How to Add a Course


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 **Main SSB Menu** link from the “Banner Self Service Links” widget.

6. **Click** on the **Continue Button** after reading the “Something Important to Know” popup window.
7. **Click** on the **Registration link** on the Student Tab.

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

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

10. **Enter your Registration PIN number** from your advisor and **click the Submit button**.

   **Undergraduates:** Please contact your advisor for your registration PIN.
   **Graduate and Non Degree Students:** do not need a Registration PIN number
11. Click on the **Class Search button** to search for a class.

12. Search for a Class:
   - 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.
13. If you are using Course Search, a list of specific courses under that subject will be listed. **Click on the View Sections button** next to the course to view the course details and to register for a specific section.

![Course Search Screenshot](image1)

14. **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 “Course Wait Lists” for more information on how to be wait listed for a course.

![Course Details Screenshot](image2)

15. After checking the appropriate section, scroll to the bottom and **click on the Register button**.

![Register Button](image3)

16. You will be taken back to your schedule to view it with the new class added.
17. 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 contact your advisor if you receive a registration error.

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Cpte</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>Repeat count exceeds 0</td>
<td>82152</td>
<td>POLS</td>
<td>2020</td>
<td>002</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Grade Introduction to International Relations</td>
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<tr>
<td>Field of Study Restriction - Major</td>
<td>83180</td>
<td>ACCT</td>
<td>3551</td>
<td>001</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Grade Intermediate Accounting I</td>
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<tr>
<td>Time conflict with CRN 82138</td>
<td>85708</td>
<td>ART</td>
<td>1025</td>
<td>002</td>
<td>Undergraduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Grade Digital Design</td>
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</tbody>
</table>

Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
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Submit Changes  Class Search  Reset