currently empty.

a. Using the Find Classes tab:

i. Enter search criteria in the Basic or Advanced Search and click Search.

When searching for online classes, **the Delivery method is usually "Online Asynchronous."**

This screenshot shows the same "Register for Classes" page, but with search criteria entered. The "Subject" field contains "Biology" and "Chemistry". The "Level" field contains "Undergraduate". The "Attribute" field contains "Science Requirement". The "Delivery Methods" field contains "Online Asynchronous". At the bottom of the search criteria section, there are three buttons: "Search", "Clear", and "Advanced Search".

IMPORTANT NOTICE: While most online classes are asynchronous and do not have specific meeting times, some online courses do meet in real-time and have times listed -- "Online Synchronous". Be sure to choose online course sections without meeting times* if you are unable to log in on those days or times.

*Some online programs meet regularly, search for synchronous sections if asynchronous shows no results.

ii. Click Add to add a class.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : 0
Withdrawal Credits Remaining : 16

Search Results — 169 Classes
Term: Spring 2022 | Subject: Biology, Chemistry | Level: Undergraduate | Attribute: Science Requirement | Instructional Method: Face to Face

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
General Biology Lecture	Biology	1050	001	3	30002	Spr...	Burnett, Anne E (...)	S M T W T F S - Type: Regular Instr...	Mai...	242 of 242 ...	Science Requirement		Add
General Biology Lecture	Biology	1050	002	3	30003	Spr...	Burnett, Anne E (...)	S M T W T F S - Type: Regular Instr...	Mai...	252 of 252 ...	Science Requirement		Add
General Biology Lecture	Biology	1050	003	3	30004	Spr...	Moore, Christoph...	S M T W T F S - Type: Regular Instr...	Mai...	160 of 100 ...	Science Requirement		Add
General Biology Labor Lab	Biology	1051	001	1	30008	Spr...		S M T W T F S 02:00 PM - 04:50 PM	Mai...	48 of 48 se...	Science Requirement Science Lab Requirement		Add
General Biology Labor Lab	Biology	1051	002	1	30009	Spr...		S M T W T F S 02:00 PM - 04:50 PM	Mai...	48 of 48 se...	Science Requirement Science Lab Requirement		Add

b. Using the Enter CRNs tab:

i. Enter a CRN in the CRN field.

Register for Classes

Find Classes | **Enter CRNs** | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : 0
Withdrawal Credits Remaining : 16

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2022

CRN Financial Management FINA3724, 001

+ Add Another CRN | Add to Summary

ii. Add additional CRNs.

iii. Click Add to Summary button.

Register for Classes

Find Classes | **Enter CRNs** | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : 0
Withdrawal Credits Remaining : 16

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2022

CRN Financial Management FINA3724, 001

CRN

+ Add Another CRN | **Add to Summary**

8. When a class is added (either by Find Classes tab or Enter CRN tab) the Schedule and Summary screens are displayed showing the **pending registration** and the tentative week-at-a-glance schedule.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, there is a section for 'Career Withdrawals' and a form to 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Spring 2022'. The main area is split into two panels: 'Schedule' and 'Summary'. The 'Schedule' panel shows a week-at-a-glance view for 'Class Schedule for Spring 2022'. A red box highlights the 8am slot on Monday, Tuesday, and Wednesday, which are filled with 'Financial Management' classes. The 'Summary' panel shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row shows 'Financial Management' with details 'FINA 3724, 0...', 3 hours, CRN 32082, and a status of 'Pending'. A red box highlights the 'Pending' status. At the bottom right, there is a 'Submit' button.

9. To register for classes, click the submit button located in the bottom right-hand corner of the window.

This screenshot is similar to the previous one, but the 'Submit' button in the bottom right corner of the 'Summary' panel is highlighted with a red box. The 'Summary' table still shows the 'Financial Management' class with a 'Pending' status.

10. A successful notification (in green) is displayed in the top right-hand corner of the screen if the registration was successful, and the week-at-a-glance schedule and summary screens are updated to show the successful registration.

This screenshot shows the 'Register for Classes' interface after a successful registration. A green notification box in the top right corner says 'Save Successful'. The 'Summary' table now shows the 'Financial Management' class with a status of 'Registered'. The 'Class Schedule' panel shows the 8am slot on Monday, Tuesday, and Wednesday, which are now filled with green boxes containing 'Financial Management', indicating a successful registration. A red box highlights the 'Registered' status in the summary table.

11. If there were any registration errors (pre-requisite, co-requisite, time conflicts, other restrictions), the class with the error will not be added to the Schedule window, will be highlighted in red in the summary window and an error notification (in red) of the registration restriction will be displayed in the upper right-hand corner of the screen.

NOTE: [Please review the registration add error page to see why you are getting the error.](#)

The screenshot shows the ECU registration interface. At the top, the user is identified as Anderson, Jordan Patricia. The navigation path is Student > Registration > Select a Term > Register for Classes. A green notification bar indicates 'Save Successful'. Three red error messages are displayed in the upper right corner:

- BIOL 2140 CRN 30111: Pre-requisite/Co-requisite OR Test Score error
- BIOL 2140 CRN 30111: BIOL 2141 must be taken with BIOL 2140.
- BIOL 2140 CRN 30111: CHEM 1120 OR 1150 must be taken before BIOL 2140.

The 'Register for Classes' section includes 'Career Withdrawals' (0 used, 16 remaining) and a form to 'Enter Course Reference Numbers (CRNs) to Register' for the Spring 2022 term. Below this is a 'Class Schedule for Spring 2022' grid and a 'Summary' table.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Human Physiology and ...	BIOL 2140. 6...	3	30111	Lecture	Errors Preventing	Remove
Financial Management	FINA 3724. 001	3	32082	Lecture	Registered	None

12. To remove the class with the registration error, click the submit button in the bottom right-hand corner of the screen.

This screenshot is identical to the previous one, showing the registration interface with the error messages and the 'Summary' table. The 'Submit' button in the bottom right corner of the interface is highlighted with a red box, indicating the next step in the process.