Banner Registration Instructions

**Step 1:** Using FIREFOX browser, go to ECU’s home page (www.edu.edu) Log into PIRATE PORT with PirateID and Passphrase.

**Step 2:** In the Banner Self Service Links box, select the Main SSB Menu. This will open into a new window (make sure all pop up blockers are disabled)

**Step 3:** Select the Student tab then Select the Registration link.

**Step 4:** Select the Add or Drop Classes link. Enter your Registration PIN and select Term and at the bottom, select the Class Search link for courses.

**Step 5:** Choose the subject for which you are looking. You can choose to enter a course number, choose instructional method, instructor, time and/or day. Once you have entered your information, select the Class Search link at the bottom. This returns a list of all courses meeting the criterion you entered. Select the section you want by checking the box next to that section.

**Step 6:** After checking the appropriate section, scroll to the bottom and select the Register link. **Exception:** if you are adding courses that are co-requisites (such as CHEM 1150 and 1151) you should not select Register but should Add to Worksheet instead. After you have both CRN’s (for the lecture and lab) on the worksheet, then select Register. This allows both classes to be added simultaneously. Failure to follow these instructions will result in an error message.

**Step 7:** You will be taken back to your schedule to view it with the new class added. If there were any errors (pre-requisite, co-requisite, other restrictions), the error would display with your schedule and the course will NOT be added.

**Step 8:** Repeat steps 3-7 to add additional classes.

To Drop classes, from your schedule page pull the drop down menu beside the course you wish to drop and select **Web Dropped** At the bottom, select the Submit Changes link and the course will be removed from your schedule.

Waitlist Instructions

If a course is closed, you may have the option to waitlist. Not all classes have a waitlist available but if one is available, you want to waitlist. This helps departments see the demand for that course.

To waitlist:

**Step 1:** Pay attention to the columns that say WL CAP, WL ACT, and WL REM (see below).

<table>
<thead>
<tr>
<th>Sections Found</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select CRN</td>
<td>Sub</td>
</tr>
<tr>
<td>C 80027</td>
<td>MATH</td>
</tr>
<tr>
<td>C 80029</td>
<td>MATH</td>
</tr>
<tr>
<td>C 80032</td>
<td>MATH</td>
</tr>
<tr>
<td>C 80034</td>
<td>MATH</td>
</tr>
<tr>
<td>□ 80035</td>
<td>MATH</td>
</tr>
<tr>
<td>C 80036</td>
<td>MATH</td>
</tr>
<tr>
<td>C 80042</td>
<td>MATH</td>
</tr>
</tbody>
</table>

CRN 80027 does not have a wait list
CRN 80034 & 80035 have wait lists with no one on them yet!
CRN 80048 does have a wait list and 6 people are already on it.

Revised August 2019
**Step 2:** To add yourself to a wait list, add the CRN to the worksheet on the add/drop screen and then select “submit”. *At times, a class will have box to check but it may not mean the class is open. If you see a # in the WL ACT column for that course, it is not open. Checking the box and selecting submit changes will bring up the waitlist option shown in Step 3 below.*

![Add Classes Worksheet](image1)

**Step 3:** You will then see a drop down menu. Use the drop down menu to choose “wait list” and then select “submit changes. The course will then be added to your schedule as a wait list (you are NOT in the course yet!). **Please note that you can not be on a waitlist for a course you are registered for already. You also can not be on multipe waitlists for the same course and you can not add another course in the same time slot of the waitlisted course.**

![Registration Add Errors](image2)

You will receive an e-mail to your ECU e-mail account when a spot has opened. You will ONLY have 24 hours from the time the e-mail was sent to register for the class. Failure to register within the time frame will result in losing your spot on the waitlist.

Once you receive the e-mail to add the course you must access your schedule (through Banner self service) and then use your registration pin the pull down menu beside the wait listed class to say *web registered* and then select *submit changes.*