

## ECU Registration Procedures for Lateral Entry Teachers with a Plan of Study from a RALC Step-by-Step Guide

You have a plan of study from a Regional Alternative Licensing Center and you are interested in taking some of your coursework at ECU.

It is recommended that you check the seat availability of the course prior to beginning the ECU admission and registration process. 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 outline below.

### Quick Reference Checklist

#### **ECU Course Match to RALC Plan of Study:**

Identify and print ECU courses by licensure area from the RALC website

<http://www.ralc.ccs.k12.nc.us/college%20to%20major/ecu/1%20ECU%20COURSES.htm> OR

<http://www.ralc.ccs.k12.nc.us/>

#### **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 or 252-328-4125:

*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 or 252-328-4125*

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

The University will **cancel schedules** for students that have not paid their fees by the fee deadline.

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

Pay for online courses – contact the Office of Continuing Studies at 800-398-9275 (prompt #1 for the Business Office)

Pay for campus courses – contact the cashier's office at 888-331-5328

**Textbooks:**

You can find your **textbook listings** (when made available by instructors) on Onestop by following these steps:

- *Log into Onestop*
- *Go to tools tab at top of page*
- *Look under "Courses" category and then click on "Textbook listing"*

**Submitting Your Licensure materials**

Contact the Alternative Licensing Center from which you received your plan of study. They will recommend you for your initial license, so you should follow their prescribed procedure.

**ECU Office of Alternative Licensure**

Phone: 252-328-6272 or 252-328-4125

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

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