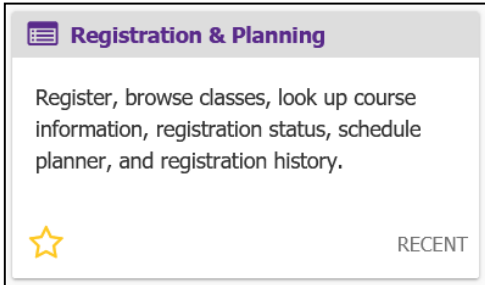
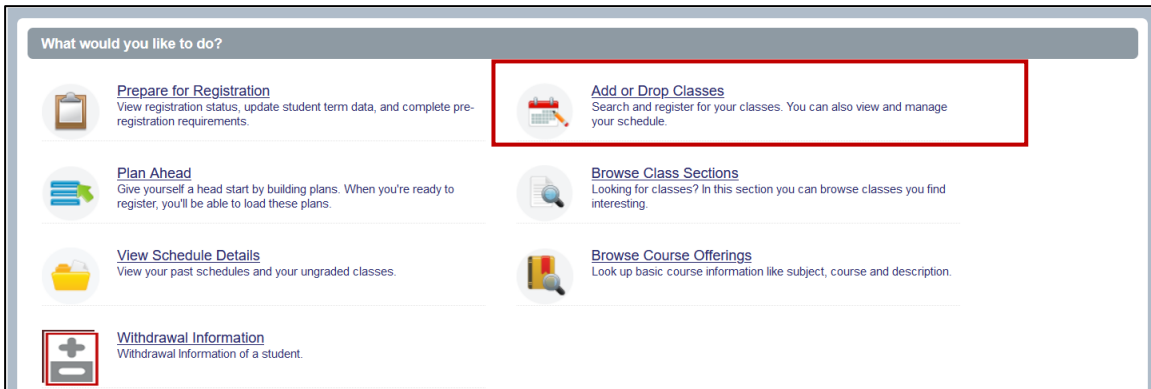


How to Register for Classes

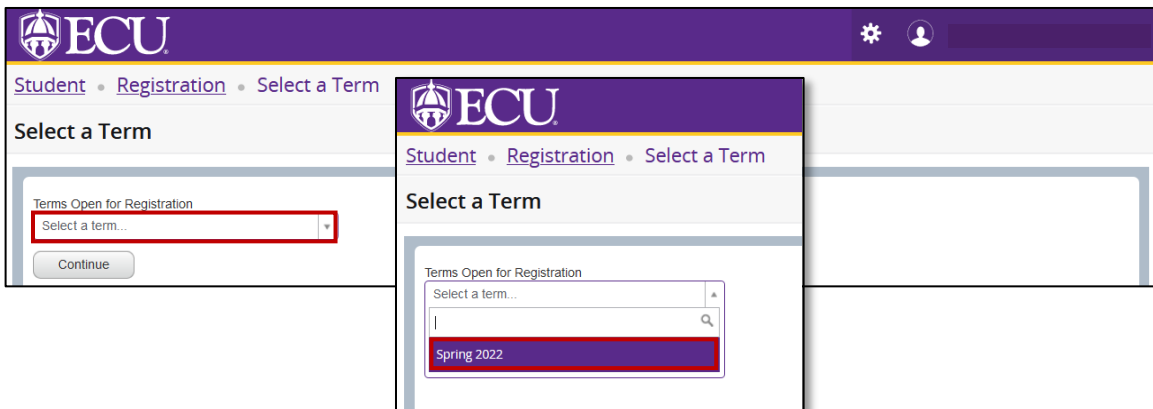
1. Log into Pirate Port.
2. Click on the Registration & Planning Card.



