Creating a Self Service Registration Plan
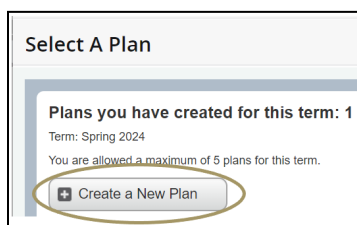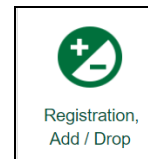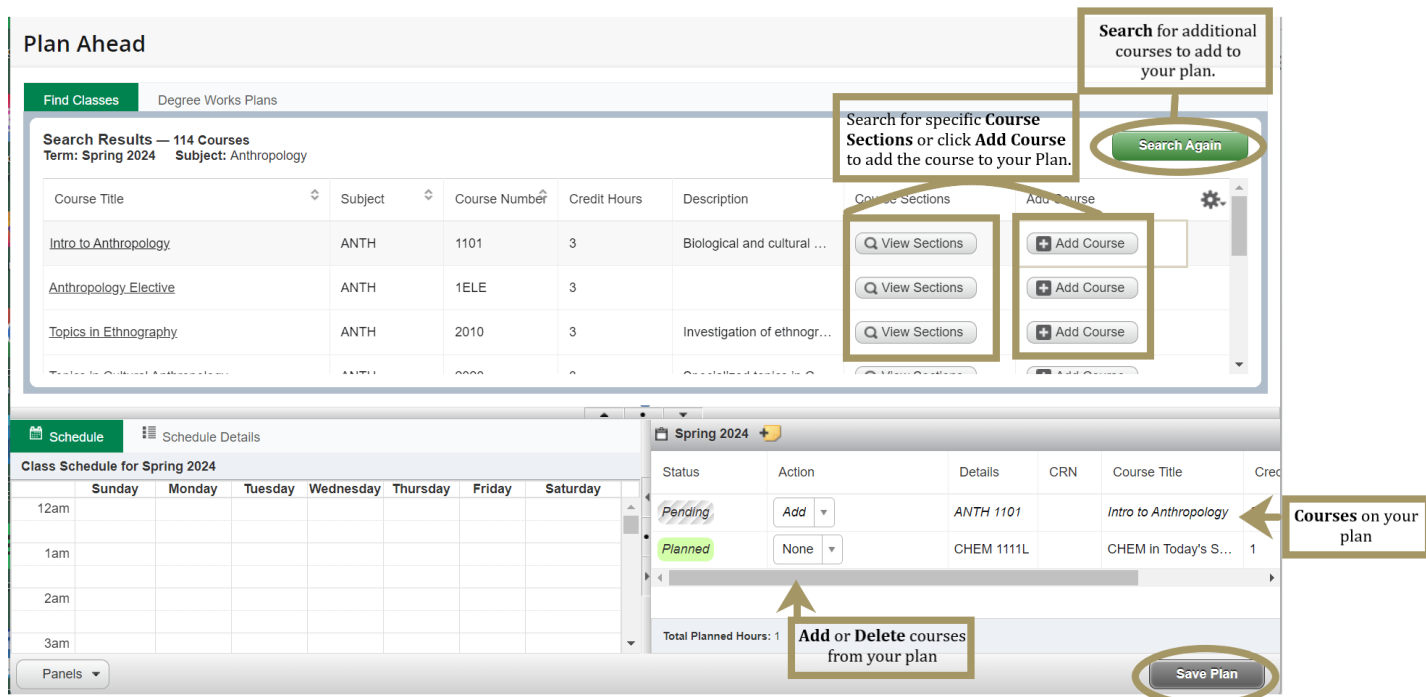
A tool in Self Service Banner to help you plan for the upcoming term.

1. From My.Charlotte.edu, in Quick Links, click the '**Registration, Add/Drop**' icon.
2. Click **Plan Ahead** on the Registration landing page**.**
3. Select the **Term**, click **Continue.**
4. Click **Create a New Plan.**

Registration, Add / Drop

Select A Plan

Plans you have created for this term: 1
Term: Spring 2024
You are allowed a maximum of 5 plans for this term.

[ ] Create a New Plan

5. **Search** for **Courses** to add to your **Plan.**
6. Click **Add Course** to add the course to your **Plan** or click **View Sections** to find a specific section of that course.
7. Click **Save Plan**.

Plan Ahead

Search for additional courses to add to your plan.

