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, 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.
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Log In
From 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
2. From the dropdown menu, **Select the term** for which you want to register for courses, and click ‘Continue’

![Select a Term](image)

3. **Select the Enter CRNs** tab

![Enter CRNs](image)
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)

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