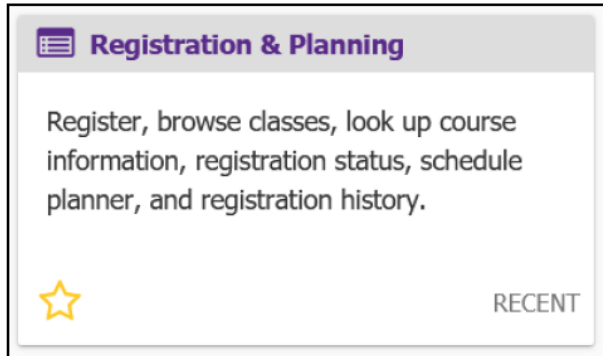


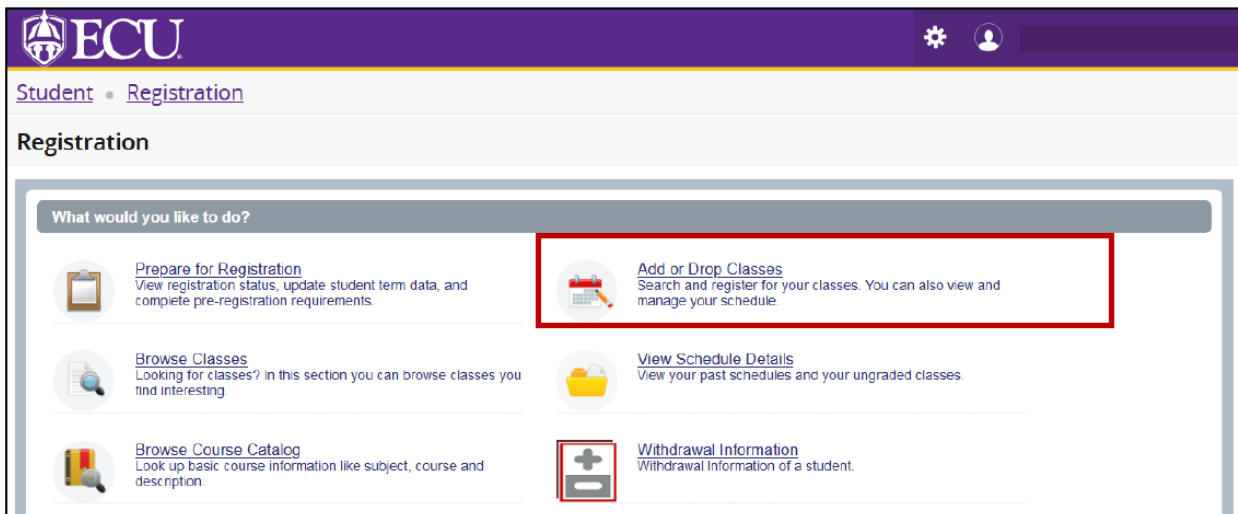
How to Register for Classes

Currently enrolled students must log in to Pirate Port to register for courses. Contact your advisor prior to registration to schedule an advising appointment. [View the Registration Schedule.](#)

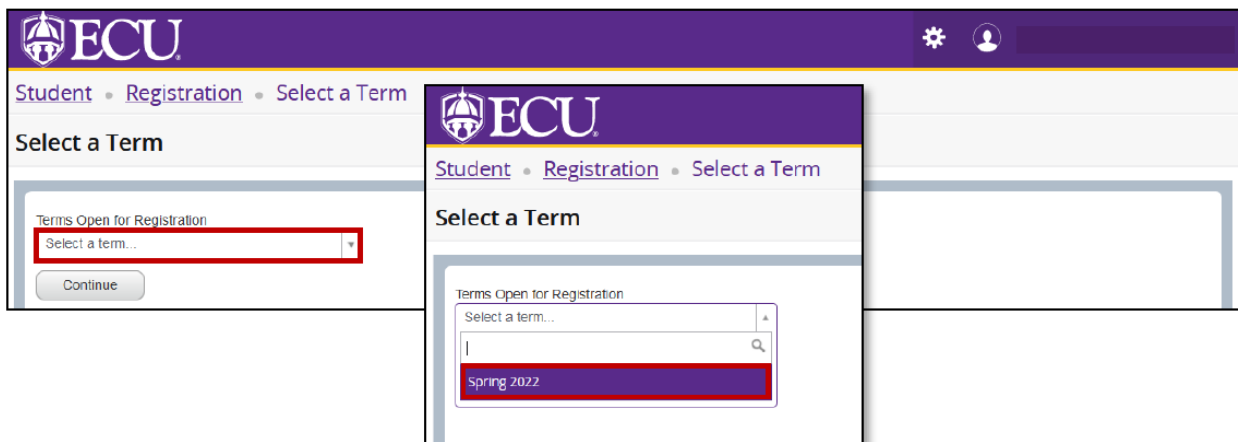
1. Log into [Pirate Port](#).
2. Click on the Registration & Planning Card



