Registration for Spring 2023 will open on Friday, November 4th at 1:00 p.m. All graduate business students will register themselves using the Registration & Planning card accessed via PiratePort.   No pin or registration number is required for graduate students to register for classes.   Early registration is recommended, as some classes fill very quickly. Students who are currently on academic probation must wait until their Fall 2022 final grades are posted for holds to be removed and are not eligible to register during the early registration period. The same applies to students who were admitted by exception and are completing their 9th semester hour during Fall 2022.

Class details, including days and times, are available for review by accessing the Registration & Planning card in PiratePort using the "Browse Class Sections" link. The schedules available in Banner may not yet be finalized. All classes will be available for view prior to when the registration system opens on November 4th at 1:00 pm. Schedules are posted online on the CoB website at https://business.ecu.edu/grad/reg/. These schedules are intended for use as a guide to show you an overview of all available classes in the upcoming terms. Information shown in Banner at the time of the registration may differ slightly from the schedule shown on our website, so please verify that you are registering for the classes and section appropriate to your situation.

While the burden of choosing classes that most efficiently satisfy a student's degree requirements rests solely with the student, advisors are happy to discuss class choices, schedules, electives, etc., and answer any questions. It is advised that students take advantage of their advisor's expertise.

Graduate business student advisors are:
Leonard Mansfield – MBA/Cert/MS-STH Advisor for students with last names beginning O-Z
Karen Rupp - MBA/Cert/MS-STH for students with last names beginning A-G
Paul Russell – MBA/Cert/MS-STH for students with last names beginning H-N
Dr. John Reisch – MSA Advisor

Any MBA or certificate student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252.328.6970 or by clicking here. Anyone who answers the phone can make the appointment, as all our calendars are electronic.

MSA students should contact their advisor via email to schedule a meeting time.

Generic degree planning sheets can be found online here. Students receive a copy of their personalized planning sheet at the time of admission. For up-to-date information on your degree status, please check Degree Works in PiratePort.

Create a Plan Prior to Registration

Step 1: Login to PiratePort (pirateport.ecu.edu) with your PirateID and Passphrase and select the Registration & Planning card:

Registration & Planning

Register, browse classes, look up course information, registration status, schedule planner, and registration history.

☆   RECENT

Step 2: Click on the Plan Ahead link:

What would you like to do?

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Withdrawal Information
Withdrawal Information of a student.

Browse Class Sections
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog
Look up basic course information like subject, course and description.

Add or Drop Classes
Search and register for your classes. You can also view and manage your schedule.

Step 3: Select the registration term from the Terms Open for Registration pull down menu and click "Continue":

Select a Term

Terms Open for Registration
Fall 2022

Search
All Students   by   ⦿ ID   ○ Name

Select a student...

Continue

Step 4: Select Create a New Plan:

Select A Plan

Plans you have created for this term: 0
Term: Spring 2022
You are allowed a maximum of 5 plans for this term.

➕ Create a New Plan

Number of Degree Works Plans: 1
Plan: BSBA ACCT 10/4/2021 **Created by:** Kros, Novine

Step 5: Use the Find Classes tab to search by subject and course number:

Step 6: Once the search criteria populates with classes, click on View Sections and then click Add once you have located the specific section of the course you want to add to your plan:

Step 7: Click the Search Again button to add additional courses to your plan.

Step 8: When you are done, click the Save Plan button, give your plan a name and click the Save button.

NOTE: If you already have a plan in Degree Works, you can create a registration plan by using the Degree Works Plans tab once you access the Create a New Plan link.

Tutorials on how to create a plan can be found on the Registrar's website.

Registration Instructions

Step 1: Login to PiratePort (pirateport.ecu.edu) with your PirateID and Passphrase and select the Registration & Planning card.

Step 2: Select Add or Drop Classes link.

Step 3: Select the registration term from the Terms Open for Registration pull down menu and click "Continue".

If you already have a saved registration plan:
  Step 4: Click the Plans tab and then click the Add All button. The classes with specific sections will be added to your Summary window.
  Step 5: Once you have verified all your classes are in the Summary window, click Submit.
  Step 6: If registration is successful, you will see a Save Successful notification and all sections will be marked in green and noted as "Registered".
  Step 7: If any classes have a registration error (pre-requisite, co-requisite, time conflict, other restrictions) the error will appear on the screen and the course will not be added. The course will be listed in the Summary with an action of "Remove". Click the Submit button to remove the course(s) with registration errors. **[NOTE-see below for how to be added to the waitlist if the registration error is for the course being closed due to being at full capacity.]**
  Step 8: To add additional classes, click the Return to Plan button to select different sections and follow the steps outlined above.
  Step 9: To drop a class: In the summary window, select "Web Dropped" from the Action pull down menu next to the class you wish to drop. Click the Submit button. A Save Successful notification will be displayed on the screen and the week-at-a-glance schedule and summary screen will reflect the course with a status of Deleted.
  Step 10: Verify that you have registered for the appropriate classes/sections once your registration session is complete. It is the student's responsibility to register for the section that is appropriate to their situation.

