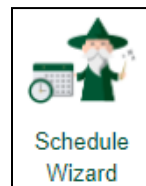


Schedule Wizard

A tool to help you plan for the upcoming term around your other commitments.

1. From MyCharlotte.edu, click the **Schedule Wizard** icon, located under **Quick Links**.
2. Select the **Term**, click **Save and Continue**.



Course Status Open Classes Only	Change	Instructional Methods All Instructional Methods Selected	Change
Campuses All Campuses Selected	Change	Levels All Levels Selected	Change
Term Spring 2024	Change	Parts of Term All Parts of Term Selected	Change

SELECT FILTERS based on your preferences

Options Courses Breaks Schedules

ADD COURSES
to take in the selected term

ADD BREAKS
to block off times for no class

Courses	Breaks
<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> ANTH 1101 Intro to Anthropology <input checked="" type="checkbox"/> BIOL 1110 Principles of Biology I <input checked="" type="checkbox"/> BIOL 1110L Principles of Biology I Lab Prerequisites <input checked="" type="checkbox"/> WRDS 1103 Writing and Inquiry in Academic Contexts I and II Topic: Writing and Inquiry in Academic Contexts I and II	<input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> Work MWF - 8:00am to 11:00am Spring 2024

GENERATE all possible schedules

VIEW to see each schedule

SEND TO SHOPPING CART to begin registration

Advanced Options View Schedules

Generate Schedules Shuffle

You have modified your course settings or filters. Click Generate Schedules for your changes to take effect.

Compare Select at least two schedules to compare side by side

View 1 1101-ANTH-008, 1110-BIOL-008, 1110L-BIOL-L93, 1103-WRDS-010

Back Email **Send to Shopping Cart** 1 of 1000

You are viewing a potential schedule only and you must still register.

CRN #	Subject	Course	Section	Seats Remaining	Waitlist Seats Remaining	Day(s) & Location(s)	Campus	Credits	Part of Term
-------	---------	--------	---------	-----------------	--------------------------	----------------------	--------	---------	--------------

Schedule Wizard creates a registration plan within Self Service Banner.

To complete the registration process:

1. Click **Register for Classes**
2. Select the **Term**, click **Continue**
3. Click the **Plans** tab
4. Click **Add** for the courses you'd like to register for
5. Click **Submit** to complete the registration process

Status will show **Registered** if successful

Page
intentionally
left
blank

Schedule Wizard Registration

Schedule Wizard is a web-based schedule planning tool for students at UNC Charlotte. Schedule Wizard gives you the option to search course schedules that work around your busy life and time commitments. Use Schedule Wizard to build in breaks for work/life commitments and register for classes at the times you need.

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[a. Select a Term](#)

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[c. Add Courses](#)

[d. Add Breaks](#)

[e. View your Schedules](#)

[f. Create your Shopping Cart](#)

[3. Complete Registration through Self Service Banner](#)

[a. Review Registration Plan](#)

[Appendix](#)

What is Schedule Wizard?

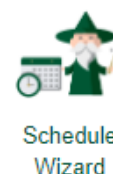
Schedule Wizard is for students to help plan, review and design the most efficient class schedule. By using this tool, students experience a more simple and less cumbersome registration process. This tool is useful for students trying to build a schedule from many possible options.

You may start planning your schedule as soon as the course schedule for the next term is available to view on the web. You should begin creating your schedule in Schedule Wizard after meeting with your advisor and reviewing required classes in DegreeWorks. However, you will not be able to register until your designated registration time.

You do not have to use Schedule Wizard to register. Schedule Wizard is simply a tool designed to help you plan courses for your semester.

