Registration Information

The Administrative Assistant enters a permit for classes that requires a department approval that allows you to register for these courses. No one can register for you. You should fill out the form that the Administrative Assistant sends out prior to the beginning of the semester to request permits for said courses.

- Go to www.my.uncc.edu
- Click on **Registration, Add/Drop** on the right side of the screen
- You should be at the **Student Services and Financial Aid page,**

  - ❖ Click Add/Drop classes
  - ❖ Select the semester for which you wish to register from drop down menu
  - ❖ Click Submit
  - ❖ Type one Course Reference Number (CRN) into each field
  - ❖ If you don't know the CRN, click Class Search and search for the course
  - ❖ Click Submit Changes

A screen confirming your registration should appear. If any classes for which you wanted to register do not appear in the Current Schedule area, scroll down the page to view the error messages, which will tell you why you were unable to register.

If you have problems:
- First try contacting the Help Desk @ 704-687-8622
- Secondly, contact the Program Executive Administrator @ 704-687-5974