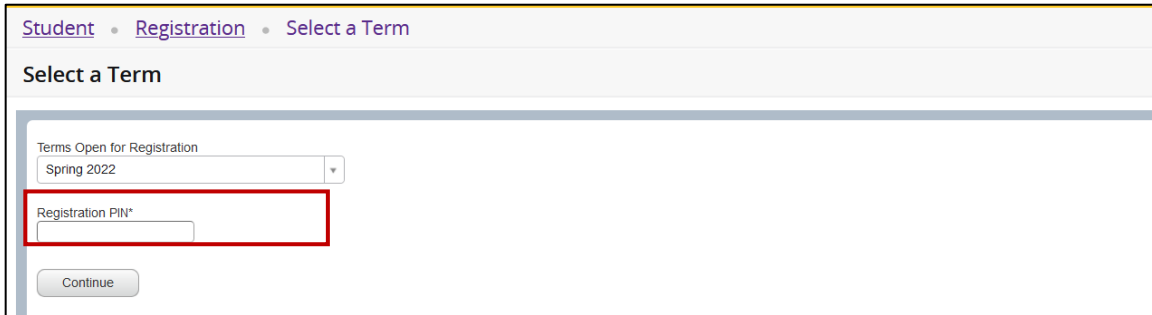
3. Click on the Add or Drop Classes link.



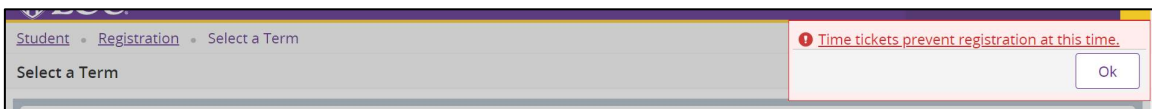
4. Select Registration Term from the Terms Open for Registration pull down menu.



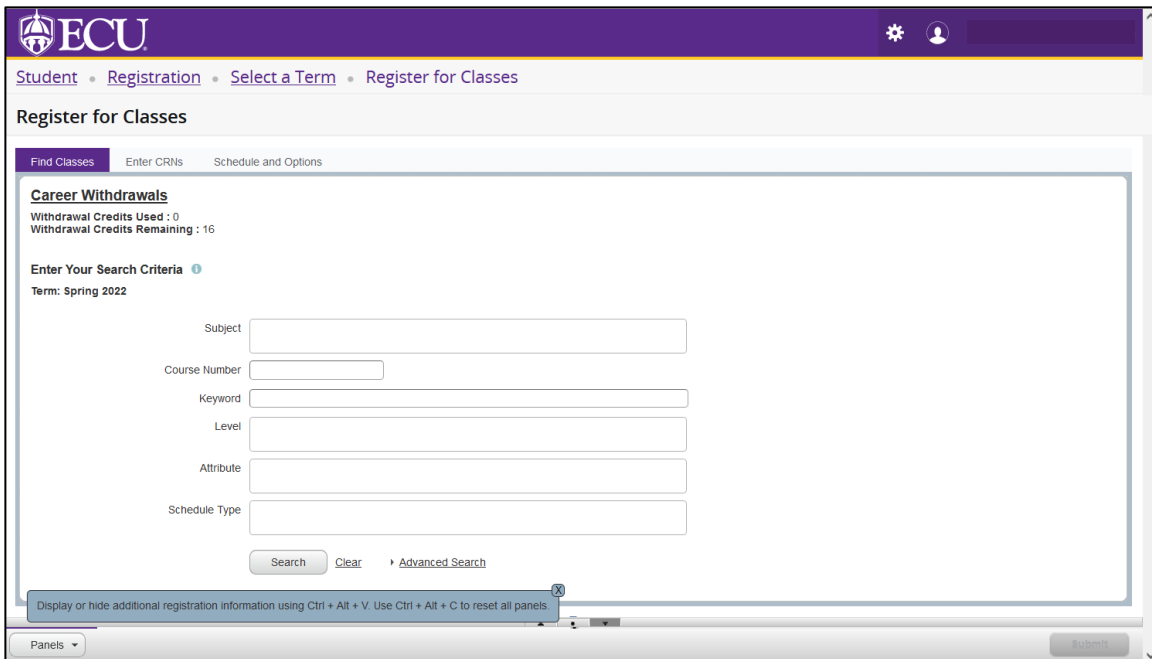
5. **Undergraduate Students:** Enter your Registration PIN and click the Continue button. **Please contact your advisor for your Registration PIN.**
Graduate Students: Click the Continue button.



