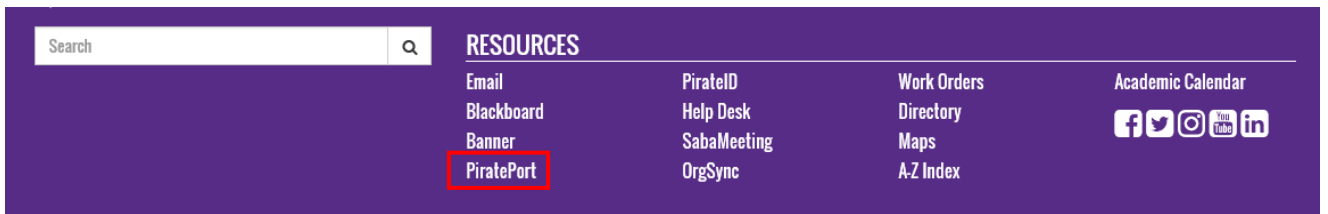


How to Add a Course

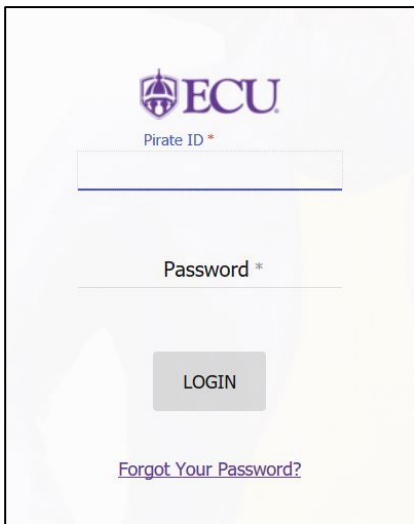
1. Go to the ECU Home page <http://www.ecu.edu>.
2. Click on the Hamburger icon at the top of the page.



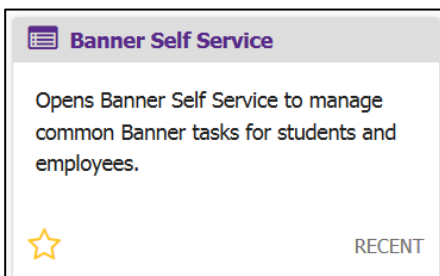
3. Select the PiratePort link.



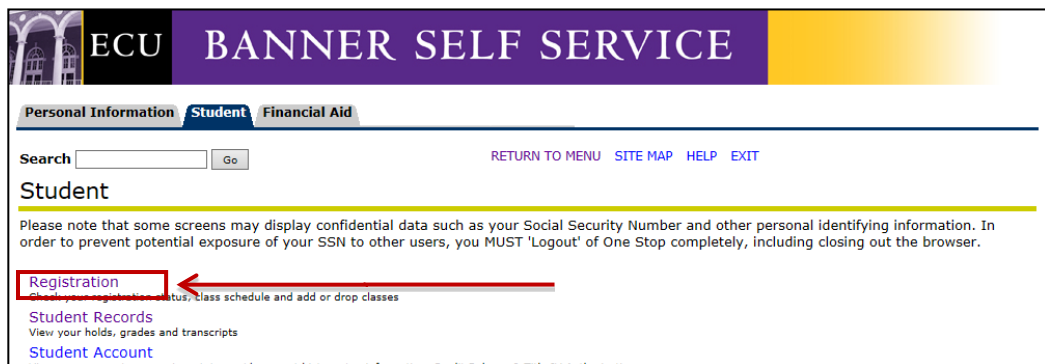
4. **Log into Pirate Port** with your Pirate ID and Passphrase.



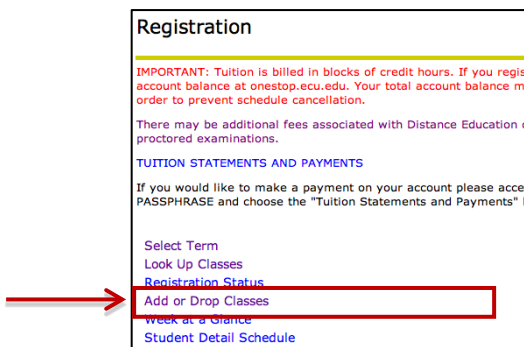
5. **Click on the Banner Self Service** card.



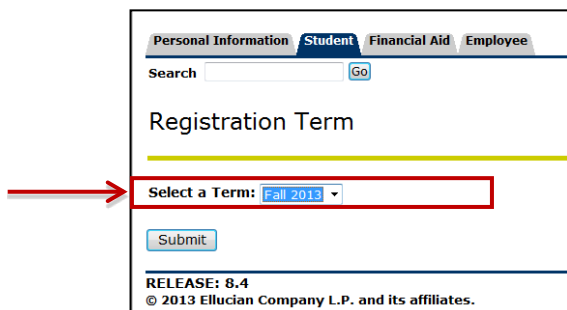
6. Click on the **Registration** link on the Student Tab.



