

# How do I enroll as a Master Student?

Prior to registration:

1. Make sure you are accepted to the university as a graduate student. You may not enroll in graduate classes if you do not have a graduate record (this is separate from your undergraduate record if you received your Bachelor's degree here).
2. Make sure all holds are cleared. You can check for holds in your MyECU portal under the student tab. If you have any holds, they will show under the **Major Exploration** box. An example is shown below.

Major Exploration		
Hold	Type	Begin Date
<input type="checkbox"/> NWAP - Readm App Req-Brk in Att (NWAP) -- Advisory Hold Transcripts; Student must submit new application for admission.	Readm App Req-Brk in Att -- Advisory Hold Transcripts	01/27/2016
<input type="checkbox"/> NWAP - Readm App Req-Brk in Att (NWAP) -- Absolute Hold Registration; Student must submit new application for admission.	Readm App Req-Brk in Att -- Absolute Hold Registration	01/27/2016
<input type="checkbox"/> NWAP - Readm App Req-Brk in Att (NWAP) -- Advisory Hold Registration; Student must submit new application for admission.	Readm App Req-Brk in Att -- Advisory Hold Registration	01/27/2016
<input type="checkbox"/> NWAP - Readm App Req-Brk in Att (NWAP) -- Advisory Hold Registration; Student must submit new application for admission.	Readm App Req-Brk in Att -- Advisory Hold Registration	01/27/2016

3. Receive authorizations for any classes needing instructor permissions (i.e. closed class approval and pre-requisite override). You can do this by emailing the professor of the course in which you want to enroll.
4. Complete the registration agreement for all semesters in which you will be enrolling. This is found on your MyECU registration and Semester Schedule tab.

**Course Schedules**

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**Add/Drop**

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**Registration Agreement**

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This form is for the registration agreement

[Complete the Registration Agreement form](#)

[Go to Main screen](#)



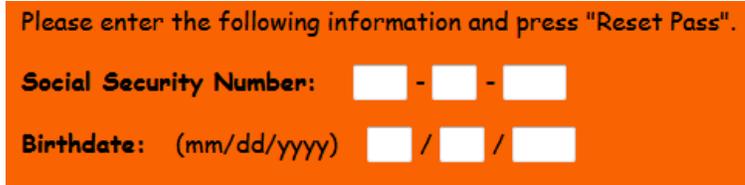
5. Check your MyECU portal for your registration time and date.

**DO NOT USE THE BROWSER BACK ARROWS.**

**USE THE SYSTEM LINKS.**

## Online Registration:

1. Login to your MyECU portal. If you do not yet have a username and password, you can get one by clicking on Password Reset on the Login tab of the ECU website.



Please enter the following information and press "Reset Pass".

