How to Add a Course


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.
6. Click on the Registration link on the Student Tab.

7. Click on the Add or Drop Classes link.

8. Select Registration Term from the Select a Term pull down menu.

9. Enter your Registration PIN number from your advisor and click the Submit button.

Undergraduates: Please contact your advisor for your registration PIN.
Graduate and Non Degree Students: do not need a Registration PIN number
10. **Click on the Class Search button** to search for a class.

11. Search for a Class:
   - Search by Subject by clicking on the Course Subject and then clicking the Course Search button to see all courses available in that subject.
   - Search by Advanced Search for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.

12. If you are using Course Search, a list of specific courses under that subject will be listed. **Click on the View Sections button** next to the course to view the course details and to register for a specific section.

13. **Select** the section you want by checking the box next to that section.
   
   NOTE: If a “C” appears, this section is closed. Please review the tutorial “Course Wait Lists” for more information on how to be wait listed for a course.
14. After checking the appropriate section, scroll to the bottom and click on the Register button.

15. You will be taken back to your schedule to view it with the new class added.

16. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added.

NOTE: Please contact your advisor if you receive a registration error.