How to Register for Classes

Currently enrolled students may use Banner Self Service through 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

![Registration & Planning](Image)

3. Click on the Add or Drop Classes link.

![Add or Drop Classes](Image)

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

![Select a Term](Image)
5. **Undergraduate Students**: Enter your Registration PIN (Alternate 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 at 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.

![Find Classes Tab](image.png)

- **a. The Find Classes tab:**
  - i. Enter search criteria in the Basic or Advanced Search and click Search.

![Find Classes Tab](image.png)

When searching for online classes, the instructional method is **“Internet or World Wide Web.”**
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. Be sure to choose online course sections without meeting times if you are unable to log in on those days or times.

ii. Click Add to add a class.

b. 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 or Enter CRN or 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 contact your advisor if you get a registration error.

View the list of registration add errors

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