If you do not have a saved registration plan:
  Step 4: Use the Find Classes tab to search for sections by subject and course number or use the Enter CRNs tab to find sections using the Course Reference Number (CRN).
  Step 5: Click the Add button for each course you choose. When a class is added the Schedule and Summary screens will show the courses pending for registration and the tentative week-at-a-glance schedule.
  Step 6: To register for the classes in your summary, click the submit button.
  Step 7: If registration is successful, you will see a Save Successful notification and all sections will be marked in green and noted as "Registered".
  Step 8: If any classes have a registration error (pre-requisite, co-requisite, time conflicts, other restrictions) the error will appear on the screen and the course will not be added. The course will be listed in the Summary with an action of "Remove". Click the Submit button to remove the course(s) with registration errors. **[NOTE-see below for how to be added to the waitlist if the registration error is for the course being closed due to being at full capacity.]**
  Step 9: To add additional classes, repeat steps 4-7.
  Step 10: To drop a class: In the summary window, select "Web Dropped" from the Action pull down menu next to the class you wish to drop. Click the Submit button. A Save Successful notification will be displayed on the screen and the week-at-a-glance schedule and summary screen will reflect the course with a status of Deleted.
  Step 11: Verify that you have registered for the appropriate classes/sections once your registration session is complete. It is the student's responsibility to register for the section that is appropriate to their situation.

  Waitlist Instructions
  Banner waitlists are available to students attempting to register for sections that are full to capacity. Instructions on how to use the waitlist function are included below. Note that students **are not** added to sections that are full to capacity. Faculty members do not have the authority to add students to their classes either. The waitlist function is the appropriate mechanism for classes that are full to capacity.

  Step 1: Login to PiratePort (pirateport.ecu.edu) with your PirateID and Passphrase and select the Registration & Planning card.
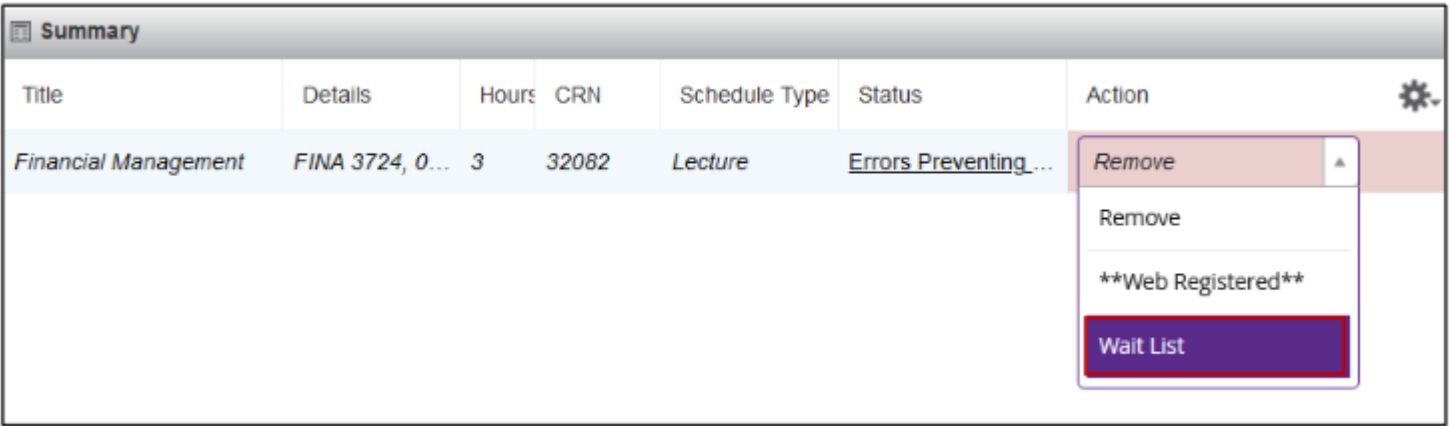 Step 2: Select Add or Drop Classes link.
  Step 3: Select the registration term from the Terms Open for Registration pull down menu and click "Continue".
  Step 4: Add a class to your summary either by searching (Find Classes tab) or by entering the Course Reference Number (Enter CRN tab).
 Step 5: Once the course is displayed in the week-at-a-glance schedule and the registration summary, click the "Submit" button.
  Step 6: If the class is closed due to full capacity and a waitlist is available, an error notification (in red) will display on the screen with the message that the section is closed.

