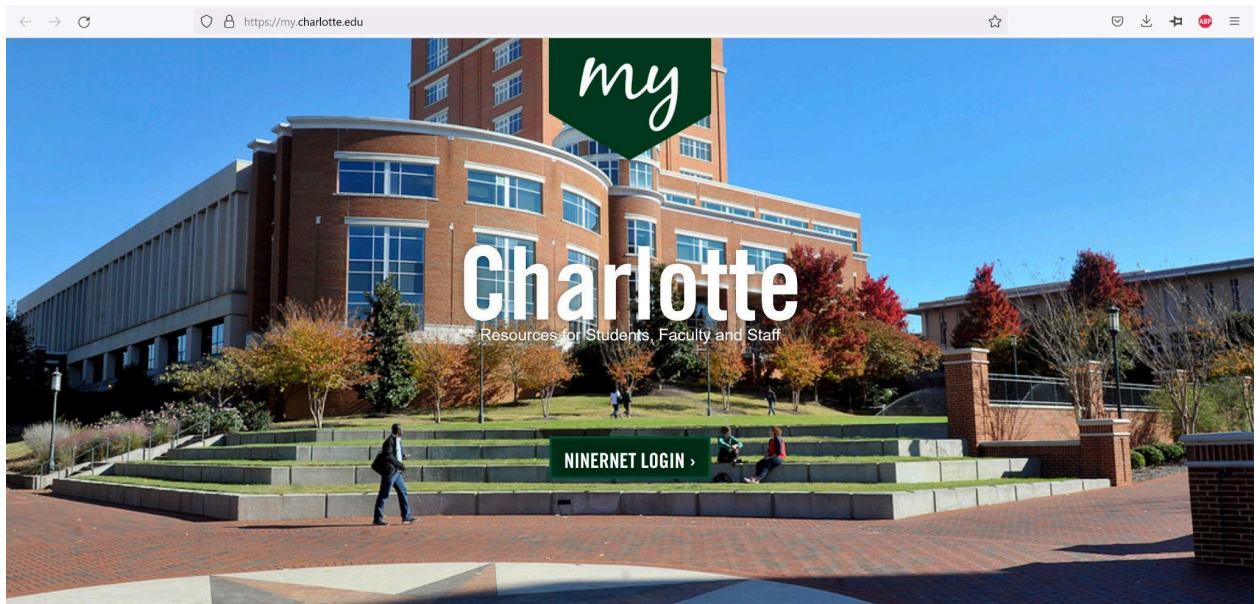


How to Register for Class

(Note: Departmental approval may be required for all or some of your courses. Before you attempt to register you should check with your advisor or department coordinator.)

1. Go to [MyCharlotte](https://mycharlotte.edu) and enter your NinerNET Username and Password.



You will then be prompted to verify your credentials. We recommend that you download the [Duo Mobile](#) app on your phone. It's a very easy and secure way to log in. You will receive a one-time passcode, or a Duo Push, which you will need to approve (see below). Once you approve it, return to your browser to begin the registration process.

A screenshot of the MyCharlotte login page. The header is green with the Charlotte logo and the text "Web Authentication @ Charlotte". On the left is a photograph of a brick building with a sign that says "University of North Carolina at Charlotte" and "Founded 1949". On the right is a white login form with two input fields: "NinerNET ID:" and "Password:". Below the fields is a yellow "Log In" button. Underneath the button are two links: "Forgot your password?" and "Get Duo Code". At the bottom of the form, it says "Use of this service is conditional on compliance with the University's [Computing Network Policies](#)." A green footer bar contains the text: "NOTICE: You MUST close and exit your browser program after log-out to ensure security."A screenshot of the Duo authentication page. The header is green with the Charlotte logo and the text "Web Authentication @ Charlotte". Below the header is a yellow banner with the text: "Need Duo passcode? Follow the steps at <https://go.charlotte.edu/XxjK>". The main content area is a white box with a green Charlotte logo on the left. On the right, it says "Choose an authentication method" and lists two options: "Duo Push" (which is checked and has a "Send Me a Push" button) and "Passcode" (with an "Enter a Passcode" button). There is also a checkbox for "Remember me for 30 days". Below the options are links for "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". At the bottom of the white box, it says "Pushed a login request to your device..." with a "Cancel" button. A green footer bar contains the text: "NOTICE: You MUST close and exit your browser program after log-out to ensure security."

