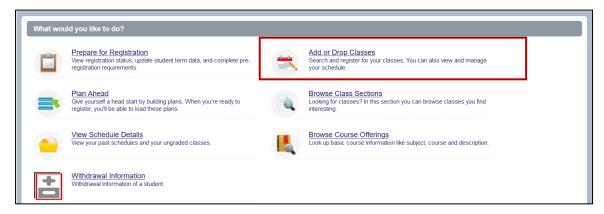


How to Register for Classes

- 1. Log into Pirate Port.
- 2. Click on the Registration & Planning Card.



3. Click on the Add or Drop Classes link.



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

ECU		* 👤
Student • Registration • Select a Term	⊕ECU	
Select a Term	Student • Registration • Select a Term	
Terms Open for Registration Select a term	Select a Term	

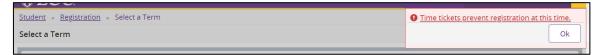
5. **Undergraduate Students:** Enter your Registration PIN and click the Continue button. Please contact your advisor for your Registration PIN.

Graduate Students: Click the Continue button.

Student • Registration • Select a Term
Select a Term
Terms Open for Registration Spring 2022 Registration PIN*
Continue

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.

BECU		* 💿
Student • Registration • Se	lect a Term • Register for Classes	
Register for Classes		
Find Classes Enter CRNs Schedu	lle and Options	
Career Withdrawals Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16		
Enter Your Search Criteria 0 Term: Spring 2022		
Subject		
Course Number		
Keyword		
Level		
Attribute		
Schedule Type		
	Search Clear > Advanced Search	
Display or hide additional registration inform	ation using Ctrl + Alt + V. Use Ctrl + Alt + C to reset all panels.	
Panels -		Submit

7. Use Find Classes tab or Enter CRNs tab to add a class to your registration summary.

₩ ECU	*
Student Registration Select a Term Register for Classes	
Register for Classes	
Find Classes Enter CRNs Schedule and Options	
Career Withdrawals Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16	^
Enter Your Search Criteria 0	
Term: Spring 2022	
Subject	
Course Number	
Keyword	~

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

Register for Classes	
Find Classes Enter CRNs Schedu	Ile and Options
Career Withdrawals Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16	
Enter Your Search Criteria 0	
Term: Spring 2022	
Subject	★ Biology ★ Chemistry
Course Number	
Keyword	
Level	× Undergraduate
Attribute	× Science Requirement
Instructional Methods	× Face to Face
	Search Clear + Advanced Search

ii. Click Add to add a class.

Register for Cla	ass	es													
Find Classes Ente	r CF	Ns Sche	dule and C	ptions											
Career Withdraw	als														
Withdrawal Credits Us Withdrawal Credits Re															
Search Results — 10 Term: Spring 2022 S			nemistry	LevelLe	vel: Unde	rgraduate	Attribu	teAttribute: Science Re	equirement Instructional MethodsInstr	uctional I	Methods: Face to	Face	(Search	Again
Title	0	Subject Dešcr	Course I	Sectiôn	Hours	CRN [©]	Term [©]	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add	\$.
General Biology Lecture		Biology	1050	001	3	30002	Spri	Bunnell. Anne E (SHTWTFS - Type: Regular Instr	Mai	242 of 242	Science Requirement		Add)
General Biology Lecture		Biology	1050	002	3	30003	Spri	Bunnell. Anne E (SHTWTFS - Type: Regular Instru	Mai	252 of 252	Science Requirement		Add)
General Biology Lecture		Biology	1050	003	3	30004	Spri	Moore. Christoph	SMTWTFS - Type: Regular Instr	Mai	150 of 150	Science Requirement		Add)
General Biology Labor Lab		Biology	1051	001	1	30008	Spri		S H W T F S 02:00 PM - 04:50 PM	Mal	48 of 48 se	Science Requirement Science Lab Requirement		Add)
General Biology Labor Lab		Biology	1051	002	1	30009	Spri		S M T W T F S 02:00 PM - 04:50 PM	Mai	48 of 48 se	Science Requirement Science Lab Requirement		Add)

- b. Enter CRNs tab:
 - i. Enter a CRN in the CRN field.

Register for Classes	
Find Classes Enter CRNs Schedule and Options	
Career Withdrawals	
Withdrawal Credits Used : 0 Withdrawal Credits Remaining : 16	
Enter Course Reference Numbers (CRNs) to Register	
Term: Spring 2022	
CRN 32082 Financial Management FINA 3724, 001	
+ Add Another CRN Add to Summary	

- ii. Add additional CRNs.
- iii. Click Add to Summary button.

Register for Classes	
Find Classes Enter CRVs Schedule and Options	
Career Withdrawals Windnawa Chedie Uded :0 Windnawa Chedie Namening :16 Enter Course Reference Numbers (CRNs) to Register Term: Spring 302	
CRI 2002 Financia Management FEA.3724 (5)1 CRI + Add Another CR Add to Summary	

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.

