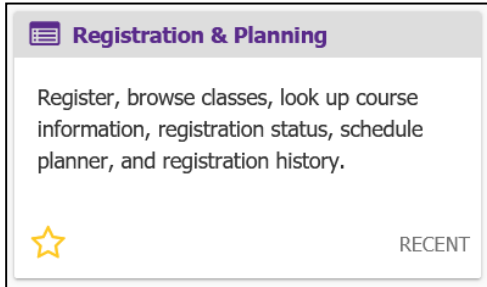
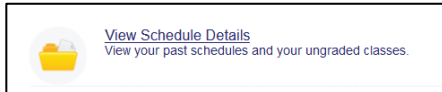


## How to email or print my schedule

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



3. There are two different windows where a schedule can be emailed or printed.
  - In the View Schedule Detail window, under the Look up a Schedule tab



**View Registration Information**

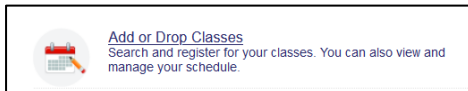
Look up a Schedule | Active Registrations

**Class Schedule**

Term: Fall 2020

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Date	Status	Message
Applied Mathematics for Bu...	MATH 1064, 605	3	81726	Lecture	Standard Lette...	Undergraduate	First 8 week...	06/08/2020	Registered	**Web Regl...

- In the Add and Drop Classes window, under the Schedule and Options tab



**Register for Classes**

Find Classes | Enter CRN | **Schedule and Options**

**Career Withdrawals**  
Withdrawal Credits Used : 6  
Withdrawal Credits Remaining : 10

**Summary**

Term: Spring 2022

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Date	Status	Message
Environmental Biology	BIOL 1060, 001	3	30021	Lecture	Standard Letter Grade	Undergraduate	10/07/2021	Registered	**Web Registered...

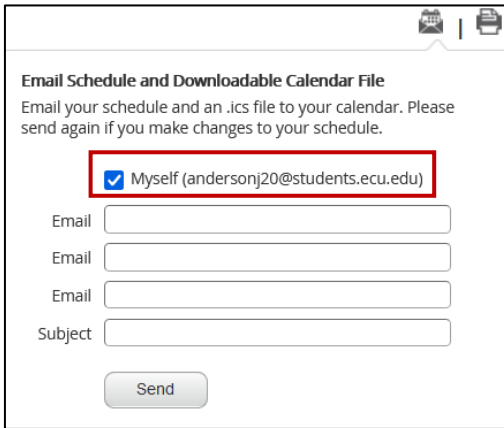
Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

To email your schedule:

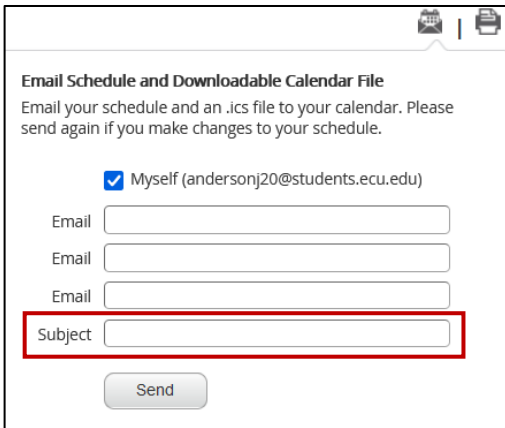
1. click the envelope icon.



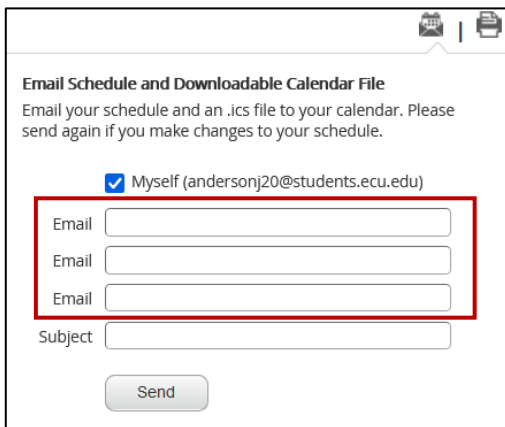
2. Your email address will already be entered.



3. Enter a Subject in the Subject line.



4. To send to additional email addresses, enter the email address in the blank email lines.



5. Click Send

Note: If you do not receive an email, check your Junk mail.

### Sample Emailed Schedule

Fall 2020 Schedule

regis@ecu.edu  
To: [redacted]

7:44 PM

If there are problems with how this message is displayed, click here to view it in a web browser. We could not verify the identity of the sender. Click here to learn more.

Fall 2020.ics  
4 KB

**Classification:** Sophomore **Level:** Undergraduate  
**College:** College of Business **Major:** Management - Intended Major  
**Department:** Management

Title	Course Details	Credit Hours	CRN	Meeting Times
General Biology	BIOL 1050 001	3.0	80301	10/01/2020 - 11/25/2020
Applied Mathematics for Business	MATH 1064 605	3.0	81726	08/10/2020 - 09/29/2020
Introduction to Computers	MIS 2223 013	3.0	82078	08/10/2020 - 09/29/2020
Foundations of College Writing-Honors	ENGL 1100 299	3.0	82539	10/01/2020 - 11/25/2020 Monday, Wednesday 11:00 - 12:30 Main Campus, Rawl Building And Annex, 00232
Honors Leadership and Service Colloquium	HNRS 2000 003	2.0	83351	08/10/2020 - 11/25/2020 Tuesday 17:00 - 20:00

Total Hours | Registered: 14 | Billing: 14 | CEU: 0

### To print your schedule

1. Click the printer icon.
2. Select the printer
3. Click Print



Note: Make sure your pop-up blocker is turned off in your browser window.

The screenshot shows a web browser window displaying a schedule for Anderson, Jo Patricia at East Carolina University. The schedule table is visible, matching the one in the sample email. A print dialog box is open on the right side of the browser, showing options for destination (Adobe PDF), orientation (Portrait), pages (All), and color mode (Color). The print button is highlighted.

