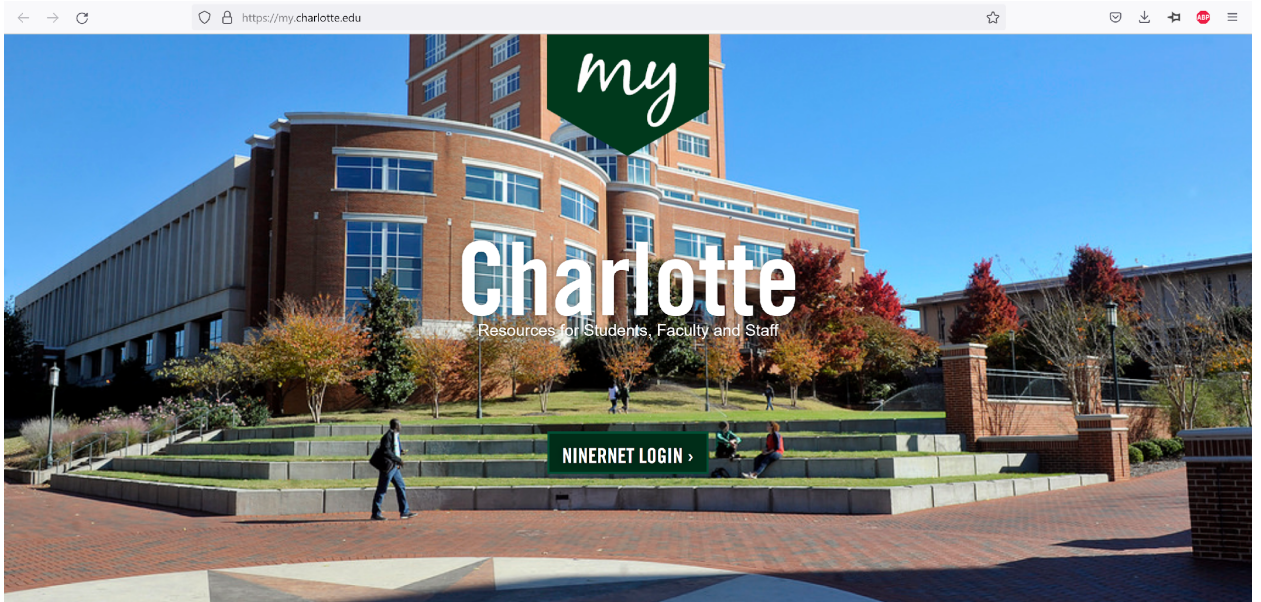


## How to Register for Class:

(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.)

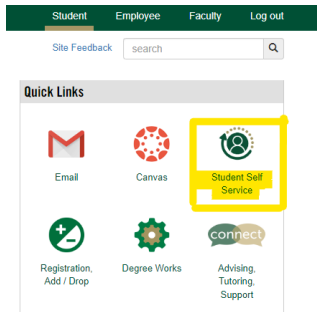
1. Go to [MyCharlotte](https://my.charlotte.edu) and enter your NinerNET Username and Password.



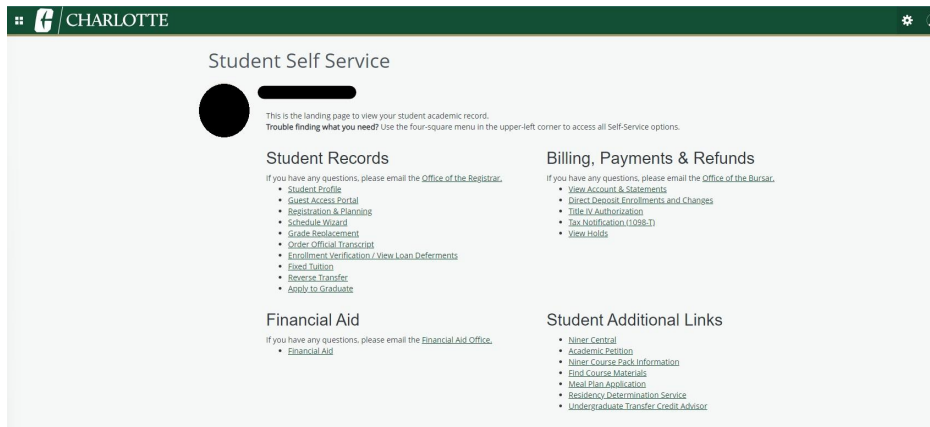
You will then be prompted to verify your credentials. We recommend that you download the [Duo Mobile](#) app on your phone. It's a very easy and secure way to log in. You will receive a one-time passcode, or a Duo Push, which you will need to approve (see below). Once you approve it, return to your browser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

A screenshot of the NinerNET login page. The header is green with the University of North Carolina at Charlotte logo and the text "Web Authentication @ Charlotte". The main content area has a white background with a green border. On the left is a photograph of a university sign. On the right, there are two input fields: "NinerNET ID:" and "Password:". Below these is a yellow "Log In" button. Underneath the button are two links: "Forgot your password?" and "Get Duo Code". At the bottom, there is a disclaimer: "Use of this service is conditional on compliance with the University's Computing Network Policies." A green footer 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 University of North Carolina at 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/XqjK>". The main content area is white with a green border. It features a "Choose an authentication method" section with two options: "Duo Push" (which is checked and has "Used automatically" next to it) and "Passcode". There are buttons for "Send Me a Push" and "Enter a Passcode". Below this is a checkbox for "Remember me for 30 days". At the bottom, there is a blue bar with the text "Pushed a login request to your device..." and a "Cancel" button. A green footer contains the text: "NOTICE: You MUST close and exit your browser program after log-out to ensure security."