3. Click on the Add or Drop Classes link.



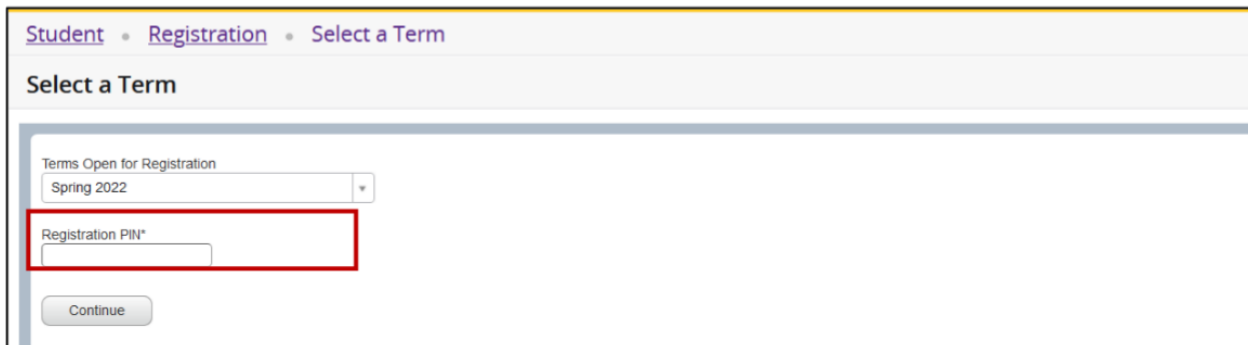
4. Select Registration Term from the Terms Open for Registration pull down menu.



5. **Undergraduate Students:** Enter your Registration PIN and click the Continue button.

