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### ***How do I register for classes?***

Never fear! This packet includes directions for registering for your first semester at ECU!

1. Make sure you follow the instructions exactly.
2. Do not wait until your Orientation to register.
3. At your Orientation, an Academic Advisor will review your schedule.
  - a. If a schedule change is needed, you can do so through the first week of the fall semester.
4. **Courses fill up quickly, so register for your classes as soon as possible.**
5. If you were an Early College or Dual Enrollment student, make sure you submit a **final, official** transcript from your community college/university in addition to your high school transcript.

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### **Registration Key Terms**

<u>Academic Advisor:</u>	The staff member who will guide you through your degree. Academic Advisors assist with course registration and degree planning, among other duties.
<u>Add/Drop Period:</u>	A grace period at the beginning of each semester when you can add or drop a course without penalty.
<u>Course Load:</u>	The number of courses you are taking a semester.
<u>Credit Hour:</u>	You may also see this referred to as “semester hour credit.” Each course is assigned a number of credit hours that measures the instruction and learning for that course.
<u>Full-Time:</u>	To be enrolled as a full-time student, you should register for at least <b>12 credit hours</b> a semester.
<u>General Education:</u>	Requirements outside of your major that are chosen to give you a broad, “well rounded” education.
<u>Orientation:</u>	Required session/event where you will learn about campus resources, how you are expected to behave on campus (also known as a code of conduct), and will meet with an Academic Advisor.
<u>Pre-Requisite:</u>	Course or placement you must complete before taking a course.
<u>Semester:</u>	Measurement that divides the academic year into 15-16 week terms. The main semesters are Fall (August through December) and Spring (January through May); however, there are also shorter semester (8 week) options for some courses, as well as the Summer semester (May through August).
<u>Semester Hour Credit:</u>	A semester hour credit is how college courses are measured. It is defined by the Federal Student Aid Handbook as “one hour of classroom or direct instruction, plus a minimum of two hours outside class work per week, for fifteen weeks” (the length of a semester).

### **Did you know?**

- If you want to complete your degree within 4 years, without enrolling in summer courses, you should register for *at least* 15 credit hours for the fall (and spring) semester.



**Step One:**

**COMPLETE CET FRESHMEN ADVISING AND REGISTRATION MODULES:**

The CET Freshmen Advising and Registration Module, located in Canvas, guides you through the registration process and includes step-by-step registration videos for this major. At the end of the CET Freshmen Advising and Registration Module, you'll have a first-draft schedule and make an appointment with your Academic Advisor for schedule review.

Click [here](#) for access to the CET Freshmen Advising & Registration Modules.

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**Step Two:**

Click [HERE](#) to open a step-by-step, screenshot tutorial on how to register for classes.

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**Step Three: Choose your Fall Courses**

Begin with the PRIORITY courses for your major. If those courses are full, you'll move on to the next step to continue registering for courses. You can check for open seats in priority courses until the first week of the fall semester.

Your PRIORITY courses:

<b>Industrial Distribution</b>	<b>IDIS 2771:</b> Introduction to Distribution & Logistics	<i>3 hours</i>
<b>Computers</b>	<b>ITEC 2000:</b> Introduction to Computer Applications <b>or</b> <b>MIS 2223:</b> Introduction to Computers	<i>3 hours</i>

**Step Four: Additional Courses**

For financial aid, insurance, and tuition purposes, you will likely want to register for at least 12 hours. To stay on track for a traditional graduation in 4 years, you'll want to add 6-9 hours from the courses below.

<b>PSYC 1000:</b> Introductory Psychology	<i>4 hours</i>
<b>ECON 2113:</b> Principles of Microeconomics	<i>3 hours</i>
<b>ENGL 1100:</b> Foundations of College Writing	<i>3 hours</i>
<b>*HLTH 1000:</b> Health in Modern Society	<i>2 hours</i>

**Any Humanities and/or Fine Arts General Education course.**

[Click here for list.](#)

3-6 hours

If you are bringing in college credit, (AP or credit from a community college), please make sure you have that information with you at orientation, so schedule changes can be made if necessary.

### **Step Five: What else do I need to know?**

- If there is a course you want to take, but it is closed, add yourself to a wait list. Wait list instructions are [HERE](#).
- Requirements for any major can be found in the [Undergraduate Catalog](#).
- Advisors are only an email away!
  - Email [cetadvising@ecu.edu](mailto:cetadvising@ecu.edu) from your ECU student account for assistance. Our Academic Advisors get a lot of emails and have a lot of students to help, but their goal is to return your email within two business days.

### **Step Six: Use Your Resources**

Foreign Language Placement Testing: <https://foreign.ecu.edu/resources/placement-exams/>

General Education Course Options: Click [HERE](#).

Math Course Placement Information: <https://math.ecu.edu/placement/>

Registration Errors Explained: <https://advising.ecu.edu/registration-errors/>

Registration Tutorials: <https://registrar.ecu.edu/preparing-to-register/>

Undergraduate Catalog: Click [HERE](#).