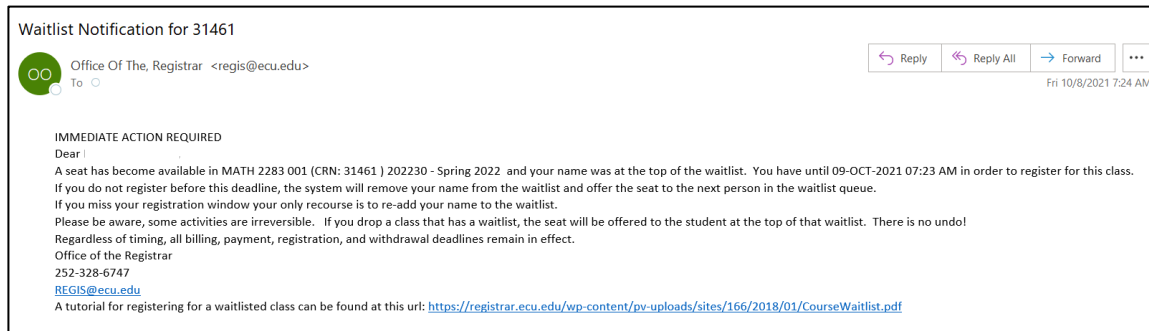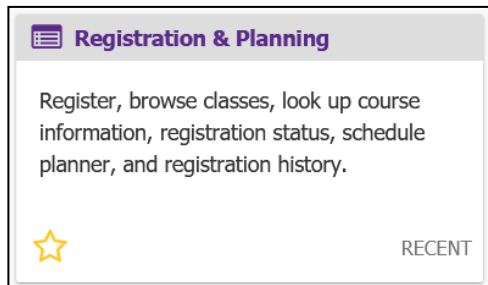# I just got an email that says there is a seat available in a class. What do I do now?
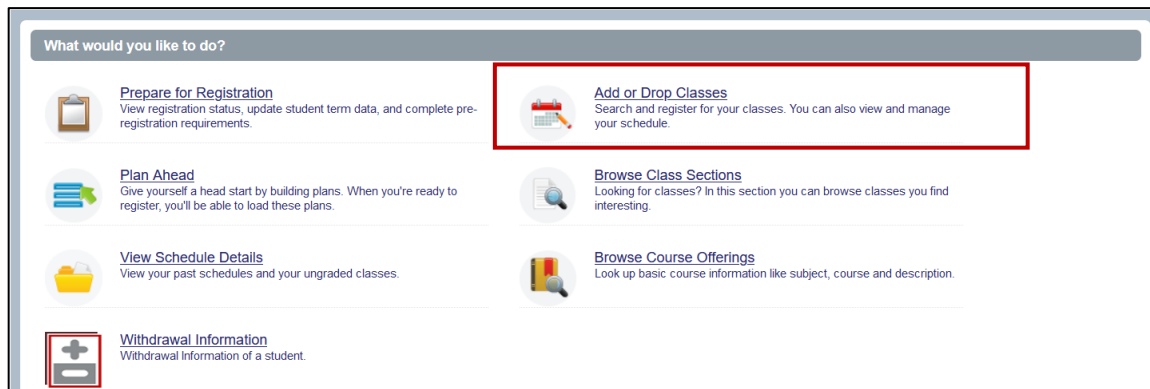
1. When you receive an email stating a seat has become available in a class that you have waitlisted. You will have up to 24 hours from the delivery of the email to add the class. All Holds and Registration Restrictions will still apply to be eligible to register for a wait listed class.
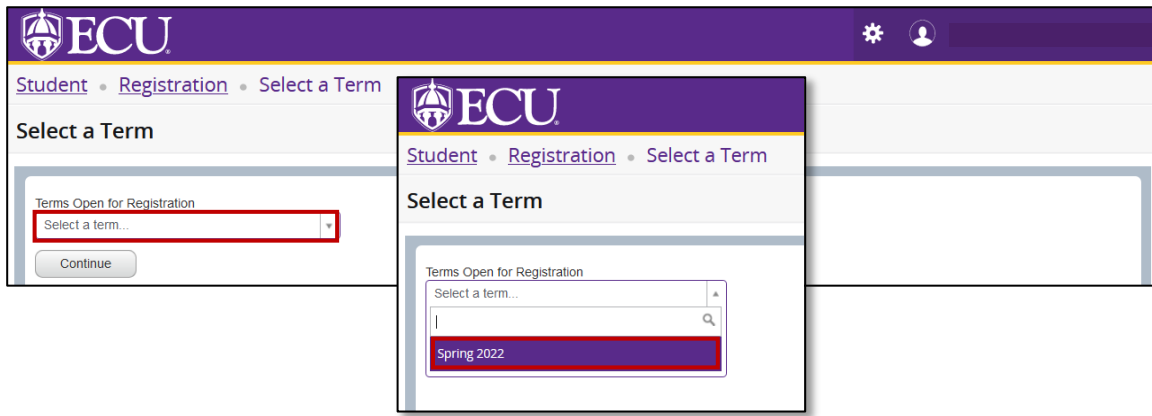
Waitlist Notification for 31461

