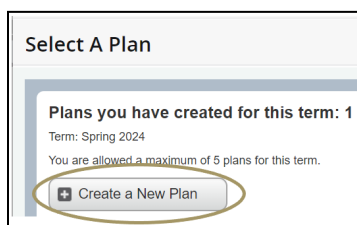
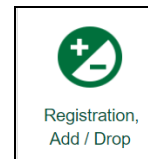


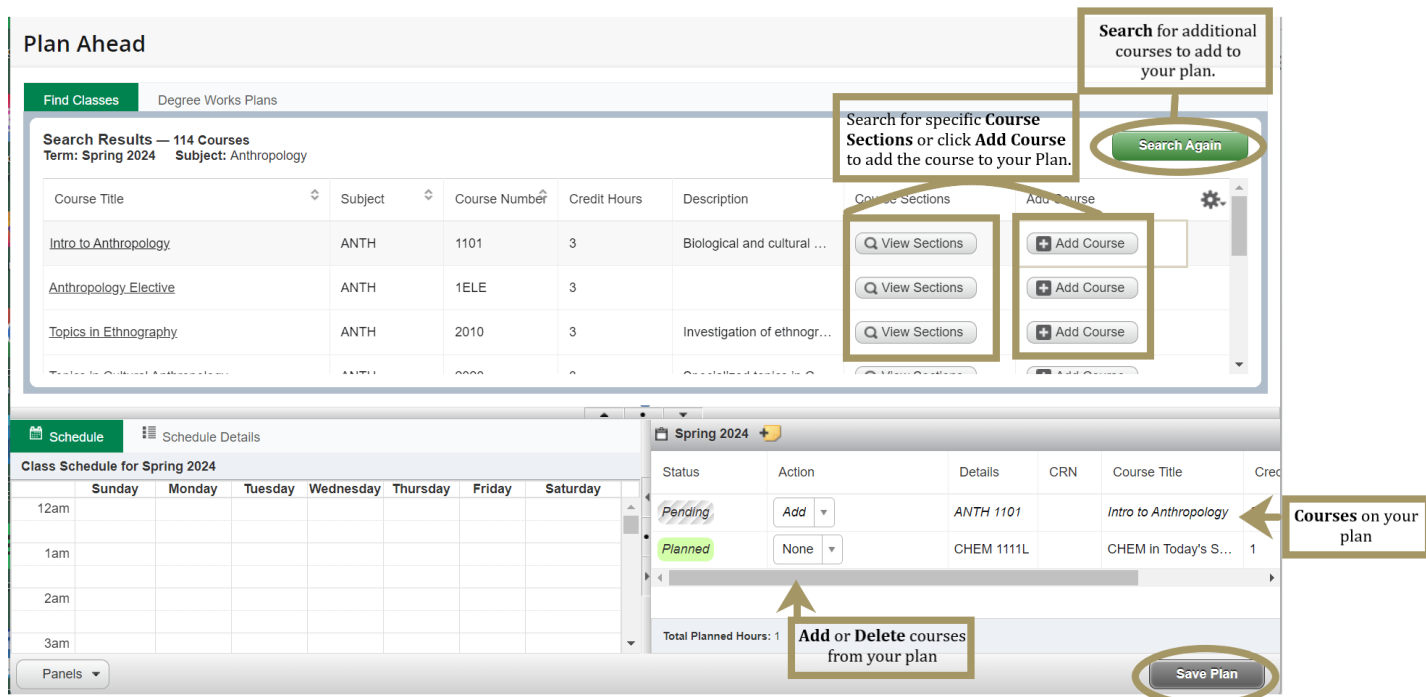
Creating a Self Service Registration Plan

A tool in Self Service Banner to help you plan for the upcoming term.

1. From [My.Charlotte.edu](https://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**.



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

Find Classes Degree Works Plans

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

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

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.

