How to Drop a Class

1. From the ECU Main Web page (www.ecu.edu), click on the Pirate Port link.

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

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

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

6. Click on the Add or Drop Classes link.

7. Select Registration Term from the Select a Term pull down menu.

8. Enter your Registration PIN number from your advisor and click the Submit button.
   Undergraduates: Please contact your advisor for your registration PIN.
   Graduates and Non Degree Students: Do not need a registration PIN.
9. To Drop classes, select **Web Dropped** from the Action pull down menu next to the class you would like to drop.

10. Click on the Submit Changes button.

11. The course will be removed from your schedule.