Regist	ter for Cl	asses														
Find Cla	lasses Ent	er CRNs Sche	dule and Optio	ns												
Caree	er Withdrav	vals														
Withdra	rawal Credits U rawal Credits R	Ised : 0														
Enter	r Course Re	eference Num	oers (CRNs	s) to Register												
Term: S	Spring 2022															- 11
CRN	(
	+ Add Another (CRN Add to Su	mm 251													
1	T Add Another (Add to su	minary													
🛗 Schedu	tule II Sci	hedule Details						•	Summary							
Class Sche	edule for Sprin	ng 2022							Title	Details	Hours	CRN	Schedule Type	Status	Action	\$.
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	^								
Gam									Financial Management	FINA 3724, 0	3	32082	Lecture	Pending	"Web Registered"	
7am																
7am 8am		<u>Financial</u> Management		Financial Metagement		<u>Einanola/</u> Meteoettent			•							
		Einantial Matiesentent		Einenola/ Meniedestent		Einancial Metarbeitett			•							
8am		Einanciel Martededent		Ensected Metadextent		Einseluki Metratettett		~	Total Hours Registered: 0 Bill	lling: 0 CEU: 0 Min: 0	Max: 18					

9. To register for classes, click the submit button located in the bottom right hand corner of the window.

🛍 Schedi	ule I≣ sc	hedule Details				🖾 Summary										
lass Sche	dule for Spri					Title	Details	Hours	CRN	Schedule Type	Status	Action	4			
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	^	Financial Management	FINA 3724, 0	3	32082	Lecture	Pending	**Web Registered**	•
7am									•							
8am		Einansial Management		Einansial Monagement		Einansial Manapament										
9am																
10am								~	Total Hours Registered: 0 Bi	lling: 0 CEU: 0 Min: 0	Max: 18					
Panels	•														Sub	mit

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.

	Registration •	Select a 1	<u>Ferm</u> • Re	gister for (Classes						0	Save Succe	ssful		
Register fo	or Classes														
Find Classes	Enter CRNs Sch	edule and Optior	15												
Career Wit	hdrawals														
Withdrawal Cr Withdrawal Cr	redits Used : 0 redits Remaining : 16														
Enter Cour	rse Reference Nun	nbers (CRNs) to Register												
Term: Spring 2	2022														
CRN															
+ Add A	nother CRN Add to S	ummary													
								,							
Massada	II on the Database														
	III Schedule Details							🔝 Summary							
	or Spring 2022	Tuesday	Wednesday	Thursday	Friday	Saturday			Details	Hour	CRN	Schedule Type	Status	Action	¢
Class Schedule fo	or Spring 2022	Tuesday	Wednesday	Thursday	Friday	Saturday	^	🔝 Summary	Details FINA 3724, 001		CRN 32082	Schedule Type Lecture	Status Registered	Action	‡
Class Schedule fo Sun	or Spring 2022	Tuesday	Wednesday	Thursday	Friday	Saturday		III Summary Title							
Class Schedule fo Sun Gam	or Spring 2022 Iday Monday	Tuesday		Thursday		Saturday		III Summary Title							
Class Schedule for Sun Gam 7am 8am	or Spring 2022	Tuesday	Wednesday	Thursday	Friday	Saturday		III Summary Title							
Class Schedule for Sun 6am 7am	or Spring 2022 Iday Monday	Tuesday		Thursday		Saturday		Ille Financial Management	FINA 3724, 001	3					
Class Schedule for Sun Gam 7am 8am	or Spring 2022 Iday Monday	Tuesday		Thursday		Saturday		III Summary Title	FINA 3724, 001	3					

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: NOTE: <u>Please review the registration add</u> error page to see why you are getting the error

۲	ECU													*	🎗 🧕 Ande	rson, Jordan Patric	ia	4
Stud	ent • <u>Regi</u> s	stration •	<u>Select a T</u>		Save Successful													
	ster for Cla	_	edule and Option	s				BIOL 2140 CRN 30111: Pre-requisite/Co- requisite OR Test Score error										
With	eer Withdrawa drawal Credits Us drawal Credits Re	als ed:0				BIOL 2140 CRN 30111: BIOL 2141 must be taken with BIOL 2140.												
Ente	Enter Course Reference Numbers (CRNs) to Register														CRN 30111: CH ken before BIC	IEM 1120 OR 11 PL 2140.	<u>50</u>	
Term	: Spring 2022															Τ		
CRM	+ Add Another CF	Add to Su	ummary															
Che Sche	edule	edule Details							🖽 Sumi	nary		-					_	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		Title		Details	Hours	CRN	Schedule Type	Status	Action	-	\$.
6am								^	Human	Physiology and	BIOL 2140, 6	3	30111	Lecture	Errors Preventing	Remove	Ŧ	
7am									Financia	al Management	FINA 3724, 001	3	32082	Lecture	Registered	None	Ŧ	
8am		Financial Management		Financial Manapement		Financial Management			Þ									
9am																		
10am								×	Total Hou	s Registered: 3 Bill	ing: 3 CEU: 0 Min: 0	Max: 18						

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

🛍 Schedule 月 🗄 Schedule Details									🕅 Summary								
Class Schedule for Spring 2022									Title	Details	Hours	CRN	Schedule Type	Status	Action	☆.	
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	^	Human Physiology and	BIOL 2140, 6	3	30111	Lecture	Errors Preventing	Remove	¥	
7am									Financial Management	FINA 3724, 001	3	32082	Lecture	Registered	None	¥	
8am		Financial Manapement		Financial Management		Sfinancial Management			•								
9am																	
10am								~	Total Hours Registered: 3 Billing: 3 CEU: 0 Min: 0 Max: 18								
Panels	•														9	Submit	