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.

    **NOTE:** Please contact your advisor for your Registration PIN.
11. **Click on the Class Search button** to search for courses.

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.

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.
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.