Search for specific **Course Sections** or click **Add Course** to add the course to your **Plan.**

Find Classes	Degree Works Plans							

Search Results — 114 Courses
Term: Spring 2024   Subject: Anthropology

Search Again

Course Title	Subject	Course Number	Credit Hours	Description	Course Sections	Add Course
Intro to Anthropology	ANTH	1101	3	Biological and cultural …	[Q] View Sections	[+] Add Course
Anthropology Elective	ANTH	1ELE	3		[Q] View Sections	[+] Add Course
Topics in Ethnography	ANTH	2010	3	Investigation of ethnogr…	[Q] View Sections	[+] Add Course

[ ] Schedule	[ ] Schedule Details		[ ] Spring 2024 [+]				

Class Schedule for Spring 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							

Status	Action	Details	CRN	Course Title	Cred
Pending	Add ▼		ANTH 1101	Intro to Anthropology	
Planned	None ▼		CHEM 1111L	CHEM in Today's S…	1
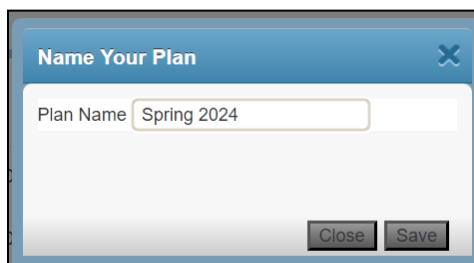
Courses on your plan

Add or **Delete** courses from your plan

Total Planned Hours: 1

Save Plan

Panels ▼

8. Name your **Plan** and click **Save**.

Name Your Plan   ✕

Plan Name   Spring 2024

Close   Save

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Creating a Plan in Self-Service

Self Service Banner enables students to create plans for upcoming terms, which can assist with academic planning, in addition to the registration process. When it's time for a student to register, they may reference and register from their plan(s).

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1. Log In

From My.Charlotte.edu, in the Quick Links, click the '**Registration, Add/Drop**' icon.

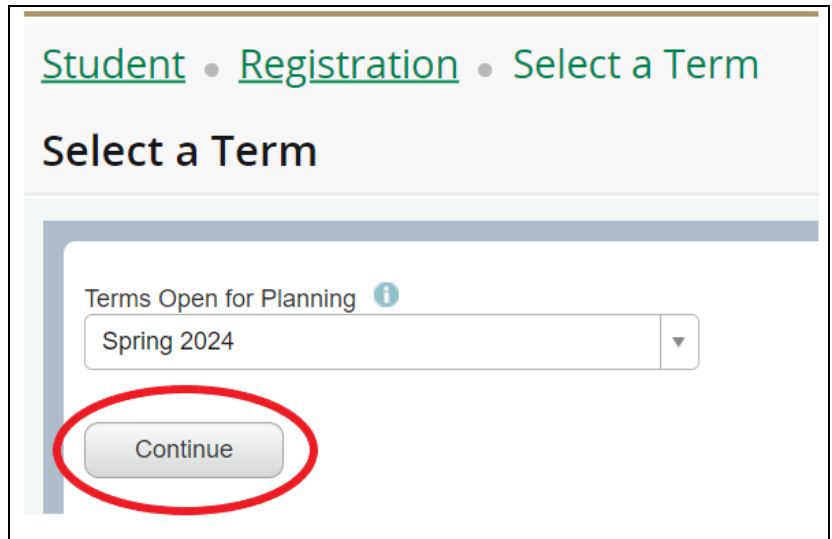Registration, Add / Drop
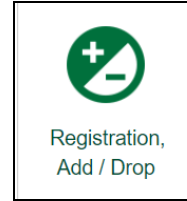
2. Create a New Plan

