

## ECU Registration Procedures for Individuals Affiliated with NCMTEC Step-by-Step Guide

If you are an individual that is affiliated with NCMTEC and wishes to take “sponsored courses” offered by ECU see information below:

It is recommended that you check the seat availability of the course prior to beginning the ECU or NCMTEC registration procedure. In order to register for ECU courses, you must apply and be admitted as an **Undergraduate Post Baccalaureate Teacher Licensure Candidate**. Once admitted you will need to complete the ECU registration procedures separate from NCMTEC procedures.

### Quick Reference Checklist

#### **Check Course Availability:**

Course offerings can be viewed at <https://onestop.ecu.edu/onestop/index.cfm?fuseaction=tabTools.&ntdgc=0.953545575018>

*Select the “TOOLS” tab and then “course catalog” – a new window will pop up*

*Select your desired term and course*

*NOTE: you do NOT need to login to view courses*

#### **Affiliating with East Carolina University:**

Complete the Undergraduate **Post Baccalaureate Teacher Licensure** application. There will be an application fee of \$60. To complete your application you will be required to provide the Office of Undergraduate Admissions with a sealed official transcript from the institution where your bachelor’s degree was conferred.

*Visit [http://www.ecu.edu/cs-educ/alternative\\_licensure/resources.cfm](http://www.ecu.edu/cs-educ/alternative_licensure/resources.cfm) for application links and directions*

*Undergraduate Admission Office: 252-328-6640*

#### **ECU Course Registration:**

Once you are officially admitted to the University you will be able to register. It typically takes one week to process your admission once the Undergraduate Admissions Office has received all of the required documents and fees.

Identify Registration Dates for ECU:

<http://www.ecu.edu/fsonline/senate/fscalend.cfm>

*It is in your best interest to register as soon as possible as many of the courses fill up quickly*

Contact the Office of Alternative Licensure at 252-328-6272:

*You will be unable to register until you have “activated” with our office*

*If you do not have a Plan of Study with ECU you may be asked to submit a copy of your plan of study and current license from DPI, transcripts may be requested as evidence of a required prerequisite course*

Course Registration via Banner:

*You will need to login to your OneStop account to access Banner. Follow the directions on your admission letter. Contact the IT Help Desk for login assistance or to reset your pass word at 800-340-7081.*

*In Banner, all students are given a Banner/ECU ID number. This Banner/EDU ID will become your official ECU Student ID replacing your social security number. **You can find your Banner/EDU ID number by logging into OneStop on the TOOLS tab in the BANNER section under “What is my Banner ID” .***

*For Banner information and tutorials for students visit <http://www.ecu.edu/cs-admin/studentbanner/>*

*Contact the Office of Alternative Licensure if you need assistance at 252-328-6272*

#### **Paying for Your Course(s):**

To benefit from the NCMTEC reduced tuition rates the student is responsible for identifying relevant deadlines set forth by both ECU and NCMTEC and for completing and submitting the NCMTEC payment procedures by their deadline.

*Visit <http://ncmtec.northcarolina.edu/> for the NCMTEC deadlines and procedures*

*Visit <http://www.ecu.edu/fsonline/senate/fscalend.cfm> for the ECU academic calendars*

If the student fails to meet the NCMTEC requirements they will be charged the full tuition rate for any course they are registered for and will need to call the Office of Continuing Studies to make payment at 800-398-9275 by the fee deadline

**ECU Office of Alternative Licensure**

Phone: 252-328-6272 Fax: 252-737-2998

Email: [morgans@ecu.edu](mailto:morgans@ecu.edu)

[http://www.ecu.edu/cs-educ/alternative\\_licensure/Index.cfm](http://www.ecu.edu/cs-educ/alternative_licensure/Index.cfm)