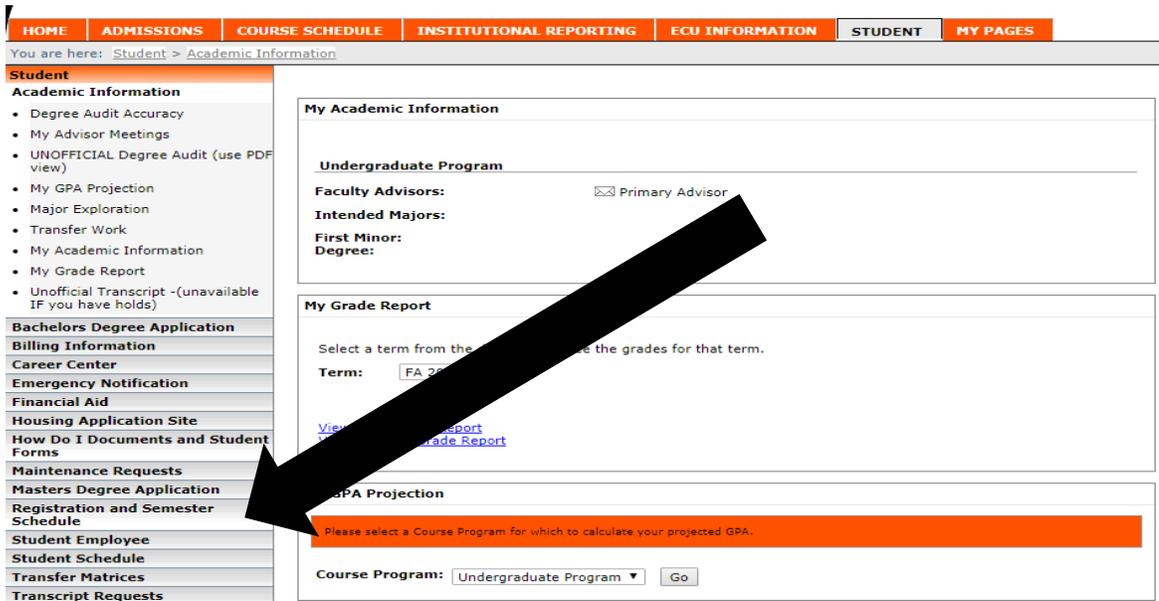
Social Security Number:  -  -

Birthdate: (mm/dd/yyyy)  /  /

- a. **New Students:** You will need to wait 24 hours to reset your password once you have been accepted to ECU.
  - b. **Former Students:** You should be able to complete a password reset at any time.
  - c. Make sure that you write down and keep your username and password in a safe place. It is case sensitive. Also, be mindful a 1 and an l look similar. Many students take a picture of their password with their cellphone so they can carry it wherever they go.
2. Click on the "Student" tab.



3. Click on the "Registration and Semester Schedule" page found on the left side menu.



4. If you did not complete the registration agreement earlier, do so now.

**Course Schedules**

[Add/Drop >](#)

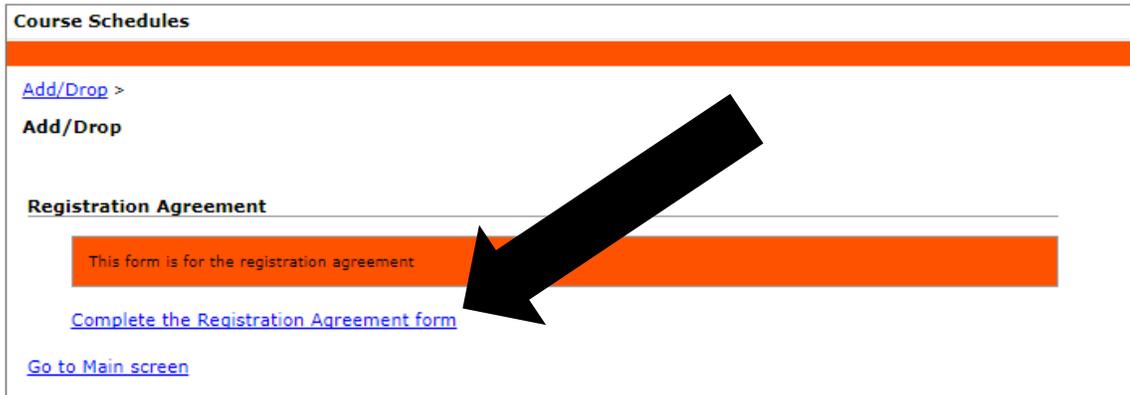
**Add/Drop**

**Registration Agreement**

This form is for the registration agreement

[Complete the Registration Agreement form](#)

[Go to Main screen](#)



5. Before searching for courses, make sure that you are permitted to register at this time. A message will be displayed indicating whether registration is open.