1. From the Registration Landing Page, click **'Plan Ahead'**. You may be prompted to log in.
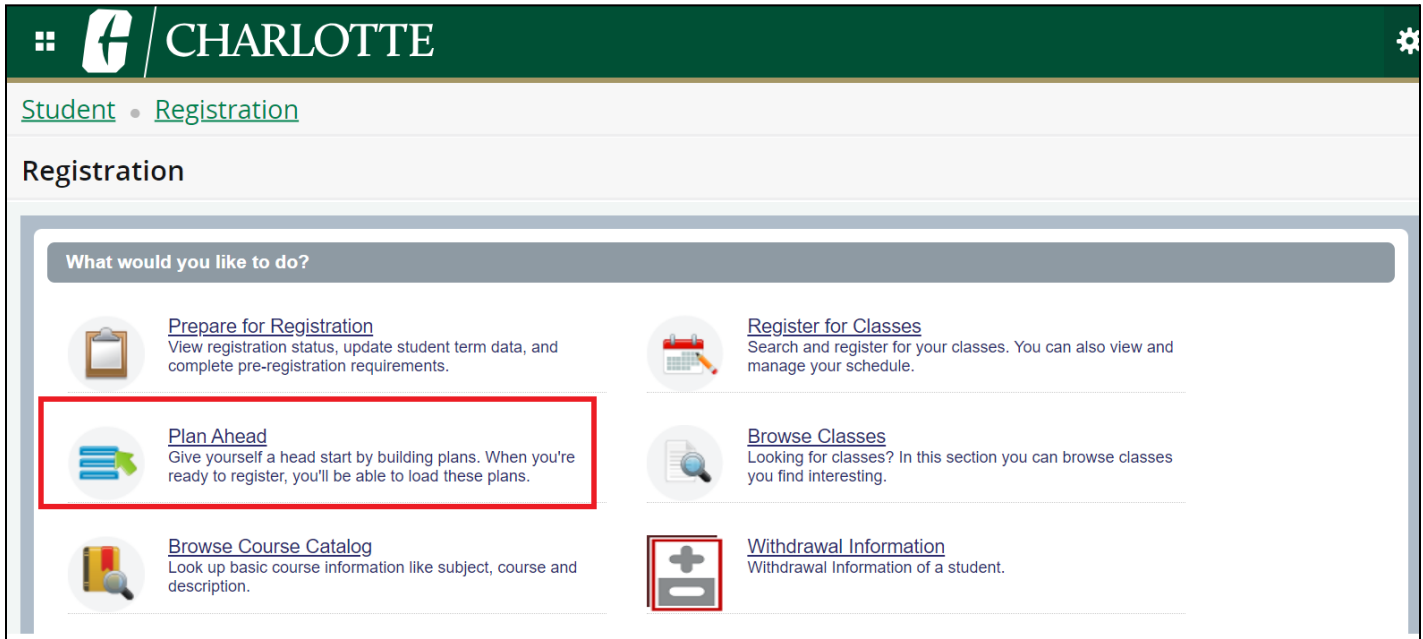
2. Select the **Term** for which you want to plan for registration for and click **'Continue'**

3. Click **'Create a New Plan'**.
   a. If you or your advisor have created any plans in Self Service Banner or DegreeWorks, they will be displayed on this page.
      i. DegreeWorks plans *cannot* be modified in Self Service Banner.
      ii. DegreeWorks plans must be Active and Locked in order to see them in Self Service Banner.
      iii. DegreeWorks plans are only available to undergraduate students.

Select A Plan

Plans you have created for this term: 1

Term: Spring 2024

You are allowed a maximum of 5 plans for this term.

[+] Create a New Plan

📋 **Plan:** Spring 2024 Plan | **Created by:** You | Preferre ← Self Service Plan

Details	CRN	Course Title
ENGL 1512, D02	25001	Local Arts/Hum
BIOL 1110, 001	20852	Principles of Bi
HIST 1000		Topics in Histor

Total Planned Hours: 9

Number of Degree Works Plans: 1 ← DegreeWorks Plan

Plan: Graduation Plan **Created by:** Miller, Jessica
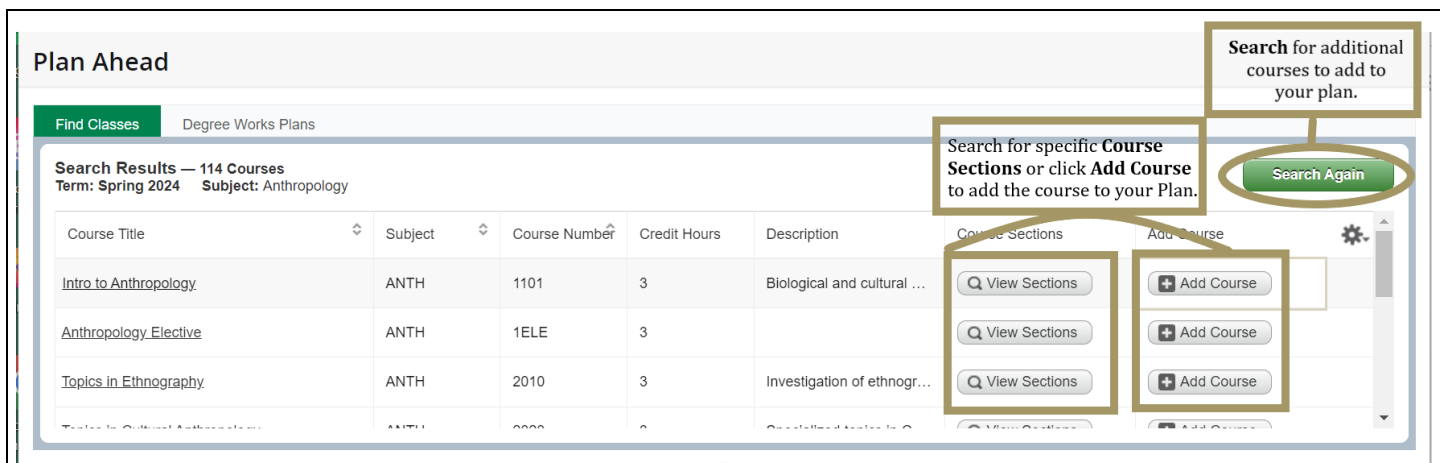
4. Add Courses to Your Plan

