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

6. Click 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 the Registration PIN and click the Submit button.

    **UNDERGRADUATES:** Please contact your advisor for your Registration PIN.
    **GRADUATES:** graduate students do not need a pin to register.
11. Click on the **Class Search button** to search for courses.

![Class Search button](image1)

12. 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.

![Look Up Classes](image2)

13. 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.

![View Sections](image3)
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.

15. 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.**

16. 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.

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 get a registration error.

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