

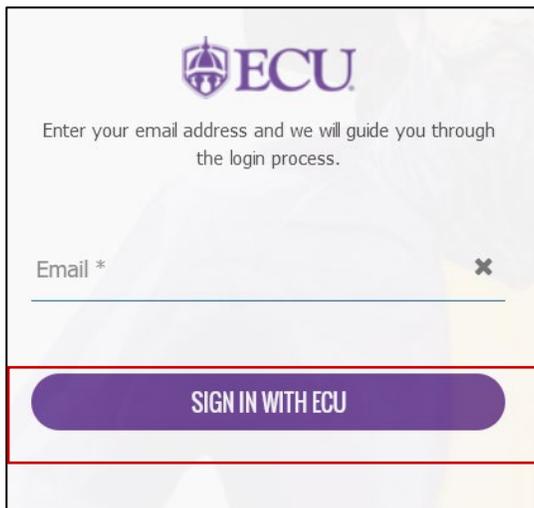
## How to Use Registration Wait lists

### HOW DO WAITLISTS WORK?

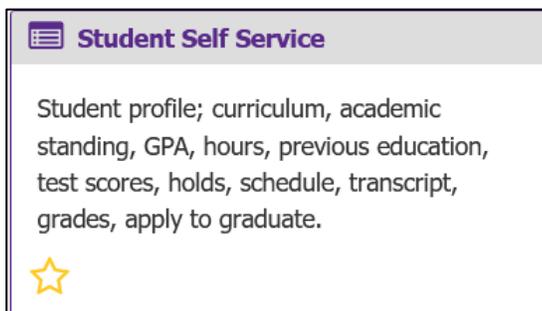
- Students who attempt to register for a class that is full or ‘Closed’ may put themselves on a waiting list.
- The wait list queue works on a **first-come, first-served basis**.
- When a seat becomes available, an email will be sent to the student at the top of the waiting list via their ECU email.
- The student will have up to 24 hours from the delivery of the email to add the class.
- All Holds and Registration Restrictions will still apply to be eligible to waitlist a class.

### REGISTER FOR CLASSES

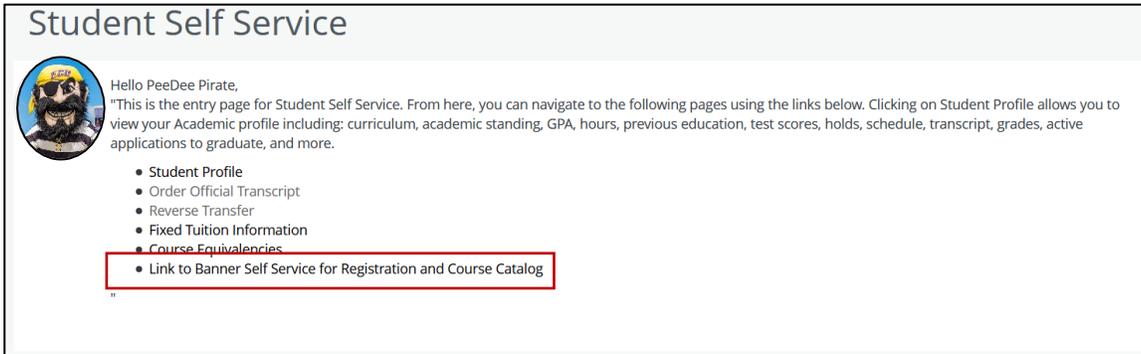
1. Go to PiratePort <https://pirateport.ecu.edu/>
2. Log in by clicking the purple button.



