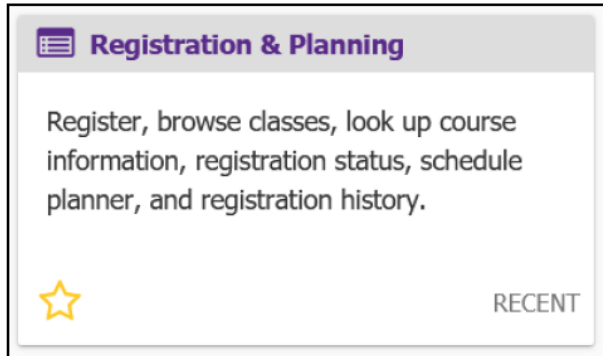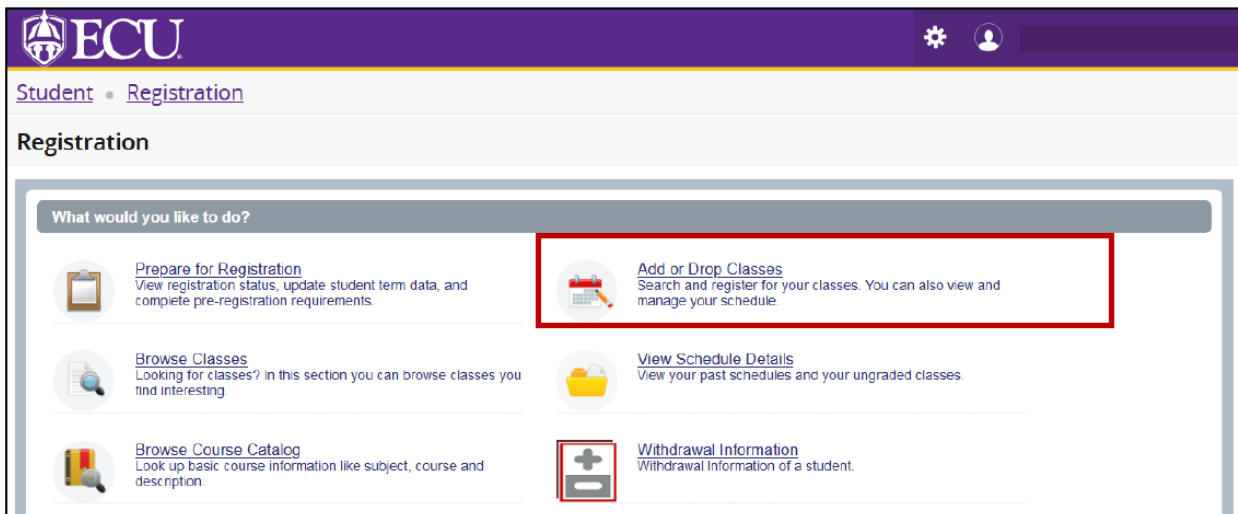# How to Register for Classes

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](#).
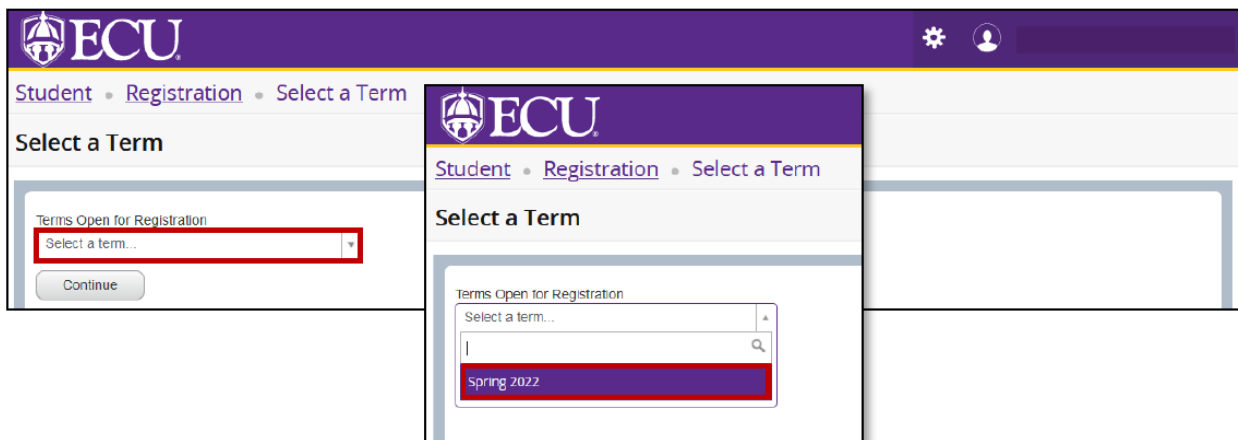
1. Log into [Pirate Port](#).