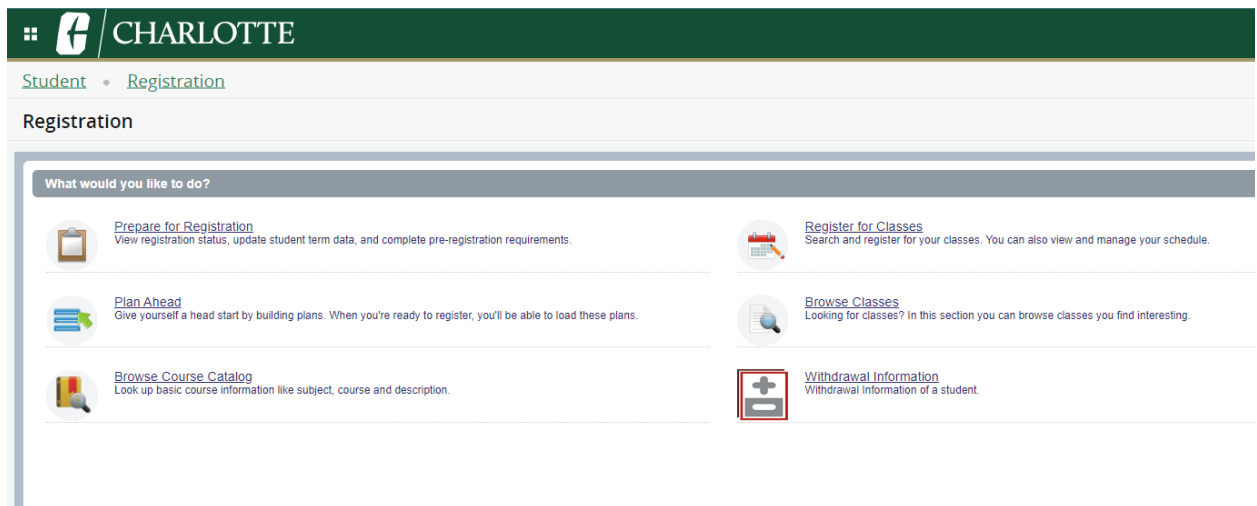
2. Click on 'Student Self Service' under 'Quick Links' on the right.



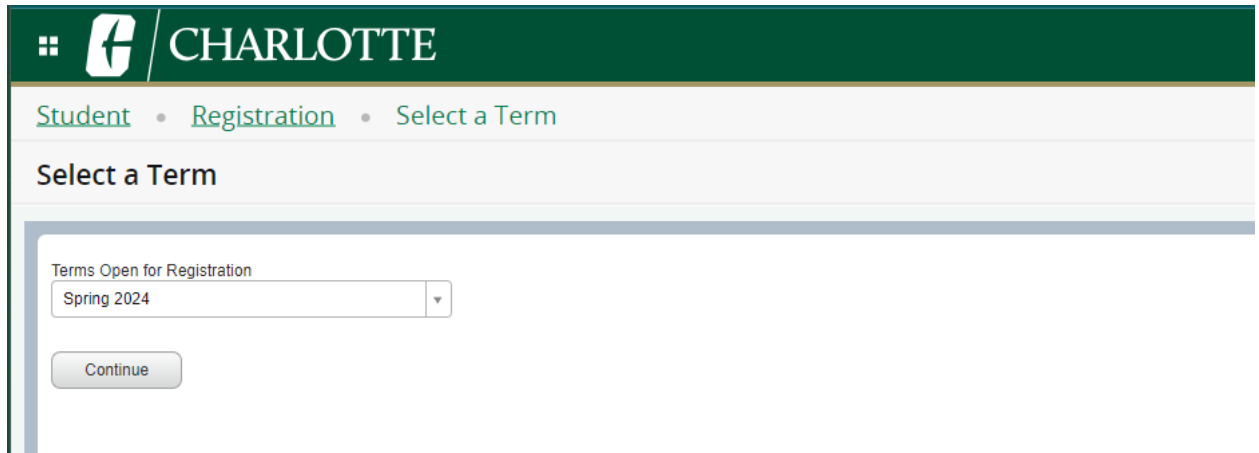
3. Select 'Registration & Planning' under 'Student Records.'



4. Select 'Register for Classes.'



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



The screenshot shows the top navigation bar of the Charlotte University website with the logo and the name 'CHARLOTTE'. Below the navigation bar, there are breadcrumb links: 'Student' > 'Registration' > 'Select a Term'. The main heading is 'Select a Term'. Underneath, there is a dropdown menu labeled 'Terms Open for Registration' with 'Spring 2024' selected. A 'Continue' button is located below the dropdown menu.

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.
7. 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!

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**Schedule Wizard** is a scheduling tool that helps students create multiple schedules that account for their personal obligations and commitments outside of school. Course options are provided around their schedules. Visit the link for help using the tool.