How to Use Registration Wait lists

HOW DO WAITLISTS WORK?

- Students who attempt to register for a class that is full or 'Closed' may put themselves on a waiting list.
- The wait list queue works on a **first-come, first-served basis**.
- When a seat becomes available, an email will be sent to the student at the top of the waiting list via their ECU email.
- The student will have up to 24 hours from the delivery of the email to add the class.
- All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

REGISTER FOR CLASSES

1. Go to PiratePort https://pirateport.ecu.edu/

2. Log in by clicking the purple button.
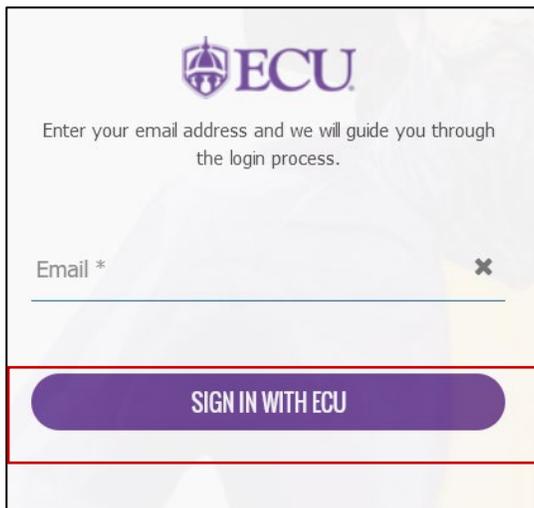
3. **Click** on the **Student Self Service** card.
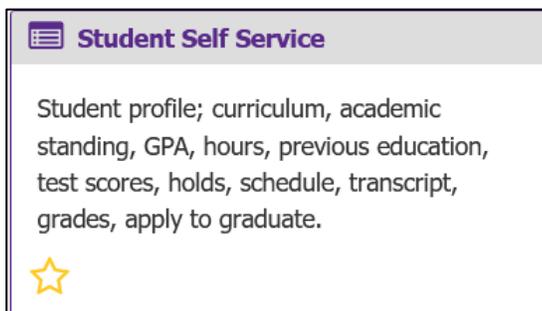
4. Click on Link to "Banner Self Service for Registration and Course Catalog" link.

5. Click on the Student tab.

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.
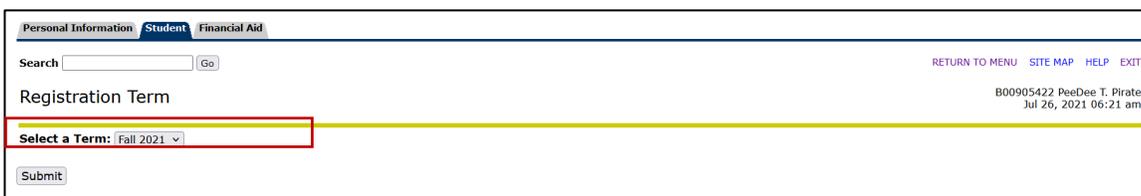
9. Enter the Registration PIN and click the Submit button.
UNDERGRADUATES: Please contact your advisor for your Registration PIN.
GRADUATES: graduate students do not need a pin to register.

*Refer to the How to Register for Classes tutorial for additional help with registering for classes

WAIT LISTING A CLASS

1. To find a class, **enter** the course CRN number and **click** the Submit Changes button OR do a Class Search in the Add Classes Worksheet.

2. If a course is full or "Closed", you will receive a Registration Add Error including the class status and the total number of students on the waitlist. In this example it is 4.

3. To add yourself to the wait list, **select Wait List** from the Action pull down menu.

4. Click the **Submit Changes** button to be added to the course waitlist.

5. The course will be added to your current schedule as a wait listed class.

You will be **NOTIFIED BY EMAIL** when a spot in the course has opened.

You will have **up to 24 HOURS** from the time the email was sent to you **TO REGISTER FOR THE COURSE. PLEASE READ YOUR EMAIL CAREFULLY TO MAKE SURE YOU REGISTER IN THE ALOTTED TIME FRAME**. If you do not register for the course within that time frame an email will be sent to the next person on the waiting list.

REGISTERING FOR A WAIT LISTED COURSE ONCE YOU HAVE BEEN NOTIFIED BY EMAIL.

1. Access your course registration form from Banner Self Service.

2. **Select **Web Registered**** from the Action pull down menu.

3. Click the **Submit Changes** button.

REMOVING YOURSELF FROM A COURSE WAIT LIST

1. Access your course registration form from Banner Self Service.

2. **Select **Web Dropped**** from the Action pull down menu

3. Click the **Submit Changes** button.