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.

![Image of Student Self Service]

5. Click on the Student tab.

![Image of Personal Information tab]

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

![Image of Student Registration]

7. Click on the Add or Drop Classes link.

![Image of Registration Term]

8. Select Registration Term from the Select a Term pull down menu.
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 waitlist, 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 ALLOTTED 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.

**REGISTRATION 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.