7. Click on the **Add or Drop Classes** link.

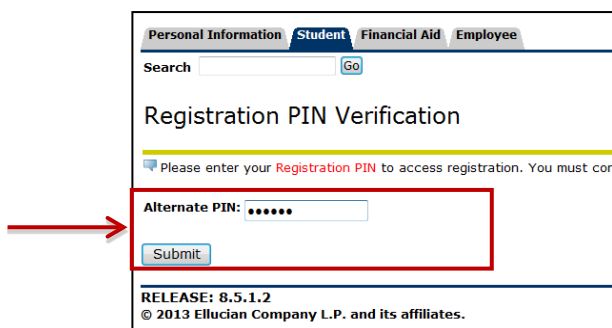


8. Select **Registration Term** from the Select a Term pull down menu.



9. Enter your **Registration PIN** number from your advisor and click the **Submit** button.

Undergraduates: Please contact your advisor for your registration PIN.
Graduate and Non Degree Students: do not need a Registration PIN number



10. Click on the **Class Search** button to search for a class.

Web Registered on May 09,2013 None 80559 BIOL 1051 006 Undergraduate 1.000 Standard Let Grade

Total Credit Hours: 15.000
Billing Hours: 15.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jul 30,2013 12:28 pm

Add Classes Worksheet

CRNs

Submit Change Class Search Reset

[View Holds | Change Class Options | Registration Fee Assessment]

RELEASE: 8.5.1.2

11. Search for a Class:

- Search by Subject by clicking on the Course Subject and then clicking the Course Search button to see all courses available in that subject.
- Search by Advanced Search for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.

Look Up Classes

Use the selection options to search the class schedule select at least one Subject. Select Class Search when

Subject: Occupational Therapy
Operations Management
Pharmacology
Philosophy
Physical Therapy
Physician Assistant Studies
Physics
Physiology
Planning
Political Science

Course Search Advanced Search

[Week at a Glance]

12. If you are using Course Search, a list of specific courses under that subject will be listed. **Click on the View Sections button** next to the course to view the course details and to register for a specific section.

Look Up Classes

Fall 2013

Political Science

1010	National Government	View Sections
1050	Politics and Global Understanding	View Sections
2010	Intro Compar Govt and Politics	View Sections
2020	Intro to Internat'l Relations	View Sections

13. Select the section you want by checking the box next to that section.

NOTE: If a "C" appears, this section is closed. Please review the tutorial "Course Wait Lists" for more information on how to be wait listed for a course.

Look Up Classes Fall 2013
Jul 30, 2013 12:50 pm

Sections Found
Political Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Att
										Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	82114	POLS	2020	001	008	3.000	Introduction to International Relations	MWF	01:00 pm-01:50 pm	48	48	0	0	0	0	Nancy L Spalding (P)	08/20-12/13	BREWD 00106	Soc Sci
<input checked="" type="checkbox"/>	82152	POLS	2020	002	008	3.000	Introduction to International Relations	TR	12:30 pm-01:45 pm	48	44	4	0	0	0	Armin Kachean (P)	08/20-12/13	BREWD 00106	Soc Sci

Register Add to Worksheet New Search

14. After checking the appropriate section, scroll to the bottom and click on the Register button.

Personal Information Student Financial Aid Employee

Search Go RETURN TO MENU SITE MAP HELP

Look Up Classes

Sections Found
Political Science

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Att
										Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	82114	POLS	2020	001	008	3.000	Introduction to International Relations	MWF	01:00 pm-01:50 pm	48	48	0	0	0	0				
<input checked="" type="checkbox"/>	82152	POLS	2020	002	008	3.000	Introduction to International Relations	TR	12:30 pm-01:45 pm	48	44	4	0	0	0				

Register Add to Worksheet New Search

15. You will be taken back to your schedule to view it with the new class added.

16. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added.

NOTE: Please contact your advisor if you receive a registration error.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Repeat count exceeds 0	82152	POLS	2020	002	Undergraduate	3.000	Standard Letter Grade		Introduction to International Relations
Field of Study Restriction - Major	83180	ACCT	3551	001	Undergraduate	3.000	Standard Letter Grade		Intermediate Accounting I
Time conflict with CRN 82138	85708	ART	1025	002	Undergraduate	3.000	Standard Letter Grade		Digital Design

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset