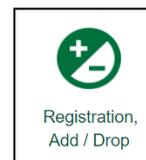
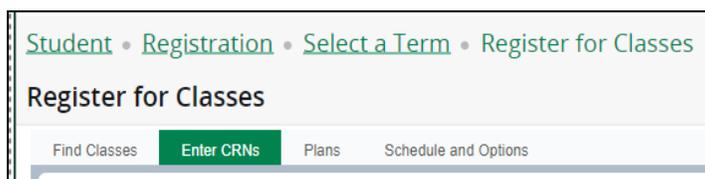


Register by Entering CRN(s)

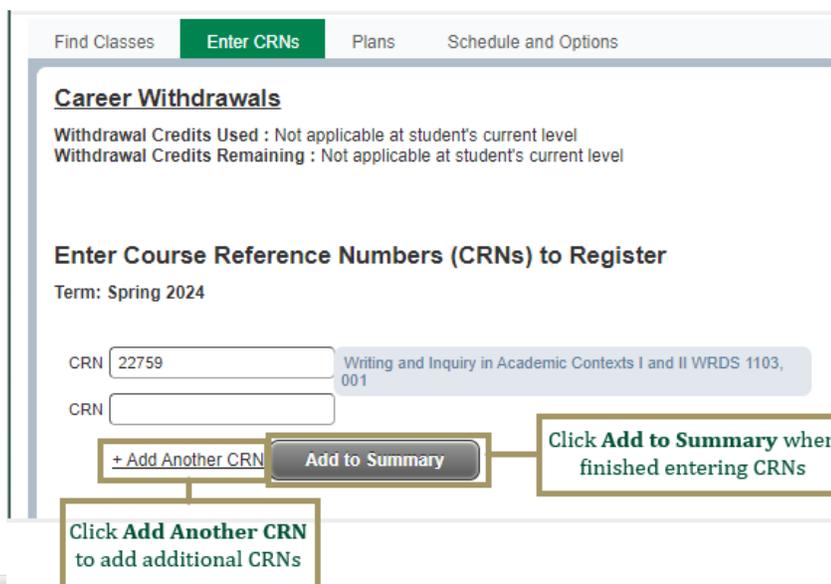
Self Service Banner enables you to register for classes by entering the Course Reference Number, or CRN. Students who have been granted a course permit will register using the CRN.



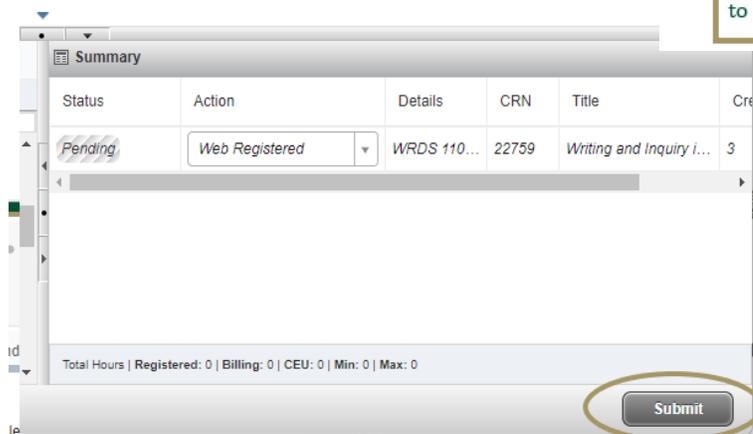
1. From [My.Charlotte.edu](https://my.charlotte.edu), in Quick Links, click the ‘**Registration, Add/Drop**’ icon. .
2. Click **Register for Classes** on the Registration Landing Page.
3. Select the **Term**, click **Continue**.
4. Select the **Enter CRNs** tab.



5. In the **CRN box**, enter the CRN
6. Click “**Add to Summary**” when you’ve entered all desired CRN(s)



7. In the **Summary** pane, select **Submit**.



- ★ You **must** click **Submit** to complete the registration process.
- ★ If registration for all courses was successful, each course will say **Registered**.
- ★ If there are registration errors, you will receive an error message.

