


# Accessing Banner

- Go to the ECU home page at <http://www.ecu.edu/>
- Select the One Stop icon at top left of page. A horizontal navigation bar with a yellow background. From left to right, it contains: the text 'PirateID', a 'Bb' icon, a question mark icon, the text 'PID', a calendar icon, an envelope icon, a circled '1' icon, and a grid icon.
- Log onto your OneStop account by entering your Pirate ID and Passphrase.
- Select Banner Self Service from the Onestop Tools page.

# Select Student and Financial Aid

Search

Go

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

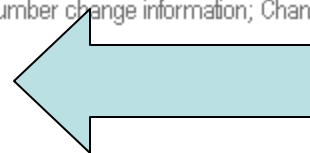
## Main Menu

### Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

### Student and Financial Aid

Apply for Admission, Register, View your academic records and Financial Aid



Under the Student and Financial Aid Menu  
**Select Registration**

Search

## Student and Financial Aid

### Admissions

Apply for Admission or Review Existing Applications

### Registration

Look up, drop, add and register for classes, check registration holds, status and academic standing.

### Student Records

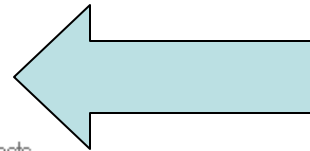
View student information, academic profile, academic record, transcripts and enrollment verification requests.

### Financial Aid

Apply for Financial Aid, review status and loans

### Student Account

View your account summaries, statement payment history and tax information



**RELEASE: 7.3**

Search

## Registration

[Select Term](#)

[Look Up Classes](#)

[Registration Status](#)

[Add or Drop Classes](#)

[Week at a Glance](#)

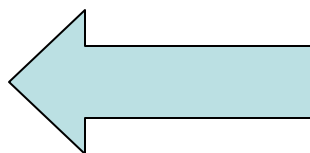
[Student Detail Schedule](#)

[Registration Fee Assessment](#)

[Active Registration](#)

[Registration History](#)

**RELEASE: 7.3**



**Select Term: Fall 2007**


**Select Look Up Classes**

The **Look Up Classes** option allows the user to review available courses, search by instructor, course level, and several other attributes.

Select **Class Search** after choosing course attributes.

## Look Up Classes

B00088064 Student Train28  
Fall 2007  
Mar 14, 2007 04:55 pm

 Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

<b>Subject:</b>	Accounting Admin Serv & Inform Processes Adult Education
<b>Course Number:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>
<b>Schedule Type:</b>	
<b>Instructional Method:</b>	All Asynchronous Face to Face
<b>Credit Range:</b>	<input type="text"/> hours to <input type="text"/> hours
<b>Campus:</b>	All DE/Internet Main Campus
<b>Course Level:</b>	<input type="text"/>

Make sure you choose **DE/Internet** as the Campus attribute.

You will be given a list of classes that meet your search information.

## Look Up Classes

\*\*\*\*\* Search History  
 Fall 2007  
 Mar 14, 2007 04:59 pm

 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

### Sections Found

Anthropology																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	<a href="#">80230</a>	ANTH	1000	001	008	3.000	Introduction to Anthropology	TR	08:00 am-09:15 am	60	20	40	0	0	0	John R. Bort (P)	08/22-12/07	FLANAG 00265	Cultural Diversity Requirement and Social Sciences Requirement
<input type="checkbox"/>	<a href="#">80240</a>	ANTH	1000	002	008	3.000	Introduction to Anthropology	MWF	09:00 am-09:50 am	100	9	91	0	0	0	Tara L. Potts (P)	08/22-12/07	TBA	Cultural Diversity Requirement and Social Sciences Requirement
<input type="checkbox"/>	<a href="#">80252</a>	ANTH	1000	003	008	3.000	Introduction to Anthropology	TR	09:30 am-10:45 am	100	2	98	0	0	0	Holly F. Mathews (P)	08/22-12/07	TBA	Cultural Diversity Requirement and Social Sciences Requirement
<input type="checkbox"/>	<a href="#">80258</a>	ANTH	1000	004	008	3.000	Introduction to Anthropology	TR	11:00 am-12:15	100	1	99	0	0	0	Heidi M. Luchsinger (P)	08/22-12/07	FLANAG 00265	Cultural Diversity Requirement and Social Sciences

## Banner Tips

### In Look Up Classes:

- Case sensitive by first letter of the subject
- Can select more than one subject to search on.
  - Highlight subject, select “Ctrl” key
  - Go to next subject
  - Repeat steps for more subjects

If you are not eligible to register, keep track of the **CRN number** that appears next to the subject you searched for.

When your registration window opens, you can register using the CRN numbers you have identified.

Place these CRN numbers in the **Add Classes Worksheet**, and select **Submit Changes**. If you are eligible to register, you can submit your classes this way.

#### Add Classes Worksheet

CRNs										
80292										
Submit Changes	Class Search	Reset								

## How do you know when you can register for Fall classes?

Select **Registration Status** to see when you can register can if you have any hold tags on your record.

Make sure you meet with your academic advisor prior to registering for classes.

All undergraduate students receive their Banner Registration Pin numbers from their academic advisors.

### Registration Status

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

Your Class for registration purposes is Freshman.

# **Student Registration Resources**

## **By phone**

**Whichard Building Welcome Desk: 328-6524**

**Student Help Desk: 328-9866**

**DE courses:** Continuing Studies at 328-9206

## **Designated Computer Labs for Banner Registration**

From March 22– 29 find help in the following locations:

Learning Resource Center, 2160 Health Sciences Building

Laupus Library Lab, 2502 Health Sciences Building

Aycock Hall Lab

White Hall Lab

Mendenhall Lab, Basement

Anthropology Lab, 214 Flanagan Building

Austin Lab, 104 Austin Building

TECS Computer Lab, 107 Rawl Building

Kim Lab, D213 Brewster Building

Joyner Library

CHE Lab, 139 Rivers Building

Student PC Lab, 241 Speight Building

Sports Medicine lab, 244 Ward Building

Rehabilitation Studies, 4425Q Health Sciences Building