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 (RALC) 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 outlined below. (There is a $70.00 application fee for each admission request.)

Quick Reference Checklist

ECU Course Match to RALC Plan of Study:
Identify and print ECU courses by licensure area from the RALC website at http://www.ralc.us/courses

Check Course Availability:
Course offerings can be viewed at https://pirateport.ecu.edu/portal/

ECU Course Offerings in the lower left corner
Select appropriate Course Term, Course Subject, and Course Number
Use the CRN – Course registration number along with the Term, Course Name, and Number in your written email request to alternativelicensure@ecu.edu for registration request. In this email, please also include your Student Banner ID.

Affiliating with East Carolina University:
Complete the Undergraduate Post Baccalaureate Teacher Licensure application. There will be an application fee of $70.
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 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.

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 alternativelicensure@ecu.edu or 252-328-2700:
You will be unable to register until you have “activated” your plan with our office.
If you do not have a Plan of Study with ECU you will 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 or to determine a GPA for admission to Upper Division courses. If you take a course that requires electronic evidence(ee), you must purchase a Taskstream account and complete the (ee) competencies.

Course Registration via Banner:
You will need to log in to your PiratePort 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 PiratePort 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/
The Alternative Licensure Office will assist you with registration with a written registration email request that includes: Banner ID, ECU Course Name and Number, and the Course Registration Number. Please also include the term (Fall, Summer 1, Summer 2, 11 Week Summer, or Fall).

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](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 PiratePort by following these steps:
- Log into PiratePort
- 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.

You may contact the Office of Alternative Licensure if you need assistance at 252-328-6272.

ECU Office of Alternative Licensure
Phone: 252-328-2700 Fax: 252-737-2998
Email: alternativelicensure@ecu.edu
[http://www.ecu.edu/cs-educ/alternative_licensure/index.cfm](http://www.ecu.edu/cs-educ/alternative_licensure/index.cfm)

Students must take classes each consecutive semester in order to maintain your ability to register for classes. Should you skip a semester, you will be required to be re-admitted to the university prior to registering for classes the next semester and will have to pay the $70.00 application fee again.

North Carolina requires an evaluation from an international education evaluation service, along with a copy of a current work authorization visa, a permanent resident card, or a US passport for individuals presenting foreign transcripts or credentials. The North Carolina Department of Public Instruction accepts evaluations from World Evaluation Services, Josef Silny & Associates, or International Education Evaluators, Inc. In order to be issued a North Carolina teaching license, an individual must be a US citizen or hold a valid US work visa.

Subsequently, the Office of Alternative Licensure at East Carolina University requires an evaluation and translation from one of the recognized international education evaluation services in order to formulate a plan of study.