**PAGE
INTENTIONALLY
LEFT BLANK**

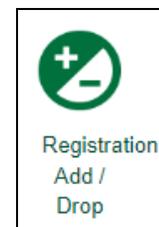
Register by Entering CRN(s)

Self Service Banner enables students to register for classes by entering the Course Reference Number, or CRN. Students who have been granted a course permit will register using the CRN.

Log In

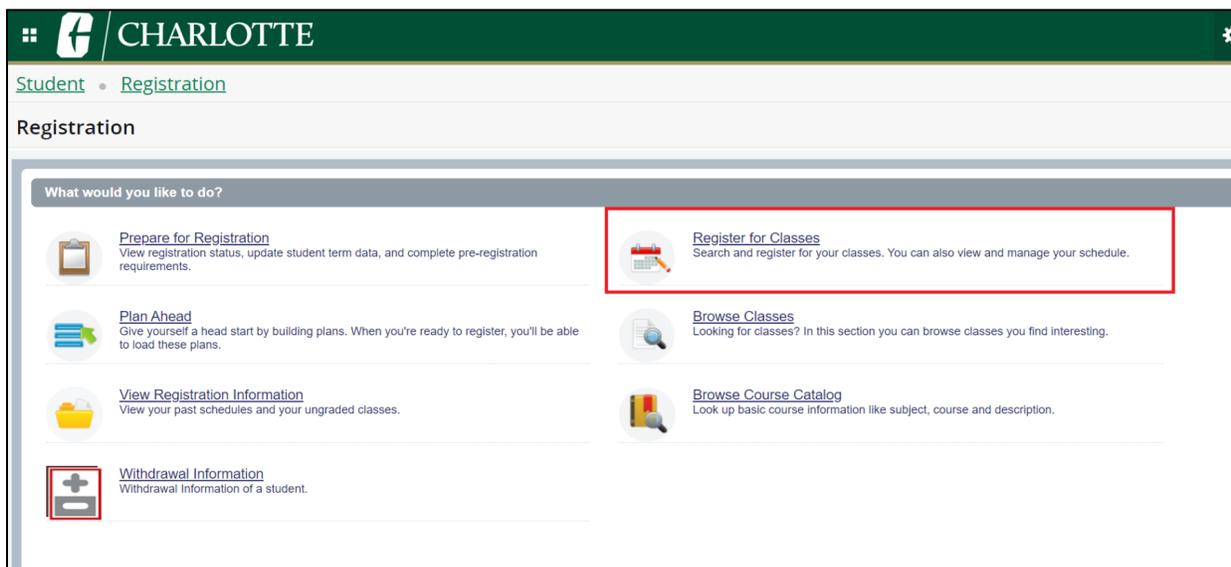
From [My.Charlotte.edu](https://my.charlotte.edu)

- Click the **Registration, Add/Drop** icon, located under Quick Links

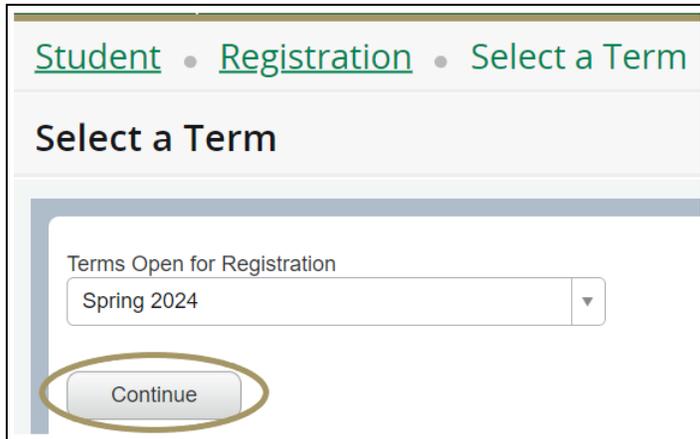


Registering by entering CRN(s)