**Course Schedules**

**Add/Drop**

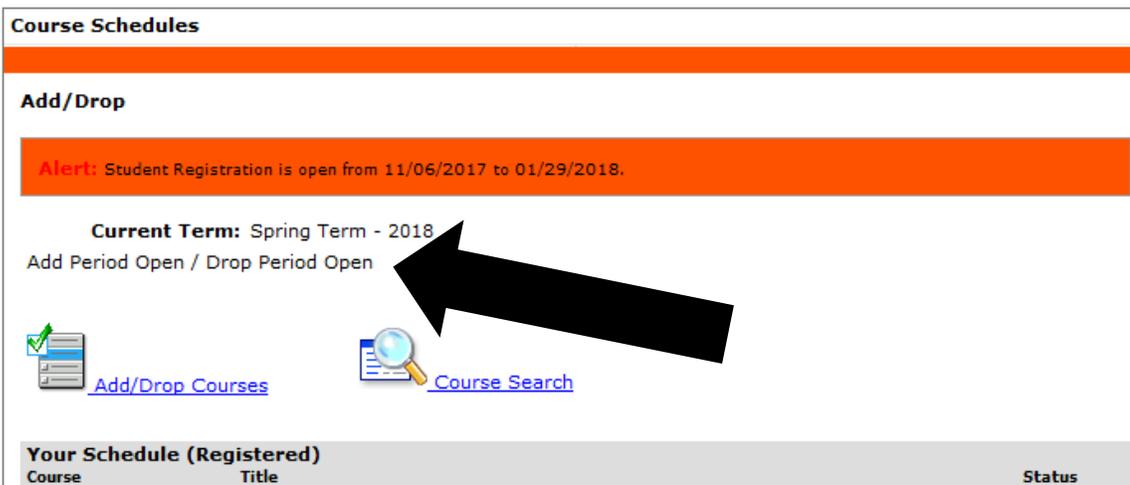
**Alert:** Student Registration is open from 11/06/2017 to 01/29/2018.

**Current Term:** Spring Term - 2018  
Add Period Open / Drop Period Open

 [Add/Drop Courses](#)  [Course Search](#)

**Your Schedule (Registered)**

Course	Title	Status
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6. The easiest way to search for classes, whether you know the course code or not is to use the **Course Search** tab. The Add/Drop Courses tab can be used but it not very user friendly.

**Course Schedules**

**Add/Drop**

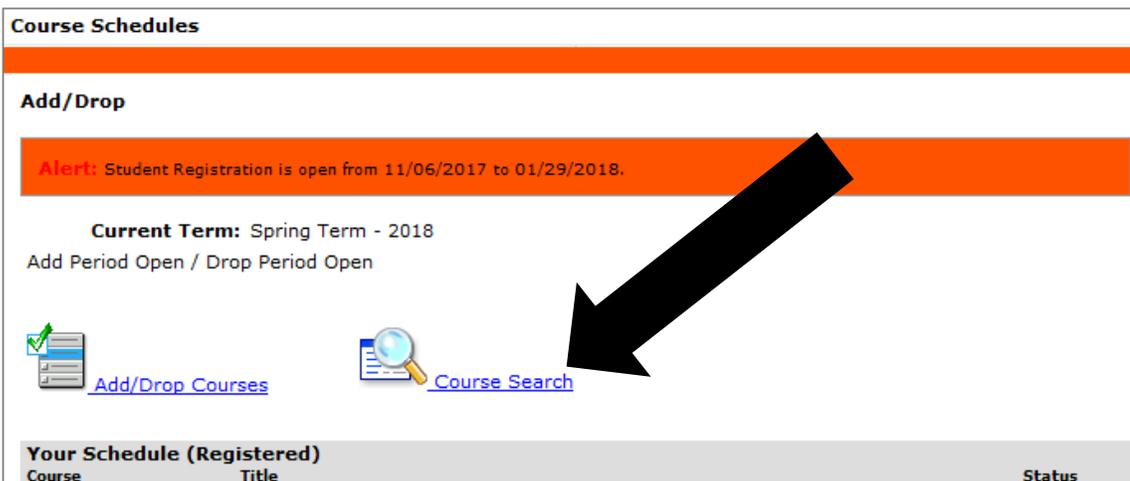
**Alert:** Student Registration is open from 11/06/2017 to 01/29/2018.

**Current Term:** Spring Term - 2018  
Add Period Open / Drop Period Open

 [Add/Drop Courses](#)  [Course Search](#)

**Your Schedule (Registered)**

Course	Title	Status
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- The Course Search box will appear. This will allow you to search by faculty, campus, day/times, etc.