Step 7: In the Summary window, click on the "Action" pull-down menu and select Wait List:

Step 8: Click Submit to be added to the wait list.
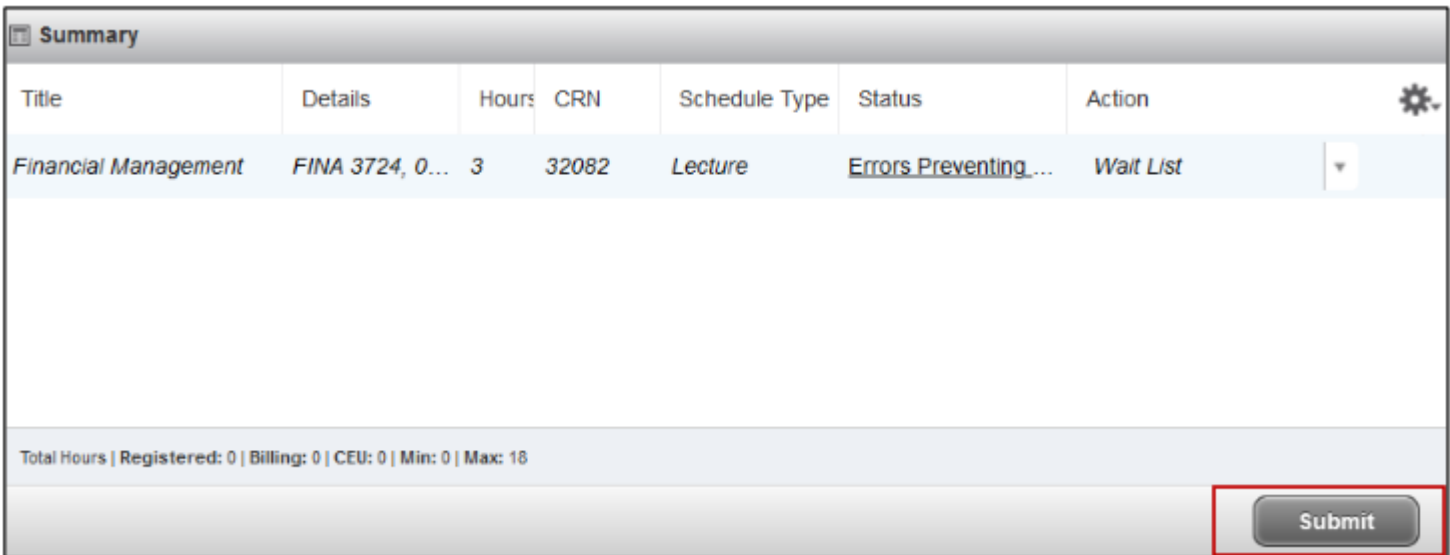
Step 9: A successful notification (in green) is displayed on the screen if the wait list registration was successful. The week-at-a-glance schedule and summary screen will reflect the wait listed course.

Checking your status on the Waitlist

Step 1: Login to PiratePort (pirateport.ecu.edu) with your PirateID and Passphrase and select the Registration & Planning card.
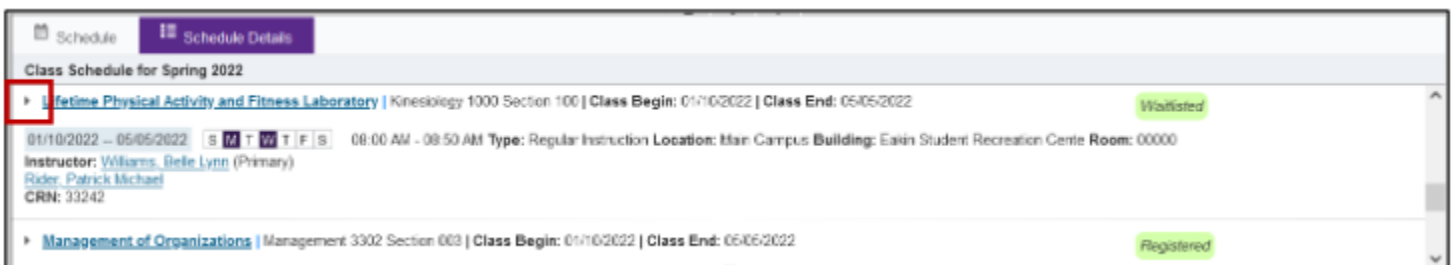
Step 2: Select Add or Drop Classes link.