Search Again

Schedule Schedule Details

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

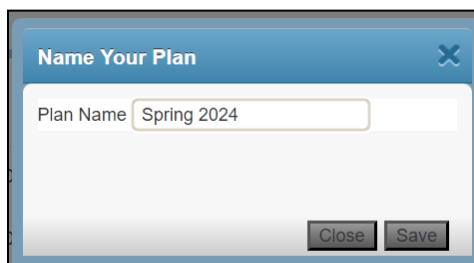
Total Planned Hours: 1

Add or Delete courses from your plan

Courses on your plan

Save Plan

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



Name Your Plan

Plan Name

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](#)

[2. Create a New Plan](#)

[4. Add Courses to Your Plan](#)

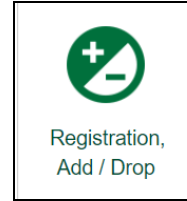
[5. View and Modify Existing Plans](#)

[Log In](#)

[View and Modify Your Existing Plans](#)

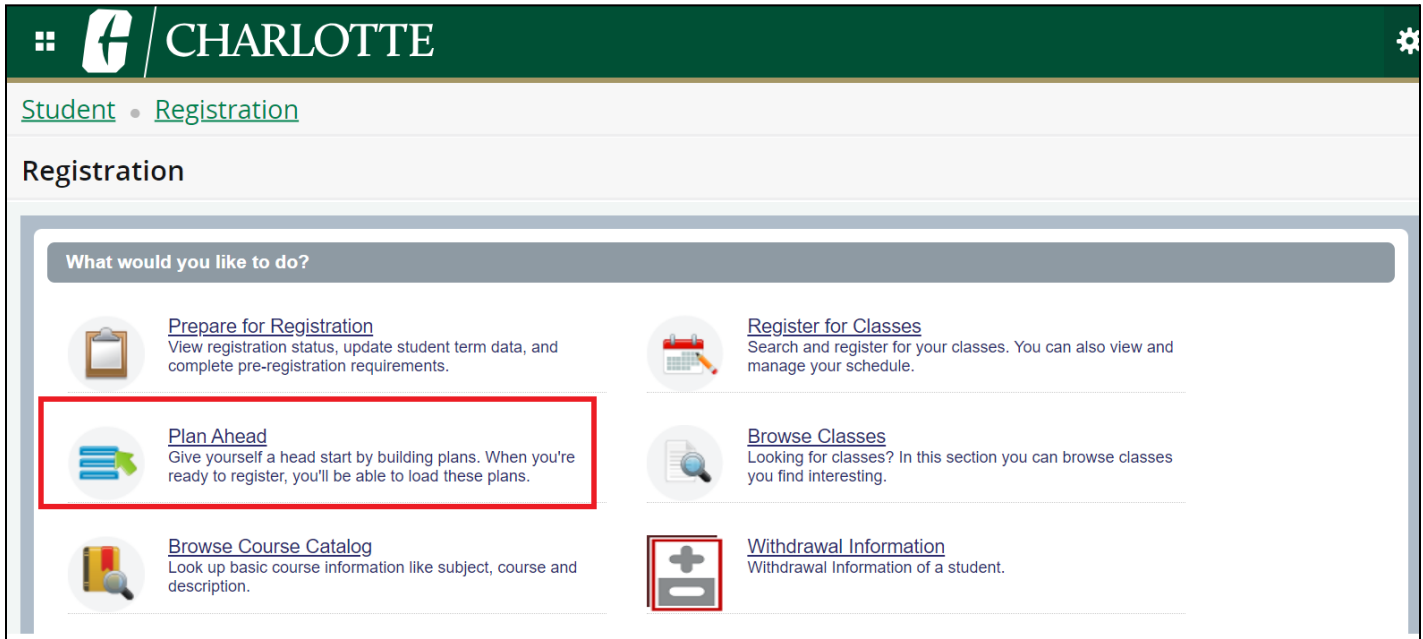
1. Log In

From [My.Charlotte.edu](https://my.charlotte.edu), in the Quick Links, click the **'Registration, Add/Drop'** icon.