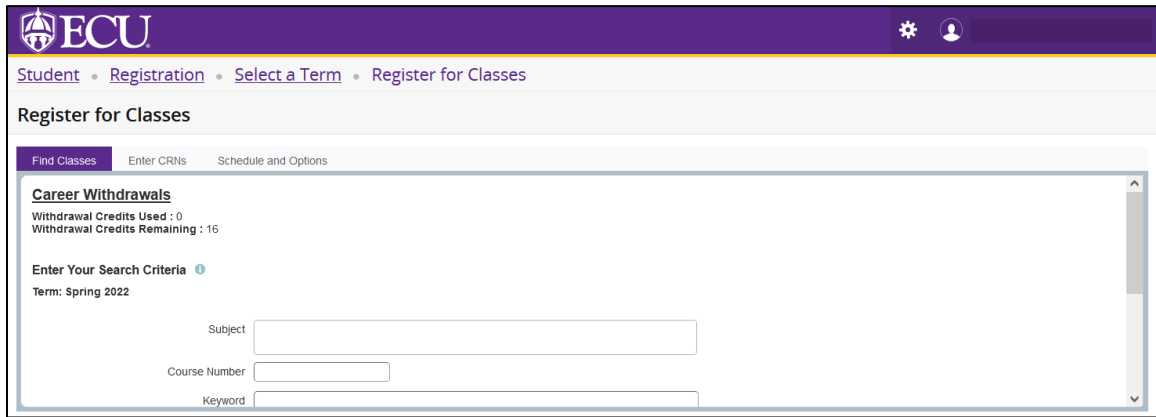
If it is not your scheduled time to register you will get the error message “Time tickets prevent registration at this time”. Your scheduled time to register depends on your total earned hours. Total earned hours can be viewed in Prepare for Registration, your student profile or on your Degree Works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

