NOTE: Not all departments are using the waitlist functionality.

HOW DO WAIT LISTS 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 24-36 hours from the delivery of the email to add the class.
- All Holds and Registration Restrictions will still apply to be eligible to wait list a class.

REGISTER FOR CLASSES

1. From the ECU Main Web page ([www.ecu.edu](http://www.ecu.edu)), click the Pirate Port link.

2. **Log into Pirate Port** with your Pirate ID and Passphrase.

3. **Click** on the **Main SSB Menu** link from the “Banner Self Service Links” widget.
4. **Click on the Continue Button** after reading the “Something Important to Know” popup window.

![Something Important to Know](image)

5. **Click on the Registration link** on the Student Tab.

![Registration](image)

6. **Click Add or Drop Classes**

![Add or Drop Classes](image)

**NOTE:** Please review the tutorial “How to Register for Classes” for additional help with registering for classes.
WAIT LISTING A CLASS

1. 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.

2. To add yourself to the wait list, select Wait List from the Action pull down menu.

3. Click on the Submit Changes button to be added to the course wait list.

4. 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 24-36 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 the allotted 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 thru the Banner Self Service Links widget in Pirate Port.

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

3. Click on the **Submit Changes** button to add the class.

REMOVING YOURSELF FROM A COURSE WAIT LIST

1. Access your course registration form thru the Banner Self Service Links widget in Pirate Port.

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

3. Click on the **Submit Changes** button to drop the class.