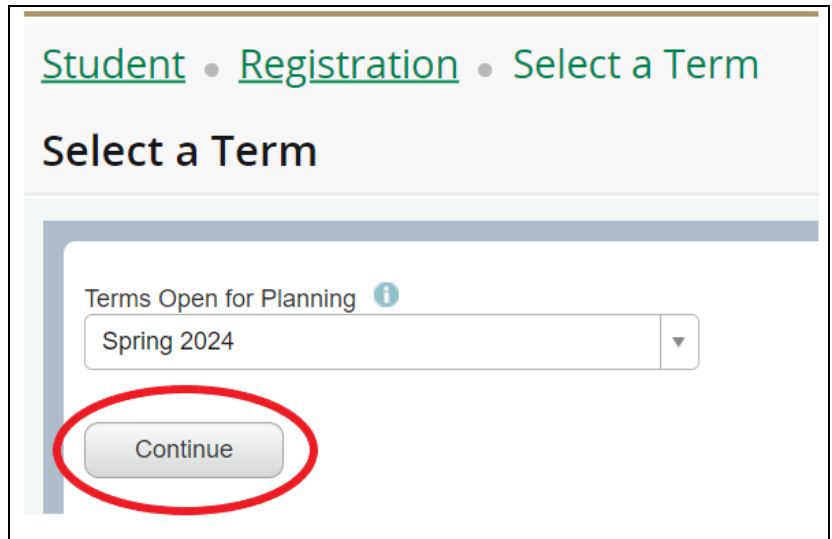


2. Create a New Plan

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 | **Preference:** Self Service Plan

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

Total Planned Hours: 9

Number of Degree Works Plans: 1
Plan: Graduation Plan **Created by:** Miller, Jessica

DegreeWorks Plan

4. Add Courses to Your Plan

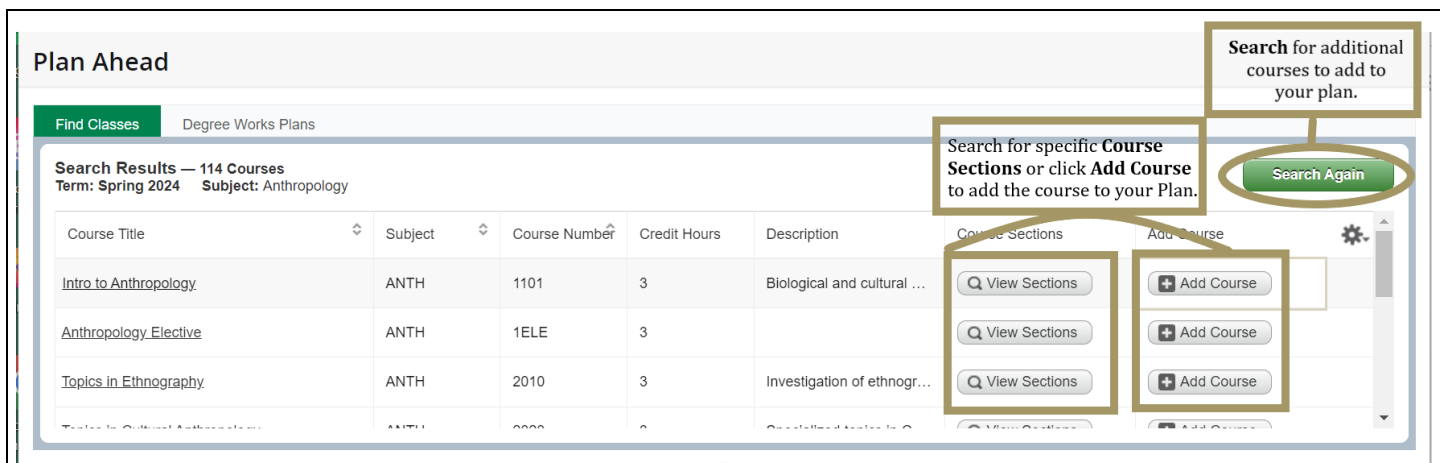
- 1. Use the Search boxes to find courses to add to your plan by entering search criteria..
 - a. Search criteria options:

- i. **Subject** - You may search for multiple subjects in the same search
- ii. **Course number** (without subject prefix)
- iii. **Level** - Undergraduate or Graduate
- iv. Advanced Search 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**

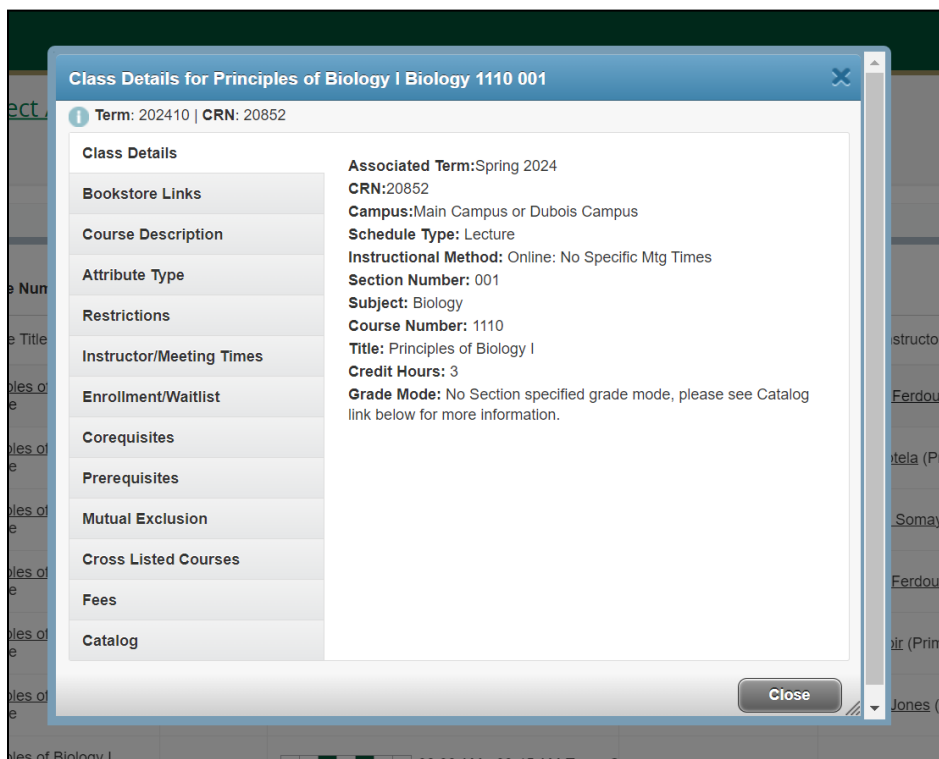
2. Click 'Search'.

The screenshot shows a web interface titled "Plan Ahead". At the top, there are two tabs: "Find Classes" (which is highlighted in green) and "Degree Works Plans". Below the tabs, the section "Enter Your Search Criteria" is visible. It includes a "Term: Spring 2024" label. There are three input fields: "Subject" with a dropdown menu showing "Biology" (indicated by a green 'x' icon), "Course Number", and "Level". At the bottom of the search criteria section, there are three buttons: "Search" (circled in red), "Clear", and "Advanced Search" (with a right-pointing arrow).

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.

Plan Ahead

Find Classes Degree Works Plans

Catalog Search Results Search Results — 8 Classes
Term: Spring 2024 Subject and Course Number: BIOL1110 Biology

Subjec	Cours	Sectio	CRN	Course Title	Credit	Meeting Times	Status	Instructor	Campi	Attribute Type	Linked Sections	Add
BIOL	11...	001	2...	Principles of Bi... Lecture	3	S M T W T F S - Type: Cla	125 of 1...	Farzana Fer...	M...	Student Data Mart - Gen Ed		Add
BIOL	11...	002	2...	Principles of Bi... Lecture	3	S M T W T F S 10:00 AM -	125 of 1...	Sam Suptela...	M...	Student Data Mart - Gen Ed		Add
BIOL	11...	003	2...	Principles of Bi... Lecture	3	S M T W T F S 01:00 PM -	70 of 70...	Shankari So...	M...	Student Data Mart - Gen Ed		Add

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.