1. Click **Register for Classes** on the Registration Landing Page

A screenshot of the University of North Carolina Charlotte's Registration Landing Page. The page has a dark green header with the university logo and name. Below the header, there is a navigation bar with "Student" and "Registration" links. The main content area is titled "Registration" and contains a section "What would you like to do?". This section lists several options: "Prepare for Registration", "Plan Ahead", "View Registration Information", "Withdrawal Information", "Register for Classes", "Browse Classes", and "Browse Course Catalog". The "Register for Classes" option is highlighted with a red border. The "Withdrawal Information" option is also highlighted with a red border.

- From the dropdown menu, **Select the term** for which you want to register for courses, and click 'Continue'



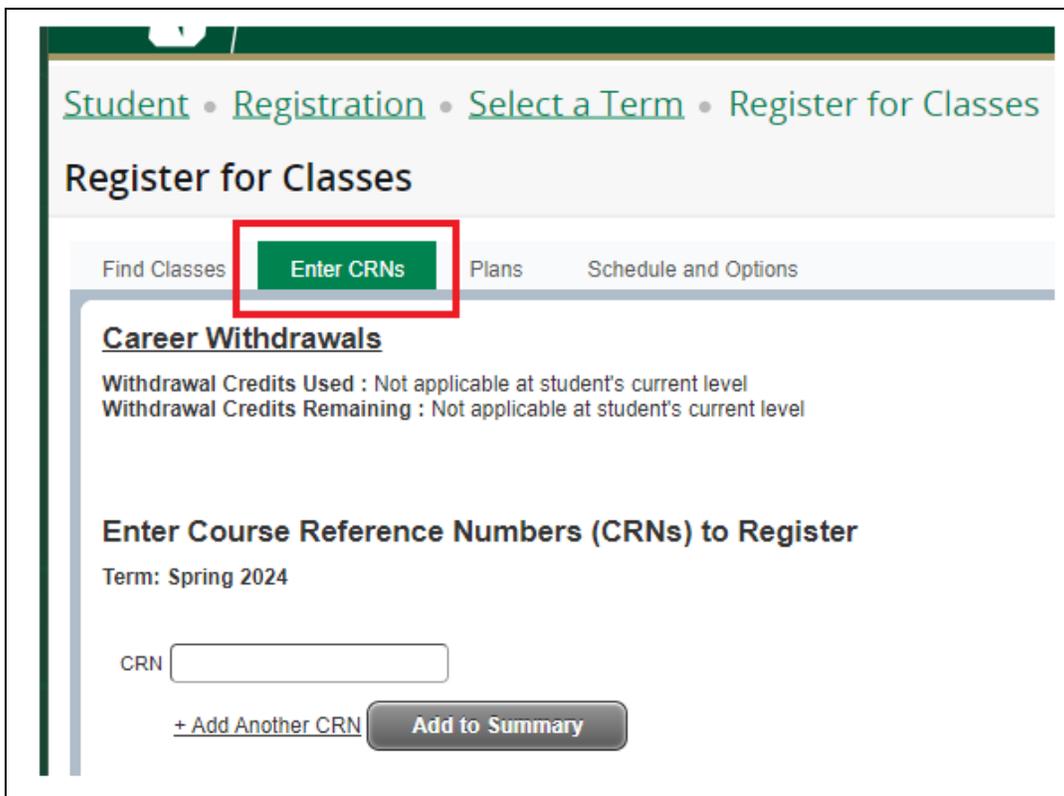
[Student](#) • [Registration](#) • [Select a Term](#)

Select a Term

Terms Open for Registration
Spring 2024

[Continue](#)

