How to 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.
6. Click on the **Registration link** on the Student Tab.

![Registration link on the Student Tab](image)

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

![Add or Drop Classes link](image)

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

![Select a Term](image)

9. Enter the Registration PIN and click the Submit button.

**UNDERGRADUATES:** Please contact your advisor for your Registration PIN.

**GRADUATES:** graduate students do not need a pin to register.

![Registration PIN Verification](image)
10. Click on the **Class Search button** to search for courses.

11. Search for courses.
   - 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 View Sections** 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 or Add to Worksheet button.**
   - Clicking the **Register button** will register you for the one course you have selected.

   - If you would like to register for multiple courses at once click the **Add to Worksheet** button.

15. You will be taken back to your schedule to view it with the new class added if you clicked the Register button.
• If you clicked the Add to Worksheet button, click on the **Submit Changes button to register** for all classes listed in your worksheet.

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 get a registration error.

17. Repeat steps 8-12 to add additional classes.