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

Plan Ahead

Find Classes Degree Works Plans

Catalog Search Results Search Results — 8 Classes
Term: Spring 2024 Subject and Course Number: BIOL1110 Biology

Subjec	Cours	Sectio	CRN	Course Title	Credit	Meeting Times	Status	Instructor	Campi	Attribute Type	Linked Sections	Add
BIOL	11...	001	2...	Principles of Bi... Lecture	3	S M T W T F S - Type: Cla	125 of 1...	Farzana Fer...	M...	Student Data Mart - Gen Ed		Add
BIOL	11...	002	2...	Principles of Bi... Lecture	3	S M T W T F S 10:00 AM -	125 of 1...	Sam Suptela...	M...	Student Data Mart - Gen Ed		Add
BIOL	11...	003	2...	Principles of Bi... Lecture	3	S M T W T F S 01:00 PM -	70 of 70...	Shankari So...	M...	Student Data Mart - Gen Ed		Add

Schedule Schedule Details

Class Schedule for Spring 2024

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							

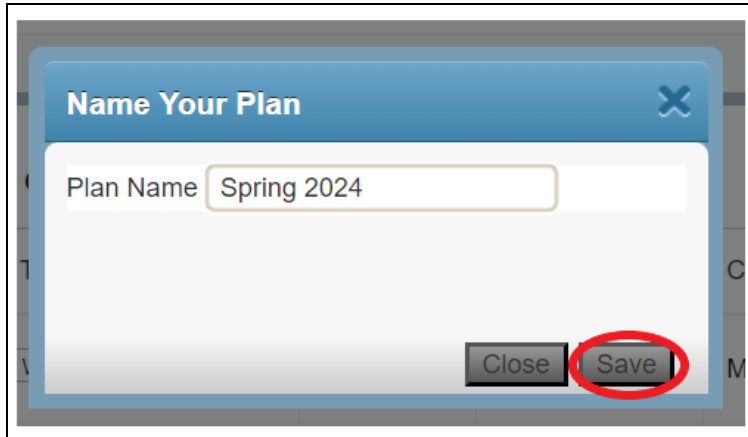
Spring 2024Untitled Plan

Status	Action	Details	CRN	Course Title	Cre
Pending	Add	BIOL 1110,...	20854	Principles of Biology I	3

Total Planned Hours: 0

Save 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

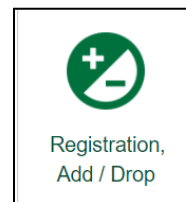
Save Plan

5. View and Modify Existing Plans

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

Log In

From [My.Charlotte.edu](https://my.charlotte.edu), in the Quick Links, click the **'Registration, Add/Drop'** icon.



View and Modify Your Existing Plans

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

Student • Registration

Registration

What would you like to do?

- Prepare for Registration**
View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**
Search and register for your classes. You can also view and manage your schedule.
- Plan Ahead**
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.
- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**
Look up basic course information like subject, course and description.
- Withdrawal Information**
Withdrawal Information of a student.

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

Student • Registration • Select a Term

Select a Term

Terms Open for Planning ⓘ

Spring 2024

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 | Preference: **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

Plan: Graduation Plan Created by: Miller, Jessica

DegreeWorks Plan

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	<div style="border: 1px solid gray; padding: 2px;"> Delete </div>	MATH 1241		Calculus I	3		
Planned	None	ENGL 1512,...	25001	Local Arts/Humanities:...	3	Lecture	
Planned	<div style="border: 1px solid gray; padding: 2px;"> Delete </div>	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

[Niner Central - Courses & Registration](#)

[Niner Central - Registration Information](#)

[How to Browse the Schedule Classes](#)

[Registering from a Plan](#)

[Register by entering CRN\(s\) Instructions](#)