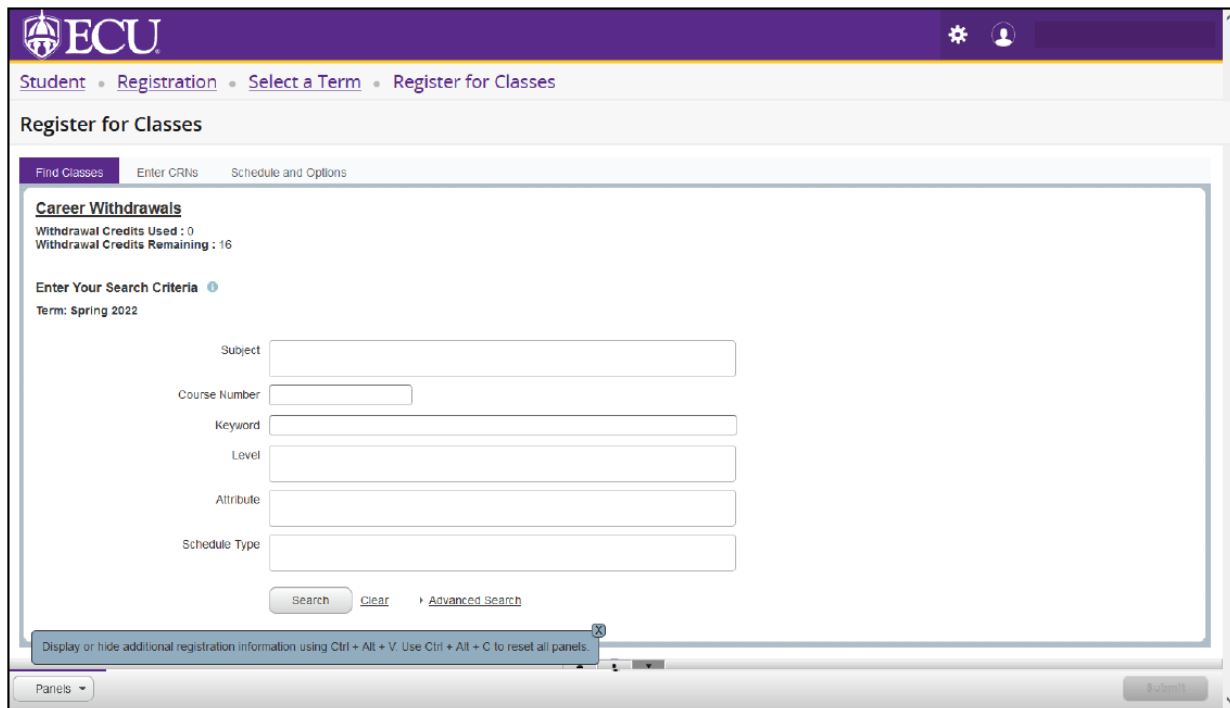
Please contact your advisor for your Registration PIN.

Graduate Students: Click the Continue button (PIN not needed).



If it is not your scheduled time to register you will get the error message “Time tickets prevent registration at this time”. Your scheduled time to register depends on your total earned hours. Total earned hours can be viewed in Prepare for Registration, your student profile or on your Degree Works audit. Review the registration schedule located <https://registrar.ecu.edu/registration-schedule/> to determine your time for registration.

6. The default window for adding a class (when no classes have been added) is the Find Classes window.



7. Use the Find Classes tab or the Enter CRNs tab to add a class to your registration summary

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : 0
Withdrawal Credits Remaining : 16

Enter Your Search Criteria ⓘ
Term: Spring 2022

Subject

Course Number

Keyword

a. Using the Find Classes tab:

i. Enter search criteria in the Basic or Advanced Search and click Search.

When searching for online classes, the Delivery method is **“Internet or World Wide Web.”**

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Career Withdrawals
Withdrawal Credits Used : 0
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Enter Your Search Criteria ⓘ
Term: Spring 2022

Subject

Course Number

Keyword

Level

Attribute

Delivery Methods

[Advanced Search](#)

IMPORTANT NOTICE: While most online classes are asynchronous and do not have specific meeting times, some online courses do meet in real-time and have times listed.

Be sure to choose online course sections without meeting times if you are unable to log in on those days or times.

ii. Click Add to add a class.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this, there's a section for 'Career Withdrawals' with 'Withdrawal Credits Used: 0' and 'Withdrawal Credits Remaining: 16'. The main area is titled 'Search Results - 169 Classes' for 'Term: Spring 2022'. It lists search filters: 'Subject: Biology, Chemistry', 'Level: Undergraduate', 'Attribute: Science Requirement', and 'Instructional Method: Face to Face'. A table of search results follows, with columns for Title, Subject Description, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, and Linked Sections. The first row, 'General Biology Lecture', has its 'Add' button highlighted with a red box. Other rows include 'General Biology Lecture', 'General Biology Lecture', 'General Biology Labor Lab', and 'General Biology Labor Lab'.

b. Using the Enter CRNs tab:

i. Enter a CRN in the CRN field.

The screenshot shows the 'Register for Classes' interface with the 'Enter CRNs' tab selected. It displays 'Career Withdrawals' information. The main section is 'Enter Course Reference Numbers (CRNs) to Register' for 'Term: Spring 2022'. There is an input field for 'CRN' containing the value '32002', which is highlighted with a red box. To the right of the input field, the text 'Financial Management FINA3724, 001' is visible. Below the input field are buttons for '+ Add Another CRN' and 'Add to Summary'.

ii. Add additional CRNs.

iii. Click Add to Summary button.

