

How to add a Class for a student in Registration & Planning

- 1. Log into PiratePort.
- 2. Click the Registration and Planning Card in PiratePort.



3. Click on Add or Drop Classes.

What we	What would you like to do?									
	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	+	Withdrawal Information Withdrawal Information of a student.							
	Browse Class Sections Looking for classes? In this section you can browse classes you find interesting		Browse Course Offerings Look up basic course information like subject, course and description.							
	Add or Drop Classes Search and register for your classes. You can also view and manage your schedule.									

4. Select the Term for registration and click continue.

Select a Term								
Terms Open for Registration Select a term Continue								

5. Enter the Students Banner ID or Name. No PIN is required.

Terms Open for Registration			
Search			
All Students v by	o id C) Name	
Select a student			•
Continue			

- 6. Click Continue.
- 7. Click on the Enter CRNs tab.

Register fo	or Classes			
Find Classes	Enter CRNs	Carts and Plans	Schedule and Options	

8. Enter the CRN in the CRN field. Clicking tab will automatically add another row to add an additional CRN.

Enter Course Reference Numbers (CRNs) to Register								
CRN 80046 Professional Development and Ethical Leadership BUSI 3200, 002 CRN								

9. Click Add to Summary to add the classes to the registration summary window.

Find Car With With	Find Classes Enter CRNs Carts and Plans Schedule and Options Career Withdrawals Withdrawal Credits Used: 0 Withdrawal Credits Remaining: 10 Enter Course Reference Numbers (CRNs) to Register																
Term	: Fall 2022																~
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Schedule III Schedule Details					🗄 Summary												
Class So	hedule for Fall 2	022							Title	Details	Hou	CRN	Schedule Type	Status	Action		Ins
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday										
6am								^	Professional Develo	BUSI 3200,	2	80046	Lecture	Pending	**Web Registered**	٣	Fac
7am									Accounting Informati	ACCT 385	3	80049	Lecture	Registered	None	¥	Fac
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9am									Total Hours Registered	: 3 Billing: 3 C	U: 0 N	lin: 0 Ma:	к: 21				
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Panels											Sub	mit					

10. Click Submit to complete the registration.

Student • Registration • Select a Term • Register for Classes			0	Save S	Successful					
Register for Classes						New Search	1			
Find Classes Enter CRNs Carts and Plans Schedule and Options										
Career Withdrawals Withdrawals Withdrawal Credits Used: 0 Withdrawal Credits Remaining: 10 Enter Course Reference Numbers (CRNs) to Register Term: Fall 2022 CRN										
Schedule Etails	1	Summary								
Class Schedule for Fall 2022		Title	Details	Hour	CRN	Schedule Type	Status	Action		^
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Panels 💌									Submit	