How to Add a Course

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

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.

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.

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

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.