Course Schedules - Course Search

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[Add/Drop](#) > > Course Search

**Course Search**

Student Program: Undergraduate Program

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Term:

Department:

Course Number Range:  to

Title:

Course Code:

Course Program:

Method:

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Time: From:  To:

Meets on any day(s)  
 Meets only on the selected days

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

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Faculty:

Campus:

Building:

Section Status:

Min/Max Hours:  to

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- It is easiest to search for classes in a whole department. In this way you will be able to compare class time, instructors, and what classes are available and still open for enrollment. Classes are listed in alphabetical order by course prefix and then in numerical order by course number. You can move to the next page by clicking the next section highlighted by the **black arrow**.

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Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/> <a href="#">EDPSY 5163-01</a>	COG BEH THE08METH CNS&PSY	Velez, Santa	25/25	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5163-02</a>	COG BEH THE08METH CNS&PSY	Velez, Santa	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr So Okla, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5352-01</a>	STANDARDIZED GROUP TESTS	Williams, Dustin H	20/20	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5353-02</a>	STANDARDIZED GROUP TESTS	Williams, Dustin H	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr So Okla, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5433-01</a>	AFFCT THE08TEC CNMPSYTHRPY	Fountain, Usha K.	20/20	Open	T 7:05 - 9:40 PM; MAIN Campus, Education, 303	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5433-02</a>	AFFCT THE08TEC CNMPSYTHRPY	Fountain, Usha K.	20/20	Open	W 5:00 - 7:00 PM; MCA Campus, McAlester- EOSC, ONST	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5493-01</a>	PRACTICUM SCHL PSYCHOLOGY	Roring, Catherine Mary	10/10	Open	S 10:00AM - 1:00 PM; MAIN Campus, Education, 301	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5593-01</a>	INTERNSHIP SCHL PSYCH I	Velez, Santa	0/0	Closed	S 10:00AM - 1:00 PM; MAIN Campus, Education, 300	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5613-01</a>	INTERNSHIP SCHL PSYCH II	Velez, Santa	0/0	Closed	S 10:00AM - 1:00 PM; MAIN Campus, Education, 300	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDPSY 5693-01</a>	PRACTICUM SCHL PSYCHOMETRY	Roring, Catherine Mary	10/10	Open	S 10:00AM - 1:00 PM; MAIN Campus, Education, 301	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5023-01</a>	EDUC ASPECTS EXCEP CHLD	Cunningham, Sharon F.	15/15	Open	0:00AM - 12:00 PM; WEB Campus, Online Course, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5062-02</a>	EDUC ASPECTS EXCEP CHLD	Cunningham, Sharon F.	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr So Okla, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5062-01</a>	ADMINISTRATION PRACTICUM I	Morgan, Christopher Scott	25/25	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	2.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5062-02</a>	ADMINISTRATION PRACTICUM I	Morgan, Christopher Scott	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr So Okla, WEB	2.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5072-01</a>	ADMINISTRATION PRACTICUM II	Morgan, Christopher Scott	25/25	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	2.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5072-02</a>	ADMINISTRATION PRACTICUM II	Morgan, Christopher Scott	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr So Okla, WEB	2.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5113-01</a>	TECHNIQUES OF RESEARCH	Schmitt, Nanette J.	25/25	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5113-02</a>	TECHNIQUES OF RESEARCH	Schmitt, Nanette J.	30/30	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5113-03</a>	TECHNIQUES OF RESEARCH	Schmitt, Nanette J.	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr So Okla, WEB	3.0	01/16/2018	05/11/2018
<input type="checkbox"/> <a href="#">EDUC 5123-01</a>	STU W/ MODERATE DISORDERS	Cunningham, Sharon F.	15/15	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WEB	3.0	01/16/2018	05/11/2018

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Some Notes:

- \*Courses with the prefixes **EDPSY** and **HPE** can be found under the Education department.
- \*Courses with the prefix **CRJS** can be found under the Human Resources department.

9. You can select the courses you wish to add by clicking the box to the left of the course. Once you have selected all the courses you want to add, click the “Add Courses button on the bottom left of the page.