1. Use the Search boxes to find courses to add to your plan by entering search criteria..
   a. Search criteria options:

     i.   **Subject -** You may search for multiple subjects in the same search

     ii.   **Course number** (without subject prefix)

     iii.   **Level -** Undergraduate or Graduate

     iv.   <u>Advanced Search</u> options

         1. **Subject and Course Number -** Ex: ACCT 3400

         2. **College**

         3. **Departments**

         4. **Course Title**

         5. **Schedule Type -** Lab, lecture, thesis, etc.

         6. **Attribute Type -** Honors, global science theme, etc.

         7. **Course Number Range**

         8. **Credit Hour Range**

2. Click **'Search'**.

3. The search results will be displayed. To add a course to your plan, click **'Add Course'** or to view specific sections for the course, click '**View Sections'.**.

a. **View Sections** - This option allows you to search for specific course sections to add to your plan. When you are ready to register you can register for this section from your plan.
    i. You will see the course details with this option. Each of the columns can be resized to display additional information.
    ii. Clicking on a course title will display a window with information about the section of the selected course.
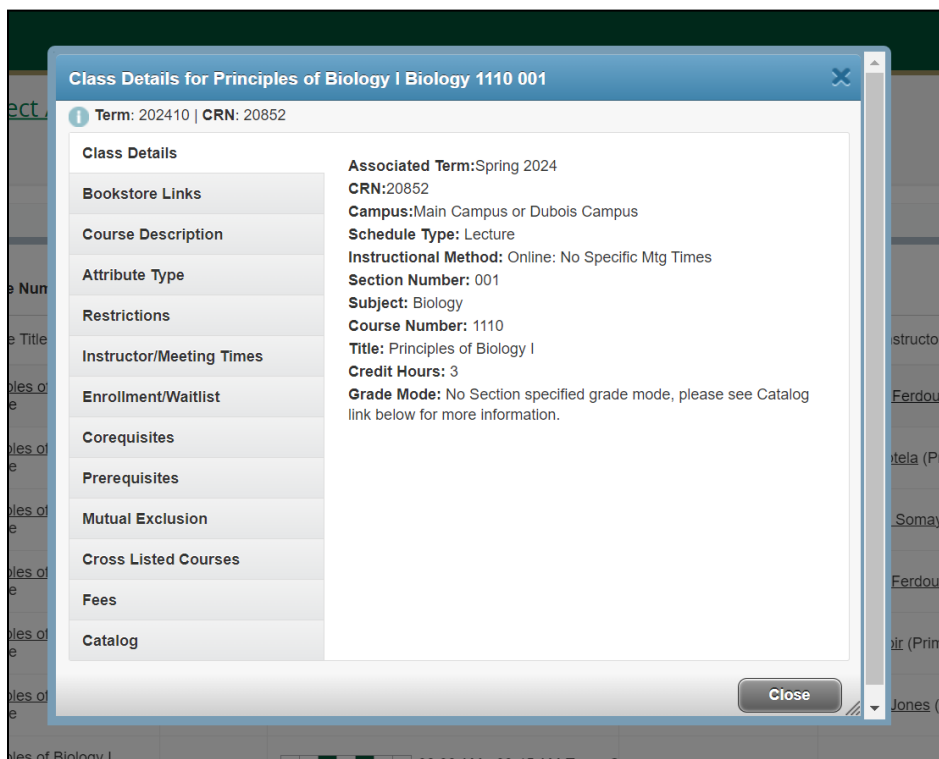
    iii. Click **Add** when you find a course section you would like to add to your plan.

b. **Add Course** - This option adds the course to your plan. When you are ready to register you will need to find specific sections of this course to register for.