- Select the **Enter CRNs** tab



[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

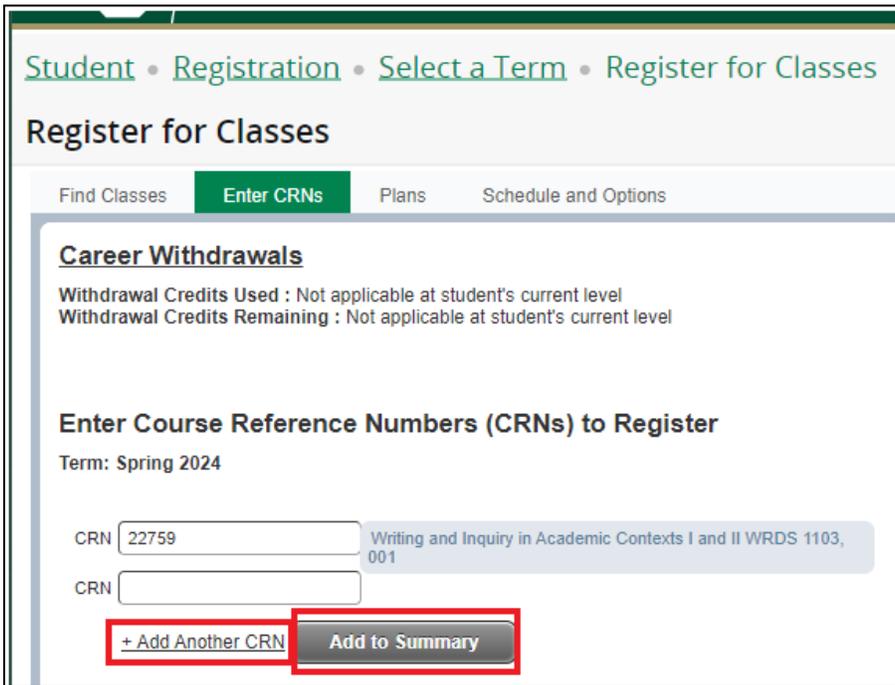
Enter Course Reference Numbers (CRNs) to Register

Term: Spring 2024

CRN

[+ Add Another CRN](#) [Add to Summary](#)

4. In the **CRN box**, enter the appropriate CRN
 - a. If you have multiple CRNs to enter, select “+ Add Another CRN” to add courses in group
5. Click “**Add to Summary**” when you’ve entered all desired CRN(s)



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

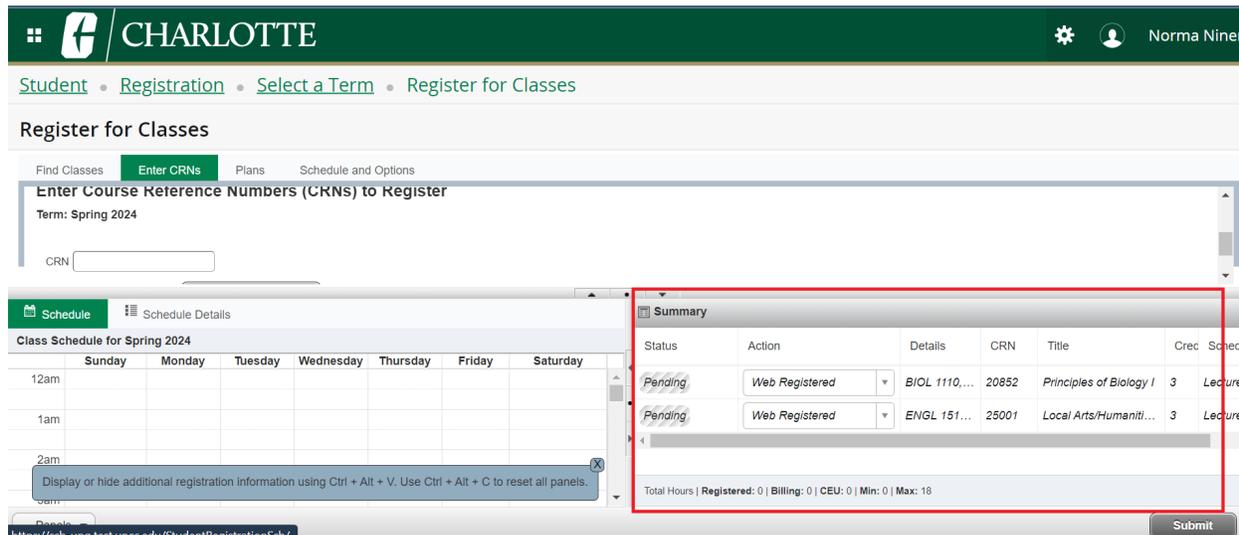
Enter Course Reference Numbers (CRNs) to Register
 Term: Spring 2024