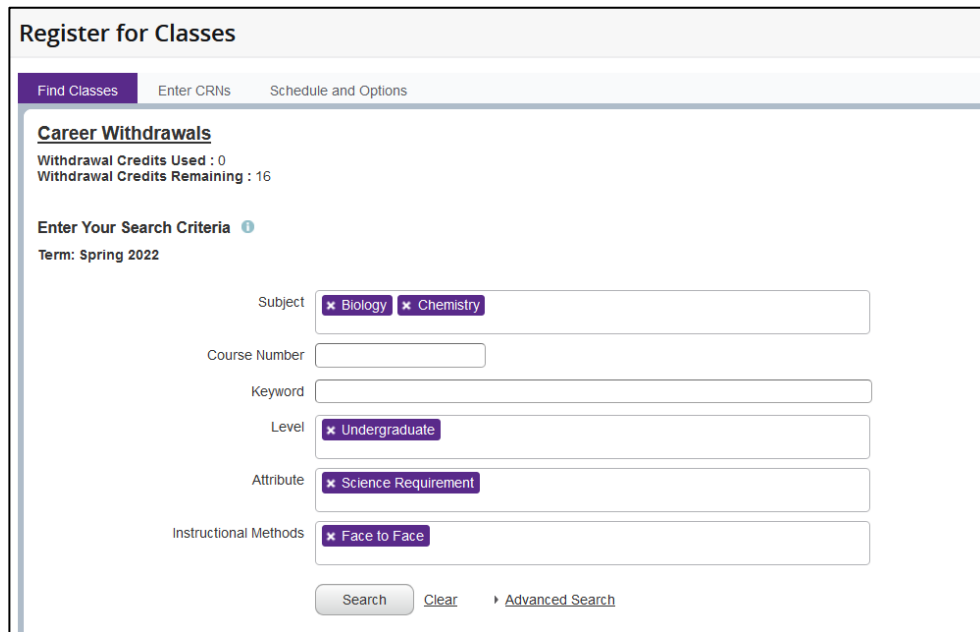


7. Use Find Classes tab or Enter CRNs tab to add a class to your registration summary.

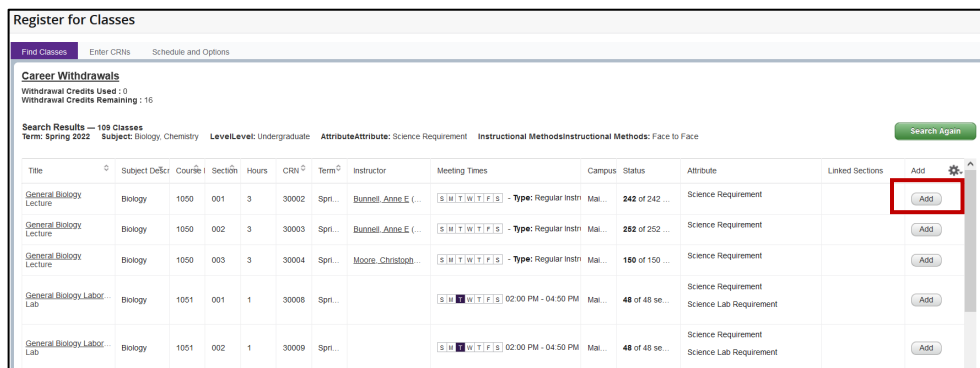


a. Find Classes tab:

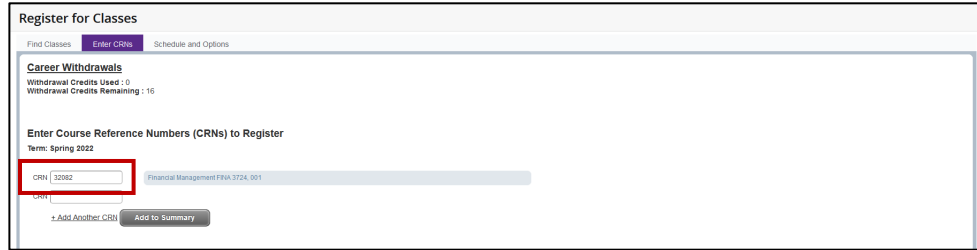
i. Enter search criteria in the Basic or Advanced Search and click Search.



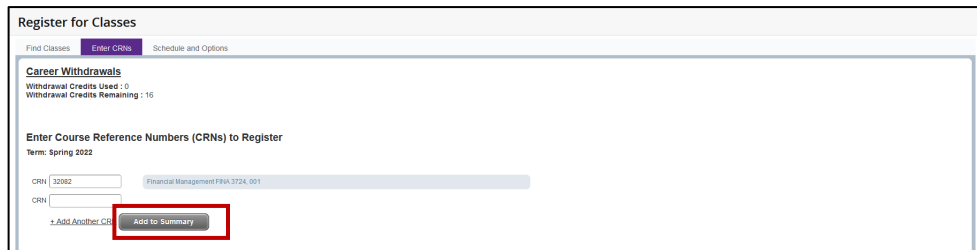
ii. Click Add to add a class.



