


Accessing Banner

- Go to the ECU home page at <http://www.ecu.edu/>
- Select the One Stop icon at top left of page. 
- 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

This is the way students will register.

 **East Carolina University**
SUNGARD HIGHER EDUCATION

[Personal Information](#) | [Student and Financial Aid](#) | [Faculty Services](#) | [Employee](#)

Search

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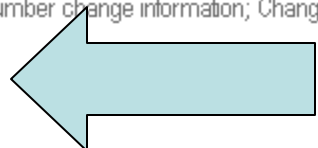
Main Menu

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

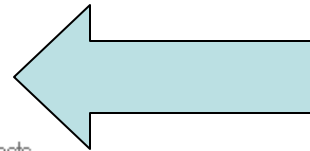
View student information, academic profile, academic record, transcripts and enrollment verification requests.

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

Go

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Registration

[Select Term](#)

[Look Up Classes](#)

[Registration Status](#)

[Add or Drop Classes](#)

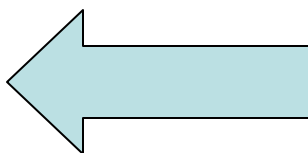
[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Fee Assessment](#)

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[Registration History](#)



Select Term: Fall 2007

**Check Registration Status for
Hold Tags**

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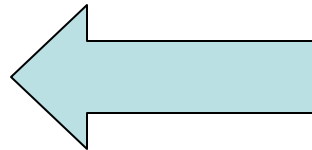
[Student Detail Schedule](#)

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Select Add or Drop Classes

You will be asked for your Registration Pin number.

This number was given to you by your academic advisor.

Graduate students do not need a Registration PIN number to register.

ATION

Scroll to the bottom of the page

Select **Class Search** to enter course attributes.

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

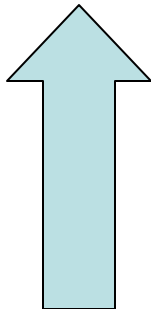
Select **Class Search** after choosing course attributes.

CRNs

Submit Changes

Class Search

Reset



Review courses based on your search.

Check the box to the left of your course selection.

Scroll to the bottom of the page

Select **Register** **Add to Course Worksheet** or **Class Search**

Look Up Classes

 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"/>	80230	ANTH	1000	001	008	3.000	Introduction to Anthropology	TR	08:00 am- 09:15 am	100	1	99	0	0	0	John R. Bort (P)	08/22- 12/07	TBA	Cultural Diversity Requirement and Social Sciences Requirement
<input type="checkbox"/>	80240	ANTH	1000	002	008	3.000	Introduction to Anthropology	MWF	09:00 am- 09:50	90	0	90	0	0	0	Tara L. Potts (P)	08/22- 12/07	TBA	Cultural Diversity Requirement and Social Sciences

Registration 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

In Class Search:

- If a “C” appears, the section is closed
- No check box: you have already registered for the class.
- Can select more than one section/subject at a time

Select Register:

You will be taken back to your schedule to view with the new class added. If there were any errors (pre-requisite, co-requisite, other restrictions) the error would display with your schedule and the class would not be added.

Keep repeating these steps to register for all classes.

Add or Drop Classes

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jan 24, 2007	None <input type="button" value="v"/>	81959	BIOL	1100	001	Undergraduate	3.000	Standard Letter Grade	Principles of Biology
Web Registered on Jan 24, 2007	None <input type="button" value="v"/>	80230	ANTH	1000	001	Undergraduate	3.000	Standard Letter Grade	Introduction to Anthropology

Total Credit Hours: 6.000

Billing Hours: 6.000

Maximum Hours: 15.000

Date: Jan 24, 2007 12:47 pm

Add Classes Worksheet

To drop classes, pull down the menu beside the class you wish to drop under **Action** .

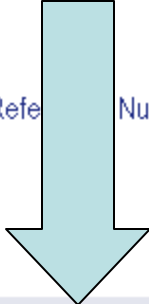
Select **Web Dropped**.



At the bottom, select **Submit Changes** and the class will be removed from your schedule.

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Add Classes Worksheet

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