Courses				
Add	Course Code	Name	Faculty	Seats Open
<input type="checkbox"/>	<a href="#">EDPSY 5163-01</a>	COG BEH THEO&METH CNS&PSY	Velez, Santa	25/25
<input type="checkbox"/>	<a href="#">EDPSY 5163-01</a>	COG BEH THEO&METH CNS&PSY	Velez, Santa	5/5
<input type="checkbox"/>	<a href="#">EDPSY 5353-01</a>	STANDARDIZED GROUP TESTS	Williams, Dustin H	20/20
<input type="checkbox"/>	<a href="#">EDPSY 5353-02</a>	STANDARDIZED GROUP TESTS	Williams, Dustin H	5/5
<input type="checkbox"/>	<a href="#">EDPSY 5433-01</a>	AFFCT THEO&TEC CN&PSYTHRPY	Fountain, Usha K.	20/20

10. Please review your schedule to verify that all courses have been successfully registered. You are now enrolled in the courses that will be listed at the bottom of the screen. If you realize you need to drop a course, check the box in front of it and then click the “Drop selected courses” button.

<input type="checkbox"/>	<a href="#">EDUC 5072-02</a>	ADMINSTRATION PRACTICUM II	Morgan, Christopher Scott	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr
<input type="checkbox"/>	<a href="#">EDUC 5113-01</a>	TECHNIQUES OF RESEARCH	Schmitt, Nanette J.	25/25	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WI
<input type="checkbox"/>	<a href="#">EDUC 5113-02</a>	TECHNIQUES OF RESEARCH	Schmitt, Nanette J.	30/30	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WI
<input type="checkbox"/>	<a href="#">EDUC 5113-03</a>	TECHNIQUES OF RESEARCH	Schmitt, Nanette J.	5/5	Open	0:00 - 0:00 AM; ARD Campus, Ardmore-Univ Ctr
<input type="checkbox"/>	<a href="#">EDUC 5123-01</a>	STU W/MS	Cunningham, Sharon F.	15/15	Open	0:00 - 0:00 AM; WEB Campus, Online Course, WI

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11. To print your schedule, navigate to the Student Schedule. And push the printer icon on the top right of the page.

<a href="#">HOME</a>	<a href="#">ADMISSIONS</a>	<a href="#">COURSES</a>
You are here: <a href="#">Student</a> > <a href="#">Student Schedule</a>		
<b>Student</b>		
<a href="#">Academic Information</a>		
<a href="#">Bachelors Degree Application</a>		
<a href="#">Billing Information</a>		
<a href="#">Career Center</a>		
<a href="#">Emergency Notification</a>		
<a href="#">Financial Aid</a>		
<a href="#">Housing Application Site</a>		
<a href="#">How Do I Documents and Student Forms</a>		
<a href="#">Maintenance Requests</a>		
<a href="#">Masters Degree Application</a>		
<a href="#">Registration and Semester Schedule</a>		
<a href="#">Student Employee</a>		
<a href="#">Student Schedule</a>		
<a href="#">Transfer Matrices</a>		
<a href="#">Transcript Requests</a>		

12. If you wish to enroll for another semester (you can enroll for Summer and Fall at the same time), go to step 3 and select the appropriate term.
13. Don't forget to log off of MyECU and then from the computer if you are using a public computer.

# Troubleshooting

The Office of Graduate Studies is here for you, if you need any assistance, please call: 580-559-5708.

**If the system is not allowing you to enroll,** it could be one of the following:

## **Most common problems include:**

1. You have a hold.
  - a. Please check with the graduate office to ensure that you do not have a hold. Our phone number is 580-559-5708.
2. The class is full.
  - a. Email the professor and request to be added to the class. Most of the time the professor adds you to a waiting list. It is not impossible that you will be able to take the class as some people do change their schedule before the first week.

## **If you are receiving an error message:**

1. Time conflict:
  - a. This means two classes you are trying to sign up for are at the same time. The student needs to talk with the instructor to complete a TBA contract if applicable.
2. Pre-requisite:
  - a. Check the course description in the catalog or online for any pre-requisites. If there are any problems including transfer work or work still in progress email the professor of the class. You may need to file a substitution form with the graduate office for work done from other universities.
3. Overload:
  - a. 13 hours and above requires Dean's approval. Please contact the graduate school for more information.

## **There is an IT issue:**

1. This is the last option. If you do believe that none of the above pertain to your case, you can contact the IT helpdesk at 580-559-5884. Please call the graduate school before so we can omit any of the above options.