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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**

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| <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:**

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

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**Step Two: Choose your Fall Courses**

1. 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:

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| <b>MATH 1065: College Algebra</b>               | <p>Click <a href="#">HERE</a> for math placement information.</p> <p><i>If you don't place into MATH 1065, then register for one of the following courses, based on your residency.</i></p> <p><b>MATH 0001: Intermediate Algebra-A (for out-of-state students only)</b><br/><b>MATH 0045: Intermediate Algebra-B (for in-state students only)</b></p> <p><i>MATH 1065 is one of the eight declaration courses for the BSBA degree. It is a recommended course for the first year.</i></p> <p>3 credit hours</p> |
| <b>ECON 2113: Principles of Microeconomics</b>  | <p><i>ECON 2113 is one of the eight declaration courses for the BSBA degree. It is a recommended course for the first year.</i></p> <p>3 credit hours</p>  |
| <b>FINA 2244: Legal Environment of Business</b> | <p><i>FINA 2244 is one of the eight declaration courses for the BSBA degree. It is a recommended course for the first year.</i></p> <p>3 credit hours</p>  |
| <b>MIS 2223: Introduction to Computers</b>      | <p><i>MIS 2223 is one of the eight declaration courses for the BSBA degree. It is a recommended course for the first year.</i></p> <p>3 credit hours</p>   |

**Step Three: Additional Courses**

For financial aid, insurance, and tuition purposes, you will likely want to register for at least 12 hours. If you did not get 12 hours from the suggestions in Step Two, please choose additional courses from the examples below.

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| <b>PSYC 1000: Introductory Psychology</b><br>OR<br><b>SOCI 2110: Introduction to Sociology</b> | <p><i>As part of the General Education social science requirement, your degree requires you to take PSYC 1000 or SOCI 2110.</i></p> <p>3 credit hours</p> |
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**First Semester Registration Information Packet**



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| <p><b>HLTH 1000: Health in Modern Society</b></p>   | <p><i>HLTH 1000 is a popular choice the first year, but it can easily fit in any semester with your major.</i></p> <p>2 credit hours</p>   |
| <p><b>Science</b></p>   | <p><i>General Education Course Options: Click <a href="#">HERE</a></i></p> <p><b><i>If you are interested in any professional health programs (e.g. medical school, dental school, etc.), refer <a href="#">HERE</a> for advice on the appropriate science courses.</i></b></p> <p>3 or 4 credit hours</p> |
| <p><b>Humanities<br/>OR<br/>Fine Arts</b></p>   | <p><i>General Education Course Options: Click <a href="#">HERE</a></i></p> <p>As part of the General Education humanities and fine arts requirement, you get to select a course from either category.</p> <p>3 credit hours</p>  |
| <p><b>BUSI 1200: Strategy First</b></p>   | <p><i>This course is part of the major core of the BSBA and first course in our leadership and professional development curriculum.</i></p> <p>3 credit hours</p>  |
| <p><b>COMM 2020: Fundamentals of Speech Communication<br/>OR<br/>COMM 2410: Public Speaking</b></p>                             | <p><i>As part of the General Education humanities and fine arts requirement, your major requires one of these COMM courses as a fine arts course. You can fulfill this requirement any semester.</i></p> <p>3 credit hours</p>   |
| <p><b>ENGL 1100: Foundations of College Writing</b></p>   | <p><i>ENGL 1100 is the first English course taken for General Education. It does not have to be taken the first semester.</i></p> <p>3 credit hours</p>  |
| <p><b>MGMT 3202: Fundamentals of Management</b></p>   | <p><i>This course is part of the major core of the BSBA.</i></p> <p>3 credit hours</p>   |
| <p><b>MKTG 3832: Marketing Management</b></p>   | <p><i>This course is part of the major core of the BSBA.</i></p> <p>3 credit hours</p>   |
| <p><b>PHIL 1175: Introduction to Ethics<br/>OR<br/>PHIL 2274: Business Ethics<br/>OR<br/>PHIL 2275: Professional Ethics</b></p> | <p><i>As part of the General Education humanities and fine arts requirement, your major requires one of these PHIL courses as a humanities course. You can fulfill this requirement any semester.</i></p> <p>3 credit hours</p>  |



**Step Four: 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 [cobadvising@ecu.edu](mailto:cobadvising@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 Five: 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: <https://catalog.ecu.edu/>