OO Office Of The, Registrar <regis@ecu.edu>
To ○

↩ Reply   ↩ Reply All   → Forward   ⋯
Fri 10/8/2021 7:24 AM

IMMEDIATE ACTION REQUIRED
Dear |
A seat has become available in MATH 2283 001 (CRN: 31461) 202230 - Spring 2022 and your name was at the top of the waitlist. You have until 09-OCT-2021 07:23 AM in order to register for this class.
If you do not register before this deadline, the system will remove your name from the waitlist and offer the seat to the next person in the waitlist queue.
If you miss your registration window your only recourse is to re-add your name to the waitlist.
Please be aware, some activities are irreversible.   If you drop a class that has a waitlist, the seat will be offered to the student at the top of that waitlist. There is no undo!
Regardless of timing, all billing, payment, registration, and withdrawal deadlines remain in effect.
Office of the Registrar
252-328-6747
REGIS@ecu.edu
A tutorial for registering for a waitlisted class can be found at this url: https://registrar.ecu.edu/wp-content/pv-uploads/sites/166/2018/01/CourseWaitlist.pdf

2. Log into Pirate Port.

3. Click on the Registration & Planning Card.

📋 **Registration & Planning**

Register, browse classes, look up course information, registration status, schedule planner, and registration history.

☆   RECENT

4. Click on the Add or Drop Classes link.

What would you like to do?

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
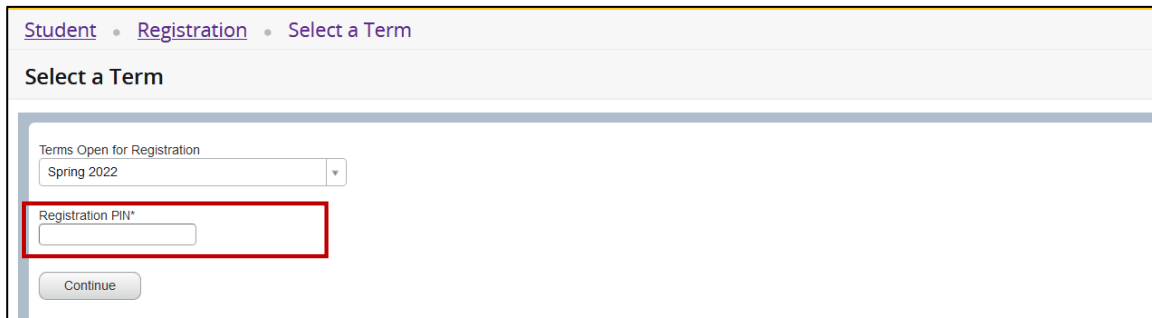Withdrawal Information of a student.

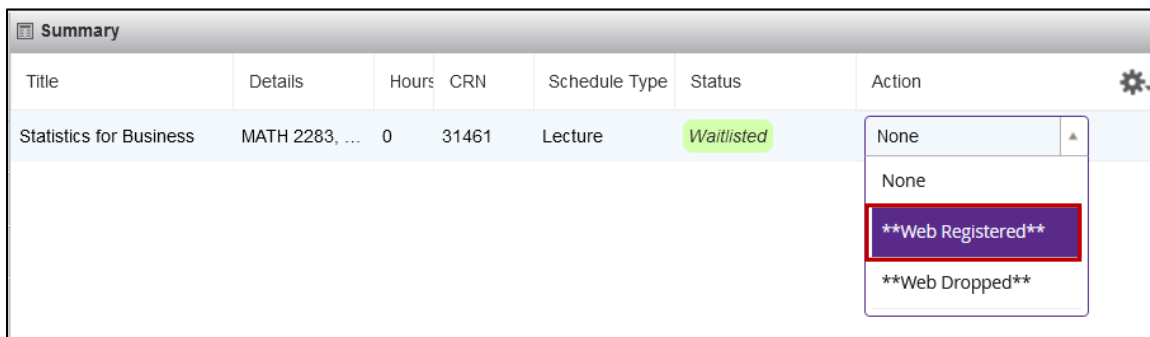5. Select Registration Term from the Terms Open for Registration pull down menu.

6. **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.

7. In the Summary window, **select **Web Registered** from the Action pull down menu** next to the waitlisted class.

8. Click the Submit button

9. A Save Successful notification (in green) is displayed in the top right hand corner of the screen and the course status will be listed as *Registered* in the Summary window.