How to Register for Classes


2. Click on the Hamburger icon at the top of the page.

3. Select the PiratePort link.

4. **Log into Pirate Port** with your Pirate ID and Passphrase.

5. **Click on the Banner Self Service card.**
6. Click on the **Registration** link on the Student Tab.

7. Click on the **Add or Drop Classes** link.

8. **Select Registration Term** from the Select a Term pull down menu.

9. Enter the Registration PIN and click the Submit button. **NOTE: Your registration PIN can be found under Port 2 on the PIER website.**
10. Click on the Class Search button to search for courses.

11. Search for courses.
   - Search by Subject by clicking on the Course Subject and then clicking the Course Search button to see all courses available in that subject.
   - Search by Advanced Search for a more defined search using specific search criteria such as course number, instructional method, instructor, time and/or day, etc. A list of specific class and sections available will be listed.

12. If you are using Course Search, a list of specific courses under that subject will be listed. Click View Sections next to the course to view the course details and to register for a specific section.
13. Select the section you want by checking the box next to that section. NOTE: If a “C” appears, this section is closed. Please review the tutorial How to Use Registration Waitlists for steps on how to get on a waitlist for a class.

14. After checking the appropriate section, scroll to the bottom and click on the Register or Add to Worksheet button.
   - Clicking the Register button will register you for the one course you have selected.
   - If you would like to register for multiple courses at once click the Add to Worksheet button.

15. You will be taken back to your schedule to view it with the new class added if you clicked the Register button.
• If you clicked the Add to Worksheet button, click on the **Submit Changes button to register** for all classes listed in your worksheet.

16. If there were any errors (pre-requisite, co-requisite, time conflicts, other restrictions), the error would display with your schedule and the course will not be added.

   **NOTE: Please review Common Registration Errors for an explanation if you receive an error.**

17. Repeat steps 8-12 to add additional classes.

   **NOTE: The Schedule Planner tool in Banner Self-Service is NOT recommended for your first time scheduling classes at ECU.** It often causes more confusion than it is helpful. Students who use this tool often think they have scheduled classes only to arrive at orientation and discover they did not fully register and have no classes.

   Following the steps outlined above is the simplest way to start your fall semester schedule.