The screenshot shows the 'Register for Classes' interface with the 'Enter CRNs' tab selected. It displays 'Career Withdrawals' information. The main section is 'Enter Course Reference Numbers (CRNs) to Register' for 'Term: Spring 2022'. There are two input fields for 'CRN', the first containing '32002'. The text 'Financial Management FINA3724, 001' is visible. Below the input fields are buttons for '+ Add Another CRN' and 'Add to Summary', with the 'Add to Summary' button highlighted by a red box.

8. When a class is added (either by Find Classes tab or Enter CRN tab) the Schedule and Summary screens are displayed showing the **pending registration** and the tentative week-at-a-glance schedule.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this is a 'Career Withdrawals' section. The main area is titled 'Enter Course Reference Numbers (CRNs) to Register' for the term 'Spring 2022'. A 'CRN' input field and 'Add to Summary' button are visible. The interface is split into two panes: 'Schedule' and 'Summary'. The 'Schedule' pane shows a grid for 'Class Schedule for Spring 2022' with columns for days of the week and rows for times (6am to 10am). Three cells at 8am on Monday, Tuesday, and Wednesday are highlighted with a red box. The 'Summary' pane shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The row for 'Financial Management' has a status of 'Pending', which is highlighted with a red box. A 'Submit' button is located in the bottom right corner.

9. To register for classes, click the submit button located in the bottom right-hand corner of the window.

This screenshot is similar to the previous one, showing the 'Register for Classes' interface. The 'Submit' button in the bottom right corner of the 'Summary' pane is highlighted with a red box. The 'Summary' table still shows the class 'Financial Management' with a status of 'Pending'.

10. A successful notification (in green) is displayed in the top right-hand corner of the screen if the registration was successful, and the week-at-a-glance schedule and summary screens are updated to show the successful registration.

The screenshot shows the 'Register for Classes' interface after a successful registration. A green notification box in the top right corner says 'Save Successful'. The 'Summary' table now shows the class 'Financial Management' with a status of 'Registered', which is highlighted with a red box. The 'Class Schedule' grid shows the class is successfully scheduled for 8am on Monday, Tuesday, and Wednesday, with these cells highlighted by a red box. The 'Submit' button is still visible in the bottom right corner.

11. If there were any registration errors (pre-requisite, co-requisite, time conflicts, other restrictions), the class with the error will not be added to the Schedule window, will be highlighted in red in the summary window and an error notification (in red) of the registration restriction will be displayed in the upper right-hand corner of the screen.

NOTE: [Please review the registration add error page to see why you are getting the error.](#)

The screenshot shows the ECU registration interface. At the top, the user is identified as Anderson, Jordan Patricia. The navigation path is Student > Registration > Select a Term > Register for Classes. A green notification bar indicates 'Save Successful'. Three red error messages are displayed in the upper right corner:

- BIOL 2140 CRN 30111: Pre-requisite/Co-requisite OR Test Score error
- BIOL 2140 CRN 30111: BIOL 2141 must be taken with BIOL 2140.
- BIOL 2140 CRN 30111: CHEM 1120 OR 1150 must be taken before BIOL 2140.

The 'Register for Classes' section includes 'Career Withdrawals' (0 used, 16 remaining) and a form to 'Enter Course Reference Numbers (CRNs) to Register' for the Spring 2022 term. Below this is a 'Class Schedule for Spring 2022' grid and a 'Summary' table. The 'Summary' table has the following data:

Title	Details	Hours	CRN	Schedule Type	Status	Action
Human Physiology and ...	BIOL 2140. 6...	3	30111	Lecture	Errors Preventing	Remove
Financial Management	FINA 3724. 001	3	32082	Lecture	Registered	None

12. To remove the class with the registration error, click the submit button in the bottom right-hand corner of the screen.

This screenshot shows the same registration interface as above, but with the 'Submit' button in the bottom right corner highlighted with a red box. The 'Summary' table and error messages remain the same.