How to Register for Courses

**Step 1:** Login to OneStop (www.onestop.ecu.edu) with PirateID and Passphrase and select the *Banner Self Service* link from Tools page.

**Step 2:** Select the *Student and Financial Aid* link then Select the *Registration* link.

**Step 3:** Select the *Add or Drop Classes* link. Undergraduate students will enter their Registration PIN and select *correct term* and then at the bottom, select the *Class Search* link for courses. Graduate students are not required to have a pin number for registration.

**Step 4:** Choose the subject for which you are looking. Choose *DE/Internet* as the campus attribute. You can choose to enter a course number or instructor.

**Step 5:** 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.

**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.

**Step 9:** To Drop classes from your schedule page, pull the drop down menu beside the course you wish to drop and select **Web Dropped**

**Step 10:** At the bottom, select the *Submit Changes* link and the course will be removed from your schedule.