CRN Writing and Inquiry in Academic Contexts I and II WRDS 1103, 001

CRN

+ Add Another CRN **Add to Summary**

6. The courses you add will show in the **Summary** pane. When you add courses to your registration summary they will have a status of **Pending**.



CHARLOTTE

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
 Term: Spring 2024

CRN

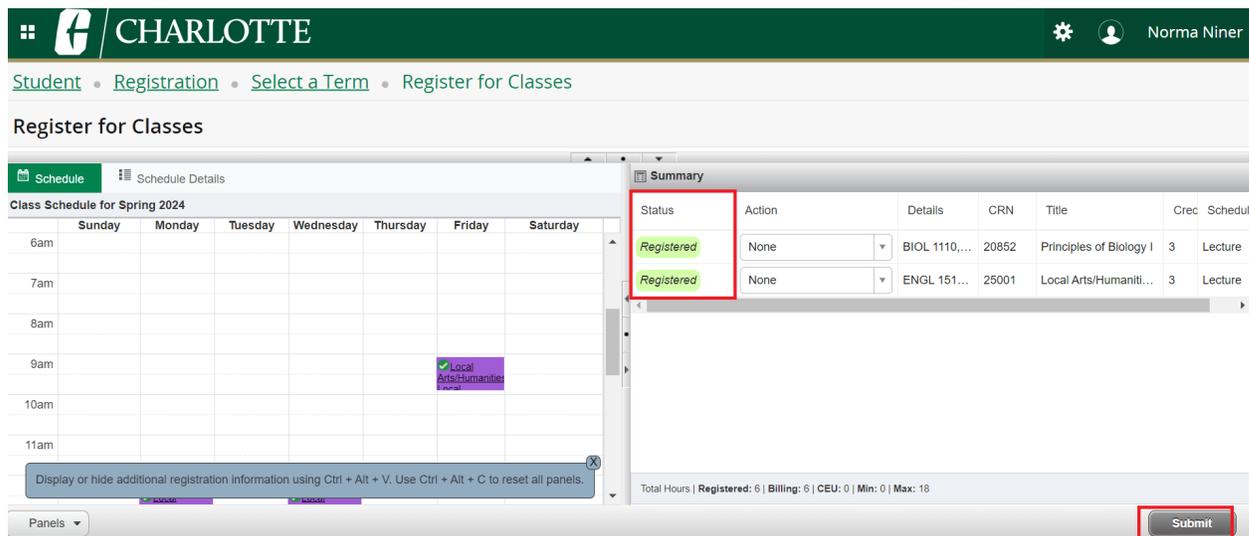
Summary

Status	Action	Details	CRN	Title	Crec	Schedule
Pending	Web Registered	BIOL 1110,...	20852	Principles of Biology I	3	Lecture
Pending	Web Registered	ENGL 151...	25001	Local Arts/Humaniti...	3	Lecture

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 18

Submit

7. Once you have entered all CRN(s), select **Submit**.
 - a. You **must** click **Submit** to complete the registration process.
 - b. If registration for all courses was successful, each course will say **Registered**.