3. Click on the **Student Self Service** card.

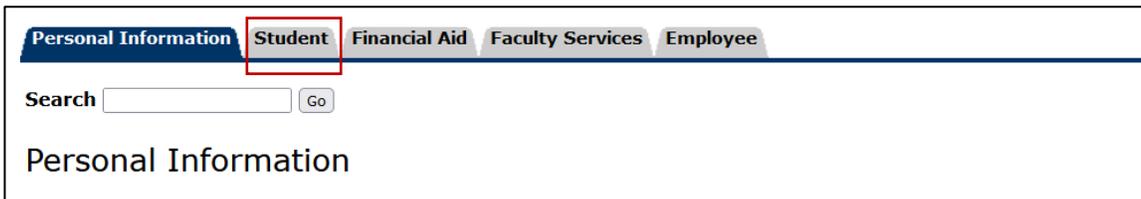


4. Click on Link to “Banner Self Service for Registration and Course Catalog” link.



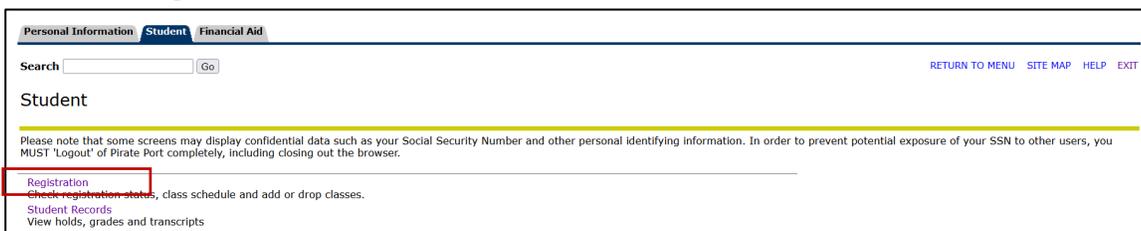
The screenshot shows the 'Student Self Service' page. At the top, there is a header with the title 'Student Self Service'. Below the header, there is a circular profile picture of a pirate and a greeting: 'Hello PeeDee Pirate, "This is the entry page for Student Self Service. From here, you can navigate to the following pages using the links below. Clicking on Student Profile allows you to view your Academic profile including: curriculum, academic standing, GPA, hours, previous education, test scores, holds, schedule, transcript, grades, active applications to graduate, and more.' Below the greeting, there is a list of links: 'Student Profile', 'Order Official Transcript', 'Reverse Transfer', 'Fixed Tuition Information', 'Course Equivalencies', and 'Link to Banner Self Service for Registration and Course Catalog'. The last link is highlighted with a red box.

5. Click on the Student tab.



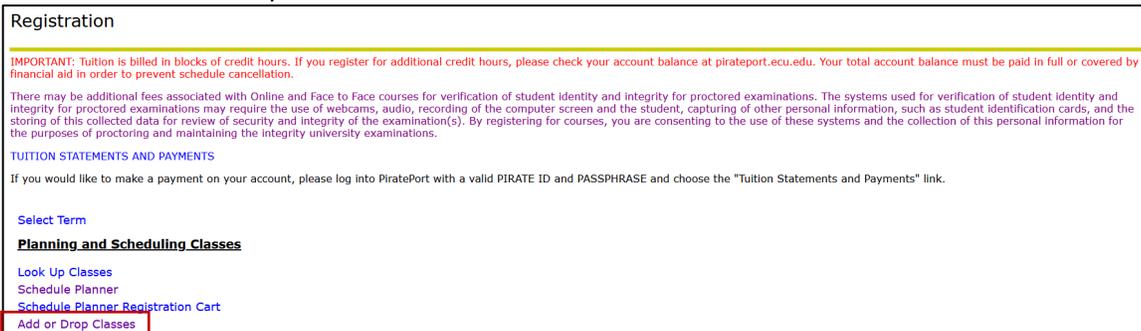
The screenshot shows the navigation tabs for the Student Self Service page. The tabs are 'Personal Information', 'Student', 'Financial Aid', 'Faculty Services', and 'Employee'. The 'Student' tab is highlighted with a red box. Below the tabs, there is a search bar with the text 'Search' and a 'Go' button. Below the search bar, the text 'Personal Information' is displayed.

