



ECU

BANNER SELF SERVICE

Undergraduate Student Registration Instructions

How students access their Banner Self Service Account

- Step 1: Log onto the ECU home page at <http://www.ecu.edu/>.
- Step 2: At the top right of the ECU home page, select the stop sign icon to go to your OneStop account.
- Step 3: Enter your Pirate ID and Passphrase located on the left side of the OneStop screen.
- Step 4: Look for the “Banner” box on your OneStop tools page.
- Step 5: Select “Banner Self Service”
- Step 6: From the Banner main menu, select the information you need.

How Students Register for courses on Banner

- Step 1: From the Banner main menu, select “Student and Financial Aid”.
- Step 2: Now Select “Registration”.
- Step 3: Select “Add or Drop Classes” from the Registration menu.
- Step 4: Select the term, and enter your Registration Pin Number provided by your academic advisor.
- Step 5: Select “Class Search” to search for courses.
- Step 6: Choose the subject, course number, time of day, or other attributes about the course you wish to take.
- Step 7: Once you have entered the course information, select the “Class Search” link at the bottom of the page. This returns a list of all the courses that match the search you just entered.
- Step 8: Select the section you want by checking the box next to that section. After checking the appropriate section, select the “Register” link at the bottom of the page.
- Step 9: You will be taken back to your schedule to view it with the new class added.
- Step 10: Repeat steps 5—9 to add additional classes.

How to Drop for courses on Banner

- Step 1: Go to your schedule page, under “Add or Drop Classes”
- Step 2: Pull down the drop down box beside the course you wish to drop and select “Web Dropped”
- Step 3: At the bottom of the page, select “Submit Changes” to remove the course from your schedule.

Always check with your academic advisor before dropping a course.

Common Banner Registration Error Messages

Class conflict – You have already registered for the course.

Co-requisite – You are trying to enroll in a course that requires you to enroll in an additional course during the same semester. For instance, many science courses require that you take the lecture and the lab during the same semester. You must register/submit both courses at the same time.

Grade level – Freshman can register for 1000 and 2000 level courses. Freshman will get this error message if they try to enroll in a 3000 or 4000 level course.

Major restriction – You are trying to enroll in a course that is restricted to students in that specific major.

Permission – You are trying to enroll in a course that has been restricted to specific populations. For instance, there are courses restricted for honor students, students in specific majors, etc. Some courses (including math and chemistry) require placement tests.

Pre-requisite and test score error – You are trying to register for a course in which a placement test is required and you must notify the department of the test results. This error message is often associated with the placement test for foreign language. Either you have not taken the placement test or you have failed to notify the foreign language department of the placement test results.

Prerequisite – You are trying to register for a course that requires completion of another course. For instance, you must complete ENGL 1100 prior to registering for ENGL 1200. (ENGL 1100 is the prerequisite for ENGL 1200.)

Repeat count greater than zero - You already took or transferred in the course that you are trying to register for.

Time conflict- You have already registered for another course that meets on the same day/time.

Where can a student get additional help registering?

- Computer labs on campus.
- Room 108, 102 or 105 Whichard Building.
- Welcome Desk at 328-6524.
- Course Departmental Office
- Email Regis@ecu.edu with questions.

Course Information and Registration Tips

Problem	Solution	Resource
Which courses satisfy Foundations Curriculum requirements?	Check the gray pages of your Undergraduate Catalog for course description, check to see if the course is listed in the Foundations Curriculum newspaper, or read the course description in BANNER registration information. Also, check your degree requirements to verify any Foundations Curriculum requirements.	Undergraduate Catalog BANNER registration Course Registration Guide Academic Advisor
Which courses are required by my major?	Check the Undergraduate Catalog for your major to find required Foundations Curriculum, core courses, cognate courses, and other course requirements.	Undergraduate Catalog Academic Advisor
I am changing my major. Do I have to change my schedule?	Check with the advisor assigned to you during registration. He/she can explain what courses you will need to take and refer you to the correct advisor/advising center.	Academic Advisor
How many semester hours should I register for?	It is recommended that freshman take 15-16 semester hours per semester in order to graduate in four years.	
I forgot how to register for courses in BANNER!	Access Banner Self Service under your OneStop account. If you are still having trouble with the registration process, contact your advisor via email with specific problems and the courses you would like to drop/add.	Academic Advisor
There are no seats left in the course I would like. What can I do?	<p>You can change your schedule at any time up to:</p> <p>Last day for students to drop or add classes</p> <p>Fall 2007 Semester August 28 Spring 2008 Semester January 17</p> <p>Last day to add (student must complete form with their academic advisor and bring it to the Registrar's office (Whichard Building))</p> <p>Fall 2007 Semester August 29 Spring 2008 Semester January 18</p> <p>Keep checking for course openings!</p>	BANNER Self Service Registration Office of the Registrar
My Banner Registration PIN is not working.	Email your Academic Advisor. He/she can check to be sure you have the right PIN or email the Office of the Registrar at Regis@ecu.edu.	Academic Advisor Office of the Registrar