

## How to add yourself to a class wait list

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



3. Click on the Add or Drop Classes link.

What wou	ıld you like to do?		
Ê	Prepare for Registration View registration status, update student term data, and complete pre- registration requirements.	Add or Drop Classes Search and register for your classes. You can also view and manage your schedule.	
	Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	Browse Class Sections Looking for classes? In this section you can browse classes you find interesting.	
	View Schedule Details View your past schedules and your ungraded classes.	Browse Course Offerings Look up basic course information like subject, course and description.	
+	Withdrawal Information Withdrawal Information of a student.		

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

<b>ECU</b>		* 🕒	
Student • Registration • Select a Terr	m		
Select a Term	❀ECU		
Terms Open for Registration Select a term	Student • Registration • Select a Term Select a Term		]
	Terms Open for Registration Select a term I Spring 2022		
Office of the Reg	istrar 🔶 East Carolina University	<ul> <li>revised 11/6/2017</li> </ul>	

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

6. 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.

Regis	ter for Cl	asses															
Find C	lasses Ent	er CRNs Sche	edule and Option	ns													
Care Withd Withd	er Withdraw rawal Credits U rawal Credits R	/als sed : 0 emaining : 16															
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🛍 Sche	dule III Sci	nedule Details					•		Summary								1
Class Sch	edule for Sprir	ng 2022							Title	Details	Hours	CRN	Schedule Type	Status	Action	\$	£.,
6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	^	Financial Management	FINA 3724, 0	3	32082	Lecture	Pending	**Web Registered**	Ŧ	]
7am																	
8am		<u>Einansial</u> Managerient		Einanoiai Metagement		<u>Einanole/</u> Meteoenent											
9am 10am								~	Total Hours   Registered: 0   Bil	lling: 0   CEU: 0   Min: 0	Max: 18						
Panels	•														s	ubmit	~

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

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📫 Sched	ule 🖩 Sc	hedule Details								Summary							
Class Sch	edule for Sprin	ng 2022								Title	Details	Hour	CRN	Schedule Type	Status	Action	÷.
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		1								
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Panels	•	~ * *		~ ~ ~		······································										Sub	mit

8. If the class is closed and a waitlist is available an error notification will display in the upper right hand corner of the screen (in red). The class with the error will be displayed in the Schedule window in red and will be highlighted in in the summary window and an error notification (in red) with a status of Errors Pending.

	stration •	Select a	lerm • Re	gister for (	Classes						OFI	INA 3724 C	RN 32082: Cl	osed - 0 Wa	itlisted
gister for Cla	asses														
Ind Classes Ente	r CRNs Sche	edule and Optio	ns												
areer Withdraw	als														
Vithdrawal Credits Us Vithdrawal Credits Re	ed:0 emaining:16														
nter Course Ref	ference Num	bers (CRNs	) to Register												
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CRN															
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9. From the Action pull-down menu, select Wait List.

Summary								
Title	Details	Hours	CRN	Schedule Type	Status	Action		☆.
Financial Management	FINA 3724, 0	3	32082	Lecture	Errors Preventing	Remove	*	
						Remove		
						**Web Registered**		
						Wait List		
							_	

10. Click Submit to be added to the wait list.

🗊 Summary							
Title	Details	Hours	CRN	Schedule Type	Status	Action	<b>\$</b> -
Financial Management	FINA 3724, 0	3	32082	Lecture	Errors Preventing	Wait List	•
Total Hours   Registered: 0   Billi	ng: 0   CEU: 0   Min: 0	Max: 18					
							Submit

11. A successful notification (in green) is displayed in the top right hand corner of the screen if the wait list registration was successful, and the week-at-a-glance schedule and summary screens are updated to show the successful wait listed registration.

	gistration •	Select a	Term • Re	gister for	Classes						0	Save Succes	sful		
Register for C	lasses														
Find Classes E	nter CRNs Sch	edule and Optic	ns												
Career Withdrawal Credits Withdrawal Credits	Used : 0 Remaining : 16														
Enter Course F	Reference Num	bers (CRN	s) to Register												
CRN															
+ Add Anothe	ADD TO SI	uning y						<b>.</b>							
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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.