2. Click on the Registration & Planning Card
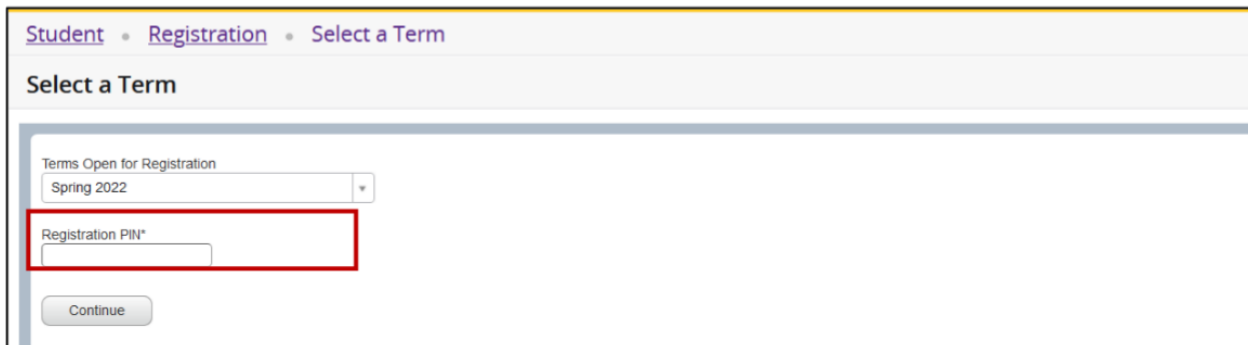

3. Click on the Add or Drop Classes link.

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

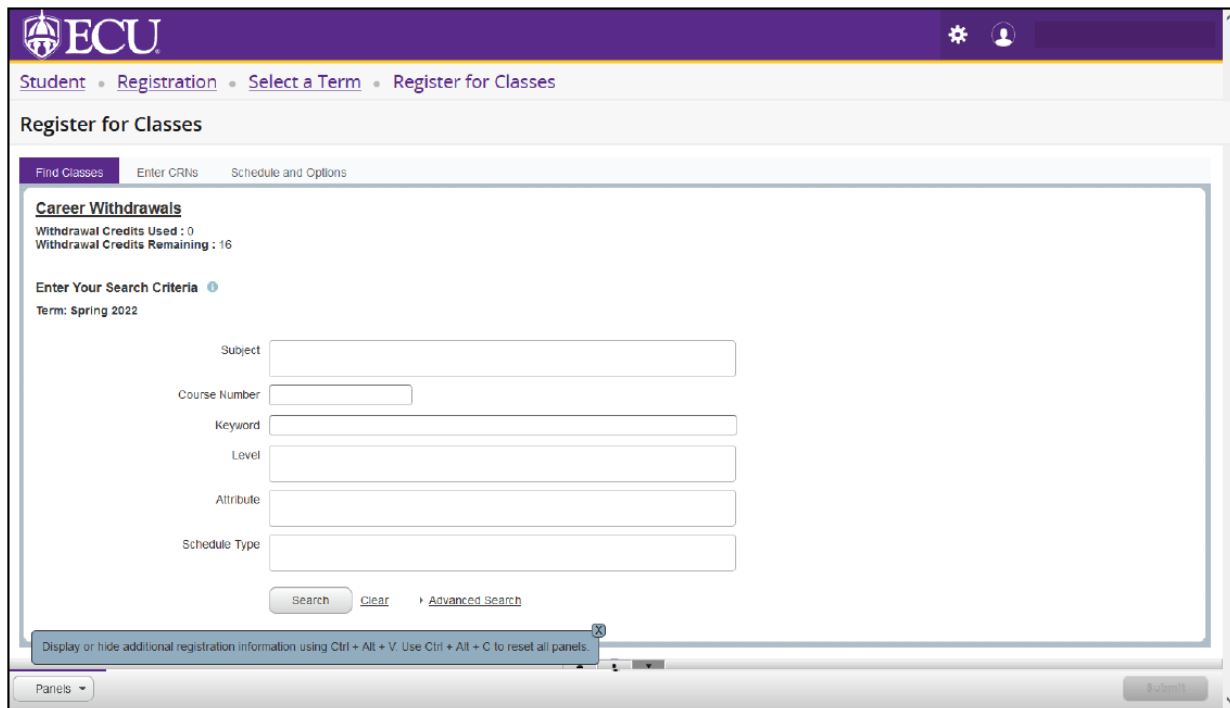5. **Undergraduate Students**: Enter your Registration PIN and click the Continue button. Please contact your advisor for your Registration PIN.
Graduate Students: Click the Continue button (PIN not needed).

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

     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."**

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.

b. Using the Enter CRNs tab:

    i. Enter a CRN in the CRN field.

ii. Add additional CRNs.

iii. Click Add to Summary button.

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.

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

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.

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.

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