Registration for spring 2019 opened on Friday, November 2\textsuperscript{nd} at 1:00 pm. All graduate business students will register themselves via Banner Self Service. 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 2018 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 9\textsuperscript{th} semester hour during Fall 2018.

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 November 2\textsuperscript{nd} at 1:00 pm. Schedules are posted online on the CoB website at https://business.ecu.edu/grad/registration/. 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:
Andrea Fillipovich – MBA/Cert. Advisor for students with last names beginning, A-G – fillipovicha15@ecu.edu
Paul Russell – MBA/Cert. for students with last names beginning H-N – russellp@ecu.edu
Leonard Mansfield – MBA/Cert. Advisor for students with last names beginning O-Z – mansfield16@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

Any MBA student wishing to make an advising appointment (in the office or via telephone) may do so by calling 252.328.6970. \textbf{It is difficult to make appointments via email so please call the office for scheduling.} Anyone who answers the phone can make the appointment as all of our calendars are electronic.

MSA and MS-ST students should contact their advisor via email address to schedule a meeting time.

Generic MBA and MSA program planning sheets can be found online here. Students receive a copy of their personalized planning sheet at the time of admission. Please be sure to record any core/foundations class waivers if generic planning sheets are used. DegreeWorks is not currently functioning correctly for graduate students, so the information you see there may not be accurate.

\textbf{Registration Instructions}
Step 1: Login to PiratePort (pirateport.ecu.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 criteria 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. 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. 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

3. Click on Look Up Classes

Registration

IMPORTANT: Turbon is billed in blocks of credit hours. If you register for addit onestop.ecu.edu. Your total account balance must be paid in full or covered t

TUITION STATEMENTS AND PAYMENTS

If you would like to make a payment on your account please access Onestop Statements and Payments link.
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 combination of Subject. Select Class Search when your selection is complete.

**Subject:**
- Exercise and Sport Science
- Family and Consumer Sciences
- Finance

**Course Number:** 6604

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

- **Look Up Classes**

  Select 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

<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</th>
<th>XL Cap Act Rem</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>FINA 6604 001 008</td>
<td>3.000 Financial Management</td>
<td>W</td>
<td>08:30 25 pm-09:30 pm</td>
<td>12</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>C</td>
<td>FINA 6604 002 008</td>
<td>3.000 Financial Management</td>
<td>MW</td>
<td>03:30 25 pm-04:45 pm</td>
<td>25</td>
<td>0</td>
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<tr>
<td>C</td>
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<td>3.000 Financial Management</td>
<td>TBA</td>
<td>25</td>
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<td>0</td>
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</tbody>
</table>

8. Return to Main Registration Menu

9. Click ADD or DROP CLASSES

**Registration**

**IMPORTANT:** Tuition is billed in blocks of credit hours. If you register for additional ECU. 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
10. Enter the CRN

11. Submit Changes

### Add or Drop Classes

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

*Note: Your tuition and fee charges update each time 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>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Oct 26, 2009</td>
<td>None</td>
<td>31750</td>
<td>A</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Oct 26, 2009</td>
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<td>A</td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Oct 26, 2009</td>
<td>None</td>
<td>31734</td>
<td>A</td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>CRNs</th>
</tr>
</thead>
<tbody>
<tr>
<td>32907</td>
</tr>
</tbody>
</table>

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, enter the CRN of the course in the drop box.

Note: Your tuition and fee charges update each time you make an adjustment to your status online and make sure all charges are paid in full prior to the published schedule.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
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<th>Level</th>
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</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Oct 26, 2009</td>
<td></td>
<td>31750</td>
<td>ACCT</td>
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<td>6631</td>
<td>Graduate</td>
<td>3.000</td>
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<tr>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
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<td>FINA</td>
<td>001</td>
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</tr>
</tbody>
</table>

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 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 PiratePort accounts (https://pirateport.ecu.edu/) and navigating to Self Service Banner>Student tab>Student Records>View Holds. Students should check for holds now and again shortly before November 2, 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.

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 students choose to pursue one of the optional certificates, which can be found online [here](#).

  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](#).