4. When you add a course to your plan, it will be displayed in the course list information pane and have a status of '**Pending**'.
5. Continue the steps above until you've added the desired courses to your plan.
6. Click **Save Plan** when you are finished adding courses to your plan.

7. Name your plan and click **Save**.

8. Note that once your plan is saved, the 'Status' will change from 'Pending' to 'Planned'.

| Status	Action	Details	CRN	Course Title	Credi	Schedule Type	Note
Planned	None ▼	MATH 1241		Calculus I	3		
Planned	None ▼	ENGL 1512,...	25001	Local Arts/Humanities:...	3	Lecture	
Planned	None ▼	BIOL 1110, 0...	20852	Principles of Biology I	3	Lecture	
Planned	None ▼	HIST 1000		Topics in History	3		

Total Planned Hours: 12

5. View and Modify Existing Plans

You may add or remove courses from your plan at any time.

Log In

From My.Charlotte.edu, in the Quick Links, click the '**Registration, Add/Drop'** icon.

Registration, Add / Drop
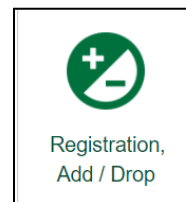
View and Modify Your Existing Plans

1. From the Registration Landing Page, click **'Plan Ahead'**. You may be prompted to log in.

2. Select the **Term** for which you want to plan for registration for and click **'Continue'**.

3. Your Self Service Banner or DegreeWorks plans will be displayed.
   a. DegreeWorks plans *cannot* be modified in Self Service Banner.
   b. DegreeWorks plans must be Active and Locked in order to see them in Self Service Banner.
   c. DegreeWorks plans are only available to undergraduate students.

Select A Plan

Plans you have created for this term: 1

Term: Spring 2024

You are allowed a maximum of 5 plans for this term.

[+ Create a New Plan]

📋 **Plan:** Spring 2024 Plan | **Created by:** You | Preferre...   ⬅ Self Service Plan

Details	CRN	Course Title
ENGL 1512, D02	25001	Local Arts/Hum
BIOL 1110, 001	20852	Principles of Bi
HIST 1000		Topics in Histor

Total Planned Hours: 9

Number of Degree Works Plans: 1   ⬅ DegreeWorks Plan

Plan: Graduation Plan **Created by:** Miller, Jessica

4. To modify the plan, click **'Edit'** or click **'Delete'** to delete a plan.

Select A Plan

Plans you have created for this term: 2

Term: Spring 2024

You are allowed a maximum of 5 plans for this term.

⊞ Create a New Plan

📋 **Plan:** Spring 2024 Plan | **Created by:** You | **Preferred**   Delete | Edit

Details	CRN	Course Title	Credit Hours	Schedule Type	Instructor	Grade Mode	Note	⚙
ENGL 1512, D02	25001	Local Arts/Humanities: Local Conn…	3	Lecture	Balaka Basu (Primary)	Standard Letter		
BIOL 1110, 001	20852	Principles of Biology I	3	Lecture	Farzana Ferdous (Primary)	Standard Letter		
HIST 1000		Topics in History	3					
Total Planned Hours: 9							Records: 3	

📋 **Plan:** Spring 2024 | **Created by:** You | Make Preferred   Delete | Edit

Details	CRN	Course Title	Credit Hours	Schedule Type	Instructor	Grade Mode	Note	⚙
BIOL 1110, 002	20854	Principles of Biology I	3	Lecture	Sam Suptela (Primary)	Standard Letter		
Total Planned Hours: 3							Records: 1	

Number of Degree Works Plans: 1

Plan: Graduation Plan **Created by:** M

5. To remove a course from your plan, click **Edit** to edit the plan. Then,
   a. Select **'Delete'** in the **'Action'** column.
   b. Click **Save Plan** to make the update.
   c. The course will be removed from your plan.

Spring 2024 Plan								Preferred
Status	Action		Details	CRN	Course Title	Credi	Schedule Type	Note
Planned	Delete ▲		MATH 1241		Calculus I	3		➕
Planned	None		ENGL 1512,…	25001	Local Arts/Humanities:…	3	Lecture	➕
Planned	Delete		BIOL 1110, 0…	20852	Principles of Biology I	3	Lecture	➕
Planned	None ▼		HIST 1000		Topics in History	3		➕

Total Planned Hours: 12

Save Plan

6. To add a course from your plan,
    a. Select **'Add'** in the **'Action'** column.
    b. Click **Save Plan** to make the update.
    c. The course will be added to your plan

Appendix