Registration for summer and fall 2018 opens on Friday, March 23 at 1:00 pm. All graduate business students will register themselves via Banner Self Service. No P.I.N. or registration number is required for graduate students to register for classes. Early registration is recommended, as summer classes fill very quickly. Students who are currently on academic probation are not eligible to register during the early registration period.

Class details, including days and times, are available for review now in Banner Self Service under the Student tab>Registration>Look Up Classes. 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 March 23 at 1:00 pm. Schedules are posted online on the CoB website at http://www.ecu.edu/cs-bus/grad/reg.cfm. 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 printed schedule, so please verify that you are registering for the classes and section appropriate to your situation.

- All MBA classes (ACCT, FINA, MIS, MKTG, MGMT and OMGT) are offered online only during summer. CoB MBA classes that are offered face to face are always listed with a meeting day and time. The CoB does not list face to face classes with a TBA. **TBA designates an online class for MBA classes.**
- Classes for the optional certificate electives housed outside the CoB (COHE, PLAN, KINE, HMGT, INTL, and Security Studies) sometimes list TBA or TBD as the time and day the class is offered. This is truly a “to be announced/determined” day and time. This does not necessarily mean that these classes are online.

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:
- Paul Russell – MBA/MS-STH Advisor for students with last names beginning A,B*, H-N – russellp@ecu.edu
- Leonard Mansfield – MBA/MS-STH advisor for students with last names beginning C-G*, O-Z mansfieldl16@ecu.edu
- Dr. Dan Schisler— MSA Advisor for students with last names beginning A-L – schislerd@ecu.edu
- Dr. Joey Hagan – MSA Advisor for students with last names beginning with M-Z – haganj@ecu.edu
- *temporarily while Andrea Fillipovich is out on maternity leave.

Any MBA student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252.328.6970. Anyone answering the phone can make the appointment as our calendars are electronic. **MBA advising appointments are not scheduled via email.**

MSA students should contact their advisor via their office phone or email address to schedule a meeting time.

Generic MBA and MSA program planning sheets can be found online [here](http://www.ecu.edu/cs-bus/grad/reg.cfm). Students receive a copy of their personalized planning sheet at the time of admission. Please be sure to record any core/foundation class waivers if generic planning sheets are used.

**DegreeWorks (found under Banner Self Service) should show your degree plan accurately. If not, please contact your advisor.**

Registration Instructions
Step 1: Login to PiratePort ([http://pirateport.edu.edu](http://pirateport.edu.edu)) with PirateID and Passphrase and select the Banner Self Service link from Tools page.
Step 2: Select the Student tab, then Select the Registration link.
Step 3: Select the Add or Drop Classes link. Select term, and select the Class Search link to look for courses.
Step 4: Choose the subject for which you are looking. You can choose to enter a course number, choose instructional method, instructor, time and/or day. If you want to see all graduate courses in a particular subject, enter “6%” (without
the quotes) as the course number.
Step 5: Once course criterion are entered, 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, use the drop down menu next to 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.
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.

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. 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. The number of students already on the waitlist for each section will be shown in the ‘WL Act’ column.

1. Log onto Banner Self Service
2. Click on REGISTRATION

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**Registration**

- Check your registration status, class schedule and add or drop classes
- **Student Records**
  - View your holds, grades and transcripts
- **Student Account**
  - View your account summaries, statement/payment history and tax information

**Release: 8.1.1**
3. Click on Look Up Classes

Registration

IMPORTANT: Tuition is billed in blocks of credit hours. If you register for add-onestop.ecu.edu. Your total account balance must be paid in full or covered by financial aid.

TUITION STATEMENTS AND PAYMENTS

If you would like to make a payment on your account please access Onestop Statements and Payments link.

- Select Term
- Look Up Classes
- Registration Status
- Add or Drop Classes
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Active Registration
- Registration History

4. Select Term

Search by Term:

None

Submit  Reset

5. Choose Advanced Search

Subject:
- Accounting
- Adult Education
- Aerospace Studies
- African/African American Studies
- American Sign Language Studies
- Anatomy
- Anthropology
- Art
- Athletic Training Educ Program
- Bio Engineering

Course Search  Advanced Search

6. Look up your class

Look Up Classes

Use the selection options to search the class schedule. You may choose any or select at least one Subject. Select Class Search when your selection is complete.

Subject: [Dropdown]

Course Number: 6604

Title: [Blank]

7. Find the Class and write down CRN of the course you want to take that is full.

8. Return to Main Registration Menu

9. Click ADD or DROP CLASSES

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Note: In the DAYS column, "R" represents "Thursday".

Note: TBA = No meeting time assigned - check campus code to verify if DE(650) or Main Campus(008) class

Sections Found

Finance

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Crse Sec Cmp Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act Rem XI XL Cap Act Rem</th>
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<tbody>
<tr>
<td></td>
<td>32906 FINA 6604 001 008</td>
<td>3.000 Financial Management</td>
<td>W</td>
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<td>0 0 0</td>
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</table>

Registration

IMPORTANT: Tuition is billed in blocks of credit hours. If you register for additional courses, your total account balance must be paid in full or covered by financial aid or extended payment plan. TUTION STATEMENTS AND PAYMENTS

If you would like to make a payment on your account please access OneStop Statements and Payments' link.

Select Term
Look Up Classes
Registration Status
Add or Drop Classes
Week at a Glance
Student Detail Schedule
Registration Fee Assessment
Active Registration
Registration History
10. Enter the CRN
11. Submit Changes

Add or Drop Classes

To add a class, enter the Course Reference Number in the drop down list.

Note: Your tuition and fee charges update each time the status on line and make sure all charges are paid in

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
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</tr>
<tr>
<td>on Oct 26, 2009</td>
<td></td>
<td></td>
</tr>
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Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Nov 04, 2009 02:42 pm

Add Classes Worksheet

CRNs

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[Submit Changes] [Class Search] [Reset]

12. Click on the drop down box under ACTION. Note the number beside ‘Closed –’. In this example, there are 2 students already on the waitlist.

13. Click on Submit Changes
You are now on the Waitlist.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, select the subject, course, section, level, and credit. Your tuition and fee charges update each time you make an adjustment to your status online and ensure that all charges are paid in full prior to the published schedule.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
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<th>Subj</th>
<th>Crse Sec</th>
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<td>Graduate 3.00</td>
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Total Credit Hours: 9.000
Billing Hours: 9.000
Minimum Hours: 0.000
Maximum Hours: 15.000
Date: Nov 04, 2009 02:47 pm

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset

Students who are on a waitlist 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 onto Banner and changing the status of the waitlisted class from “Waitlist” to “Web Registered”. 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 in order 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 Pirate Port accounts (http://pirateport.edu) and navigating to Banner Self Service>Student tab>Student Records>View Holds. Students should check for holds now and again shortly before March 23, 2018. Students should not assume their record is clean – occasionally someone’s parking ticket (or other type of hold) is applied to the wrong person. Some holds can take between 24 and 48 hours to be removed, so be proactive on checking your record.

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 the three summer
sessions to be eligible for aid during the summer. 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. Take the time to review the summer and fall 2018 schedules included at http://www.ecu.edu/cs-bus/grad/reg.cfm. 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 and 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.

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.

Some MBA students choose to pursue one of the optional certificates (formerly called concentrations), which can be found online here.

The certificates require the student to complete four (Security Studies requires five) classes specific to the certificate program 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 certificate can be used to satisfy the general MBA elective requirements.