6. Click on the Registration link on the Student Tab.



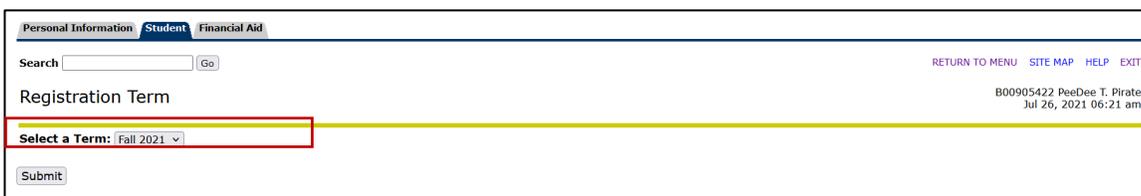
The screenshot shows the 'Student' tab selected in the navigation menu. Below the navigation menu, there is a search bar with the text 'Search' and a 'Go' button. To the right of the search bar, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar, the text 'Student' is displayed. Below the text 'Student', there is a warning message: 'Please note that some screens may display confidential data such as your Social Security Number and other personal identifying information. In order to prevent potential exposure of your SSN to other users, you MUST "Logout" of Pirate Port completely, including closing out the browser.' Below the warning message, there is a list of links: 'Registration', 'Check registration status', 'class schedule and add or drop classes.', 'Student Records', and 'View holds, grades and transcripts'. The 'Registration' link is highlighted with a red box.

7. Click on the Add or Drop Classes link.



The screenshot shows the 'Registration' page. At the top, there is a header with the title 'Registration'. Below the header, there is a warning message: 'IMPORTANT: Tuition is billed in blocks of credit hours. If you register for additional credit hours, please check your account balance at pirateport.ecu.edu. Your total account balance must be paid in full or covered by financial aid in order to prevent schedule cancellation.' Below the warning message, there is a paragraph of text: 'There may be additional fees associated with Online and Face to Face courses for verification of student identity and integrity for proctored examinations. The systems used for verification of student identity and integrity for proctored examinations may require the use of webcams, audio, recording of the computer screen and the student, capturing of other personal information, such as student identification cards, and the storing of this collected data for review of security and integrity of the examination(s). By registering for courses, you are consenting to the use of these systems and the collection of this personal information for the purposes of proctoring and maintaining the integrity university examinations.' Below the paragraph of text, there is a section titled 'TUITION STATEMENTS AND PAYMENTS' with a link: 'If you would like to make a payment on your account, please log into PiratePort with a valid PIRATE ID and PASSPHRASE and choose the "Tuition Statements and Payments" link.' Below the link, there is a section titled 'Select Term' with a link: 'Select Term'. Below the link, there is a section titled 'Planning and Scheduling Classes' with links: 'Look Up Classes', 'Schedule Planner', 'Schedule Planner Registration Cart', and 'Add or Drop Classes'. The 'Add or Drop Classes' link is highlighted with a red box.

8. Select Registration Term from the Select a Term pull down menu.



The screenshot shows the 'Registration Term' page. At the top, there is a header with the title 'Registration Term'. Below the header, there is a search bar with the text 'Search' and a 'Go' button. To the right of the search bar, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar, the text 'Registration Term' is displayed. Below the text 'Registration Term', there is a pull down menu with the text 'Select a Term: Fall 2021'. The pull down menu is highlighted with a red box. Below the pull down menu, there is a 'Submit' button.

9. 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.**

\*Refer to the How to Register for Classes tutorial for additional help with registering for classes

## WAIT LISTING A CLASS

1. To find a class, **enter** the course CRN number and **click** the Submit Changes button OR do a Class Search in the Add Classes Worksheet.

2. If a course is full or “Closed”, you will receive a Registration Add Error including the class status and the total number of students on the waitlist. In this example it is 4.

3. To add yourself to the wait list, **select Wait List** from the Action pull down menu.

4. Click the **Submit Changes** button to be added to the course waitlist.