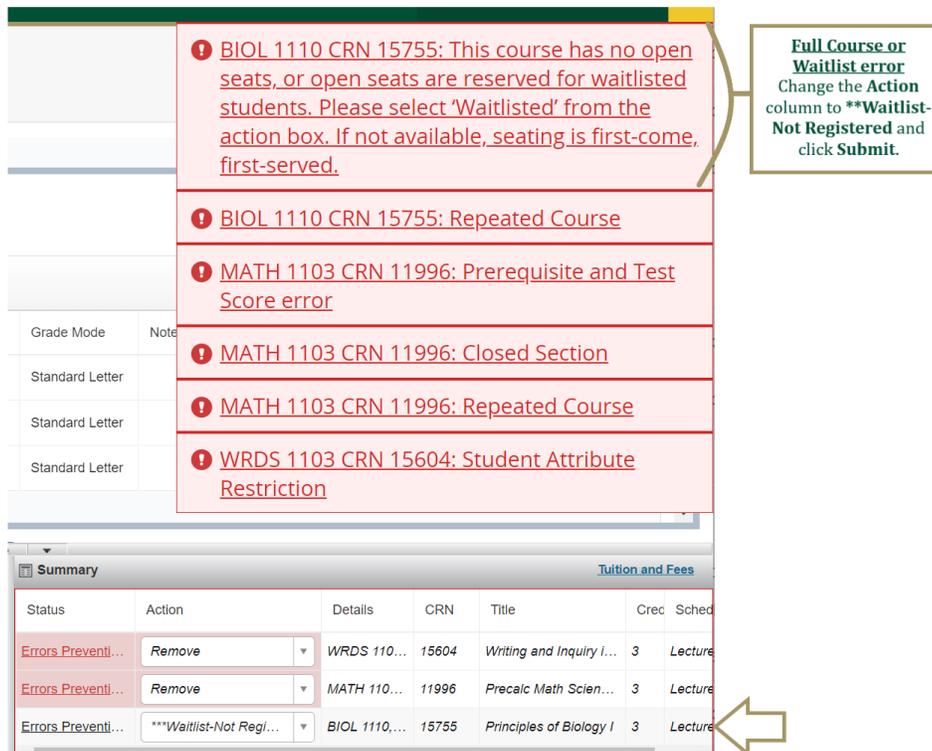


The screenshot shows the 'Register for Classes' interface. On the left is a 'Class Schedule for Spring 2024' grid. On the right is a 'Summary' table with the following data:

Status	Action	Details	CRN	Title	Cred	Schedule
Registered	None	BIOL 1110,...	20852	Principles of Biology I	3	Lecture
Registered	None	ENGL 151,...	25001	Local Arts/Humaniti...	3	Lecture

At the bottom right, a 'Submit' button is highlighted with a red box. A status bar at the bottom indicates: 'Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18'.

- c. If there are registration errors, you will receive an error message.



The screenshot shows a 'Summary' table with error messages for three courses. A callout box provides instructions for the first error:

Full Course or Waitlist error
Change the Action column to ****Waitlist-Not Registered** and click **Submit**.

Status	Action	Details	CRN	Title	Cred	Sched
Errors Preventi...	Remove	WRDS 110,...	15604	Writing and Inquiry I...	3	Lecture
Errors Preventi...	Remove	MATH 110,...	11996	Precalc Math Scien...	3	Lecture
Errors Preventi...	**Waitlist-Not Regi...	BIOL 1110,...	15755	Principles of Biology I	3	Lecture

Additional error messages listed in the callout box include:

- BIOL 1110 CRN 15755: This course has no open seats, or open seats are reserved for waitlisted students. Please select 'Waitlisted' from the action box. If not available, seating is first-come, first-served.
- BIOL 1110 CRN 15755: Repeated Course
- MATH 1103 CRN 11996: Prerequisite and Test Score error
- MATH 1103 CRN 11996: Closed Section
- MATH 1103 CRN 11996: Repeated Course
- WRDS 1103 CRN 15604: Student Attribute Restriction