2. Click on 'Student Self Service' under 'Quick Links' on the right.

The screenshot shows the 'my Charlotte' dashboard. At the top, there is a navigation bar with 'CHARLOTTE' on the left, a 'my' logo in the center, and 'Student', 'Employee', 'Faculty', and 'Log out' on the right. Below the navigation bar, there are several sections: 'My Tasks / Announcements' (empty), 'My Canvas Assignments' (listing three assignments), 'My Canvas Announcements' (empty), 'My Student Account' (with a balance due notice), 'My 49er Card', 'My Financial Aid' (with a FAFSA completion notice), and 'Quick Links'. The 'Quick Links' section on the right contains icons for Email, Canvas, Student Self Service (highlighted with a green box), Registration, Add / Drop, Degree Works, My Schedule, connect, Library, and Schedule Wizard.

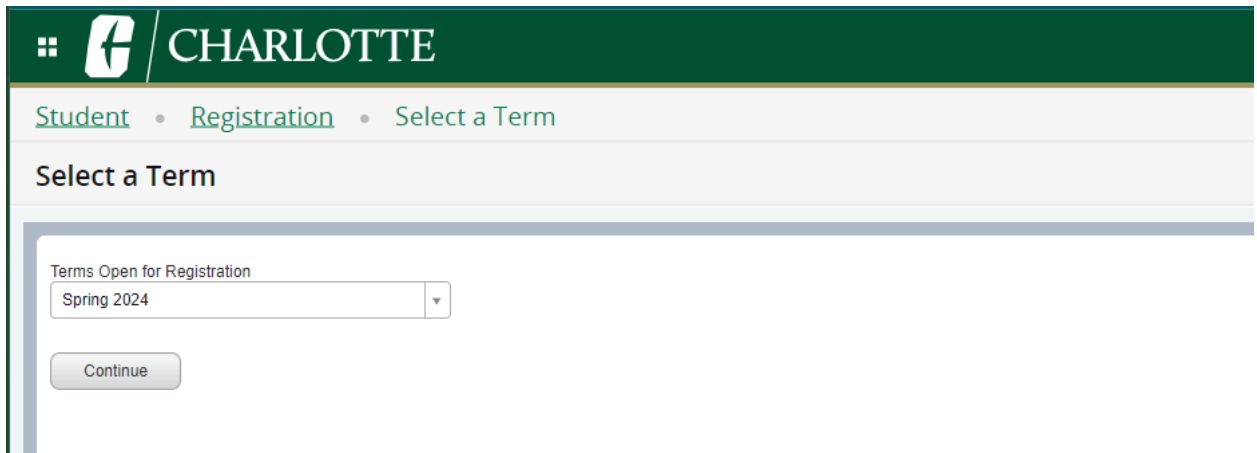
3. Select 'Registration & Planning' under 'Student Records.'

The screenshot shows the 'Student Self Service' page. At the top, there is a navigation bar with 'CHARLOTTE' on the left and a four-square menu icon. Below the navigation bar, there is a header 'Student Self Service' and a greeting 'Hello [redacted]'. A message states: 'This is the landing page to view your student academic record. Trouble finding what you need? Use the four-square menu in the upper-left corner to access all Self-Service options.' Below this, there are two main sections: 'Student Records' and 'Billing, Payments & Ref'. Under 'Student Records', there is a list of links: Student Profile, Guest Access Portal, Registration & Planning (highlighted with a green box), Schedule Wizard, Grade Replacement, Order Official Transcript, Enrollment Verification / View Loan Deferments, Fixed Tuition, Reverse Transfer, Apply to Graduate, and Personal Information. Under 'Billing, Payments & Ref', there is a list of links: View Account & Statements, Direct Deposit Enrollments and Changes, Title IV Authorization, Tax Notification (1098-T), and View Holds.

4. Select 'Register for Classes.'

The screenshot shows the 'Registration' page. At the top, there is a navigation bar with 'CHARLOTTE' on the left and 'Student' and 'Registration' on the right. Below the navigation bar, there is a header 'Registration'. Below the header, there is a section 'What would you like to do?' with several options: 'Prepare for Registration' (View registration status, update student term data, and complete pre-registration requirements.), 'Plan Ahead' (Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.), 'Browse Course Catalog' (Look up basic course information like subject, course and description.), 'Register for Classes' (Search and register for your classes. You can also view and manage your schedule. This option is highlighted with a green box), 'Browse Classes' (Looking for classes? In this section you can browse classes you find interesting.), and 'Withdrawal Information' (Withdrawal information of a student. This option is highlighted with a red box).

5. Make sure the term selected in 'Terms Open for Registration' is the upcoming semester. Select the term and click 'Continue.'



