How to Use Registration Wait lists

HOW DO WAITLISTS WORK?

- Students who attempt to register for a class that is full or ‘Closed’ may put themselves on a waiting list.
- The wait list queue works on a **first-come, first-served** basis.
- When a seat becomes available, an email will be sent to the student at the top of the waiting list via their ECU email.
- The student 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 waitlist a class.

REGISTER FOR CLASSES

2. Click on the Hamburger icon at the top of the page.
3. Select the PiratePort link.
4. **Log into Pirate Port** with your Pirate ID and Passphrase.
5. **Click** on the **Banner Self Service** card.

![Banner Self Service](image)

6. **Click** on the Registration link on the Student tab.

![Registration](image)

7. **Click** Add or Drop Classes link.

![Add or Drop Classes](image)

*Refer to the How to Register for Classes tutorial for additional help with registering for classes*

**WAIT LISTING A CLASS**

1. To find a class, **enter** the course CRN number and **click** the Submit Changes button OR do a Class Search in the Add Classes Worksheet.

![Add Classes Worksheet](image)

2. If a course is full or “Closed”, you will receive a Registration Add Error including the class status and the total number of students on the waitlist. In this example it is 4.
3. To add yourself to the wait list, select **Wait List** from the Action pull down menu.

4. Click the **Submit Changes** button to be added to the course wait list.

5. The course will be added to your current schedule as a wait listed class.

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.

**REGISTERING FOR A WAIT LISTED COURSE ONCE YOU HAVE BEEN NOTIFIED BY EMAIL.**

1. Access your course registration form from Banner Self Service.

2. Select **Web Registered** from the Action pull down menu.

3. Click the **Submit Changes** button.
REMOVING YOURSELF FROM A COURSE WAIT LIST

1. Access your course registration form from Banner SelfService.

2. **Select Web Dropped** from the Action pull down menu

   ![](image1.png)

3. Click the Submit Changes button.

   ![](image2.png)