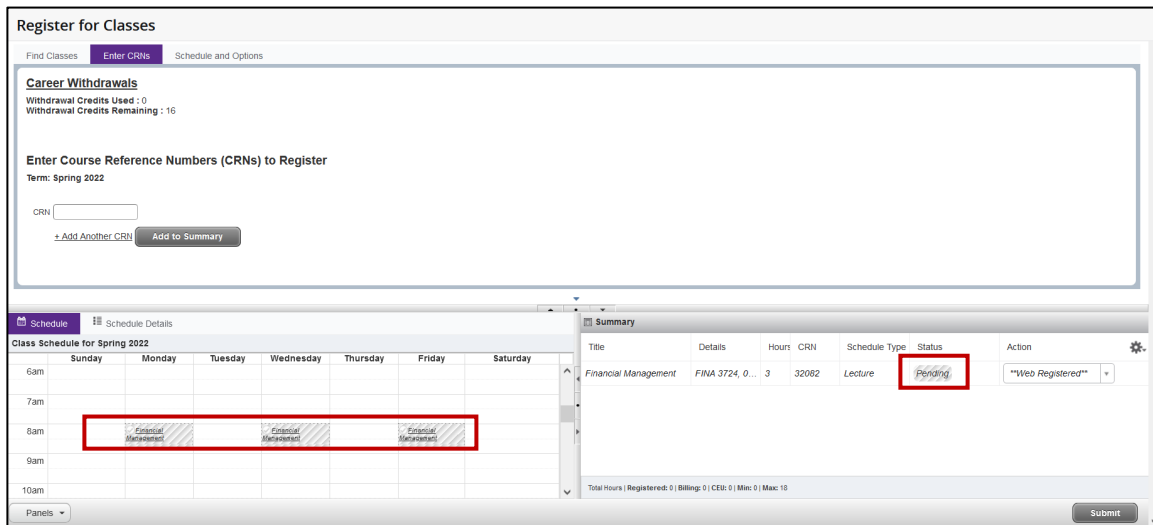
- b. Enter CRNs tab:
 - i. Enter a CRN in the CRN field.



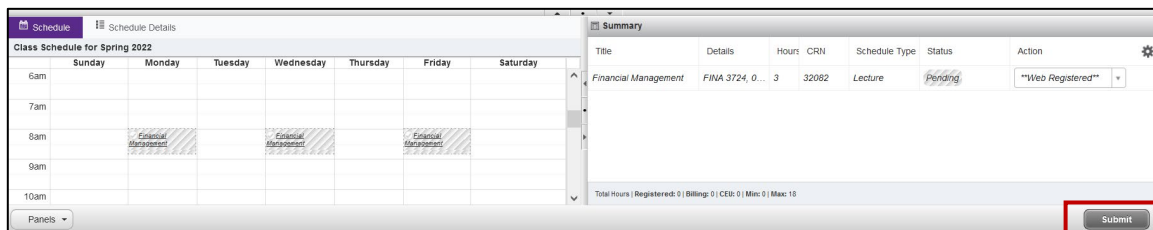
- ii. Add additional CRNs.
- iii. Click Add to Summary button.



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



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



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.

Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

Find Classes Enter CRNs Schedule and Options

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

Enter Course Reference Numbers (CRNs) to Register
 Term: Spring 2022

CRN

+ Add Another CRN Add to Summary

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Financial Management		Financial Management		Financial Management	
9am							
10am							

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
Financial Management	FINA 3724, 001	3	32082	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 16

Submit

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

ECU

Anderson, Jordan Patricia 4

Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

Find Classes Enter CRNs Schedule and Options

Career Withdrawals
 Withdrawal Credits Used : 0
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Enter Course Reference Numbers (CRNs) to Register
 Term: Spring 2022

CRN

+ Add Another CRN Add to Summary

Schedule Schedule Details

Class Schedule for Spring 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am		Financial Management		Financial Management		Financial Management	
9am							
10am							

Summary

Title	Details	Hour	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

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 16

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,

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

The screenshot displays a software interface for managing a class schedule. On the left, a grid shows the 'Class Schedule for Spring 2022' with columns for days of the week and rows for time slots from 6am to 10am. Three 'Financial Management' classes are scheduled on Monday, Wednesday, and Thursday at 8am. On the right, a 'Summary' table lists the classes. The first row, 'Human Physiology and ...', has a status of 'Errors Preventing...' and a 'Remove' button. The second row, 'Financial Management', has a status of 'Registered' and a 'None' button. At the bottom right, a 'Submit' button is highlighted with a red box. A status bar at the bottom indicates 'Total Hours | Registered: 3 | Billing: 3 | CEb: 0 | Min: 0 | Max: 18'.

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