CHARLOTTE

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

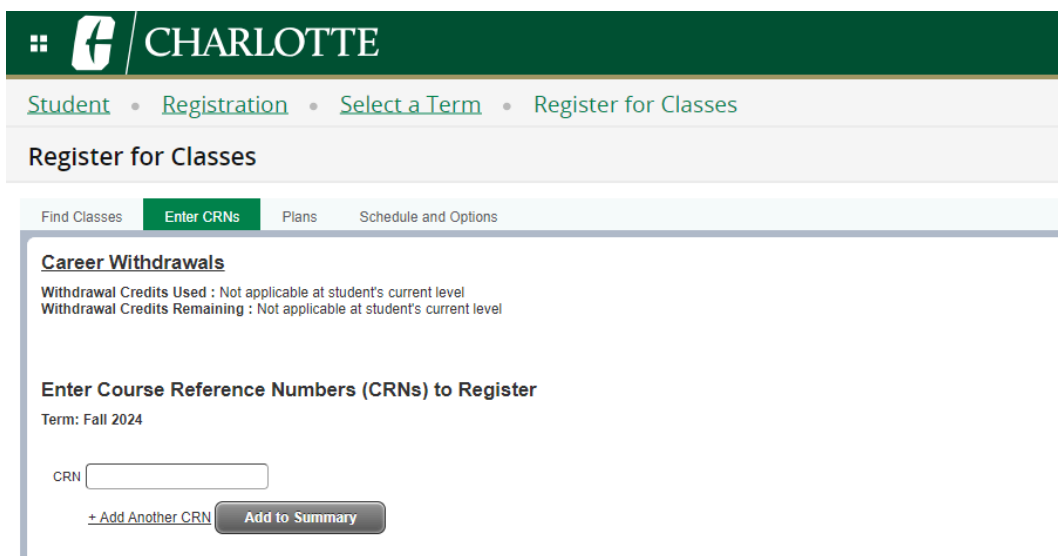
Spring 2024

Continue

6. Enter the **CRN(s) (Course Reference Number)** for your selected course(s) in the box labeled 'CRN.' Then, click '**Add to Summary.**'

If you have additional CRNs, click +Add Another CRN.

- To find the CRNs, scroll down to the bottom of the page and click '**Find Classes.**' Select your subject and then click 'Search' to see available courses.
- Click '**View Sections**' on the course you are registering for and select the desired section.
- Click '**Add,**' the CRN will be added to your schedule.
- Click '**Search Again**' to find and add additional courses. Repeat until you have selected all of your courses.



CHARLOTTE

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Career Withdrawals

Withdrawal Credits Used : Not applicable at student's current level
Withdrawal Credits Remaining : Not applicable at student's current level

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2024

CRN

+ Add Another CRN Add to Summary

- Once all of your courses are added to **'Summary'** (bottom right of the screen), click **'Submit'** to save your schedule. You will be registered for the course you selected.

NOTE: Courses are not officially on your schedule until you click 'Submit.' We recommend that you submit multiple times during the registration process to secure your seat in your selected courses.

You're all set! You can return to the menu or check [DegreeWorks](#) if you want to verify your registration status!

Schedule Wizard is a scheduling tool that helps students create multiple schedules based on course offerings and their personal commitments outside of school. Students can compare these options and then select their desired schedule to send to the **'Schedule Wizard Shopping Cart'** so it is available on course registration day.

Schedule Wizard is located in **'Quick Links'** in the MyCharlotte portal. Visit the link for detailed instructions on using the planning tool.



Schedule Wizard

A tool to help you plan for the upcoming term around your other commitments.

- From MyCharlotte.edu, click the **Schedule Wizard** icon, located under **Quick Links**.
- Select the **Term**, click **Save and Continue**.



SELECT FILTERS based on your preferences

ADD COURSES to take in this selected term

ADD BREAKS to block off times for no class

GENERATE all possible schedules

VIEW to see each schedule

SEND TO SHOPPING CART to begin registration

Schedule Wizard creates a registration plan within Self Service Banner.
To complete the registration process:
1. Click **Register for Classes**
2. Select the **Term**, click **Continue**
3. Click the **Plans** tab
4. Click **Add** for the courses you'd like to register for
5. Click **Submit** to complete the registration process
Status will show Registered if successful

| CEN # | Subject | Course | Section | Seats Remaining | Waitlist Seats Remaining | Day(s) & Location(s) | Campus | Credits | Part of Term |
|-------|---------|--------|---------|-----------------|--------------------------|----------------------|--------|---------|--------------|
| | | | | | | | | | |