Step 3: Select the registration term from the Terms Open for Registration pull down menu and click "Continue".
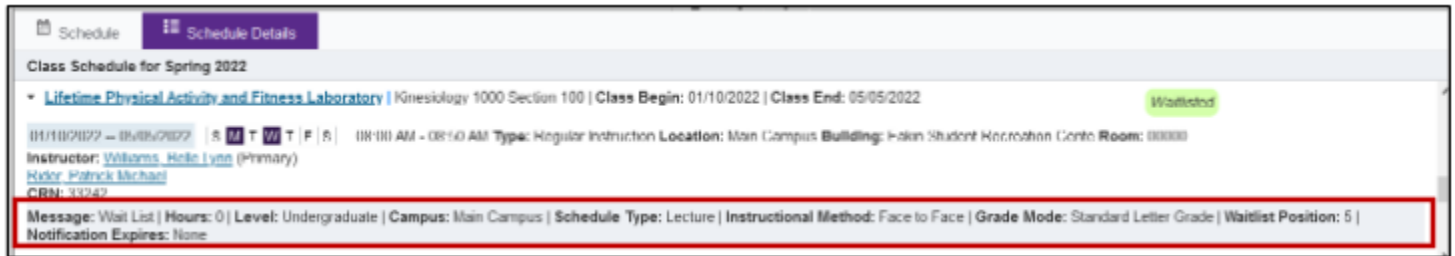
Step 4: Click on the Schedule Details tab.

Step 5: In the Schedule Details section, scroll to the waitlisted class.

Step 6: Click the triangle icon to expand the details about that section:

Step 7: Your position on the waitlist is listed in the expanded message:

Students will be notified via their ECU email account if/when their name comes to the top of the waitlist. ==There will be a 24-hour window of time for the student to register for the available seat==. The student can register for the available seat by logging into Pirateport and accessing the Registration & Planning card. Click on the Add or Drop Classes icon and change the status of the course to "Web Registered" in the Action pull down menu.

If the student does not register for the open seat during this time, the open seat will be passed onto the next student on the waitlist. ==The student will need to remove their name from the waitlist to place themselves at the bottom of the same waitlist. Banner will not automatically remove a student from the waitlist if their time expires.==

Helpful Hints for Advising and Registration

Students with hold tags placed on their record will not be allowed to register.   A hold tag is a device that prohibits students from registering for classes until the matter in question is resolved with the department that originally issued the hold. The most common holds are Parking and Financial Aid.   Students should make sure their records are hold tag free before registration by logging into their PiratePort account (https://pirateport.ecu.edu/) and accessing the Student Self Service card. Click on Student Profile and then click on the Holds tab located on the Page Header. If you have any holds on your record, the type of hold will be displayed. ==**Students should check for holds now and again shortly before November 4, 2022. Students should not assume their record is clean – occasionally someone's parking ticket (or other type of hold) is applied to the wrong person.**==

Graduate students must be enrolled in at least five (5) semester hours to be eligible to receive financial aid during a spring or fall semester. Graduate students must be enrolled in at least five (5) semester hours across both summer sessions (two classes in one session or one class in each session) to be eligible for aid during summer sessions. Students must also be enrolled at these levels to be considered part time and eligible for loan deferment.

If you choose to register yourself without seeking the counsel of your advisor, make sure you have reviewed your remaining program requirements and pay special attention to what satisfies elective requirements. Additional information about elective requirements is included below.

There are two paths or choices that MBA students can pursue with electives in the MBA program.

☐   Most students choose three general MBA business electives from the pool of elective classes offered within the College of Business. Of the three required electives, at least one must be quantitative (ACCT 6301, FINA, MIS, or OMGT except OMGT 6763) and at least one must be qualitative (MKTG or MGMT or OMGT 6763). The third may be either quantitative or qualitative. ==Students cannot use certificate electives from certificates housed outside the CoB to satisfy their general MBA elective requirements.== Course descriptions, including electives, can be found online here.

MBA Students who were undergraduate accounting majors must take four electives, instead of three, since they do not take ACCT 6521. The quantitative and qualitative requirements are the same. The third and fourth electives can be chosen from any of the business disciplines. Students cannot use certificate electives from certificates housed outside the CoB to satisfy their general MBA elective requirements.

☐   Some MBA and MSA students choose to pursue one of the optional certificates, which can be found online here. MSA students can choose the Finance or Business Analytics certificates.

The certificates require the student to complete four classes specific to the certificate program (Marketing requires three, Security Studies requires five) and are used in place of the three general MBA business electives. Note that students must complete the certificate program in its entirety to substitute certificate classes for the

three-elective component of the MBA. Students cannot use certificate electives from certificates housed outside the CoB to satisfy their general MBA elective requirements. Classes from the Finance, MIS, Marketing and Supply Chain Management certificates can be used to satisfy the general MBA elective requirements.

Students who decide to pursue one of the optional certificates to satisfy the elective component of their program should complete the Request to Add a Certificate by completing the form online [here](#).