1. Log In

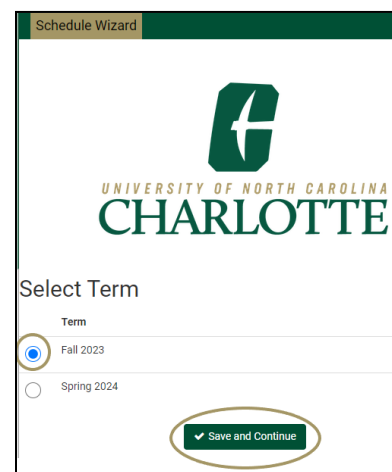
From [My.Charlotte.edu](https://my.charlotte.edu), click the **Schedule Wizard** icon, located under Quick Links.



2. Build a Course Schedule

a. Select a Term

You will be prompted to select a term if more than one is available. Select the **Term**, click **Save and Continue**.



b. Review Filters

Review the default course **filters** and make any changes based on your preferences. These can help you narrow down your search for courses.

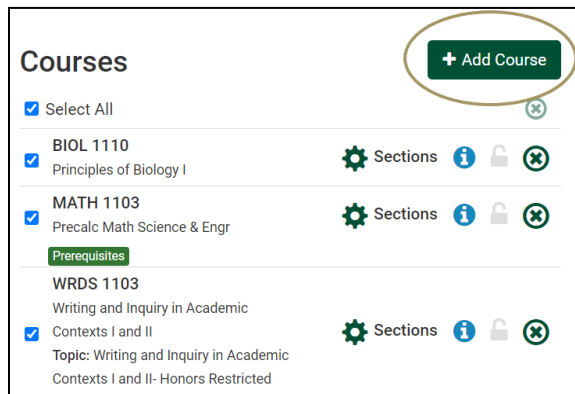
Course Status	Open Classes Only	<input type="button" value="Change"/>	Instructional Methods	All Instructional Methods Selected	<input type="button" value="Change"/>
Campuses	All Campuses Selected	<input type="button" value="Change"/>	Levels	All Levels Selected	<input type="button" value="Change"/>
Term	Fall 2023		Parts of Term	All Parts of Term Selected	<input type="button" value="Change"/>

- **Course Status:**
 - Open Classes Only (*default selection*)
 - Open & Full w/Waitlist Open
 - A waitlist allows you to add yourself on a list to be notified when a seat becomes available in a closed class. If a class is full, and the waitlist for the class has been made available, you may be able to add yourself to the waitlist. You will receive an email if a seat has opened up and it is your turn to register for the class.
 - Open & Full
- **Campuses:**
 - Select All Campuses (*default selection*)
 - Distance Education (Distance Education Programs Only)
 - Main/Uptown Center
- **Term:**
 - Terms available for registration. If only one term is available you will not have the option to change.
- **Instructional Methods:**
 - All Instructional Methods (*default selection*)
 - Face-to-Face Instruction
 - Face-to-Face Instruction: A face to face course is in-person, on-campus delivery. Class activity is organized around scheduled class meetings. They are measured by the number of hours spent in required class meetings.
 - Online: No Specific Mtg Times
 - Fully online with no specific meeting times.

- Online: Specific Mtg Times
 - Fully online with specific meeting times, meeting on a regular schedule.
 - Hybrid: F2F & Online (Async)
 - Hybrid courses are a mix of face-to-face and online. You will attend a face-to-face class at a fixed and regular meeting time, plus engage in an online component. Asynchronous learning allows you to learn on your own schedule, within a certain timeframe. You can access and complete lectures, readings, homework and other learning materials at any time during a specified period.
 - Hybrid: F2F & Online (Sync)
 - Hybrid courses are a mix of face-to-face and online. Synchronous learning refers to learning that requires you to attend classes, either face-to-face or virtually, at a scheduled time.
- **Levels:**
 - All Levels (*default selection*)
 - Graduate
 - Undergraduate
 - **Parts of Term:** (*Always review the [Academic Calendar](#) for Parts of Term dates*)
 - All Parts of Term (*default selection*)
 - Term - Full Term
 - Term - First Half Term
 - Term - Mini-Fall (*only for Fall Terms*)
 - Term - Second Half Term

c. Add Courses

1. To add courses to your schedule, click **Add Course**.

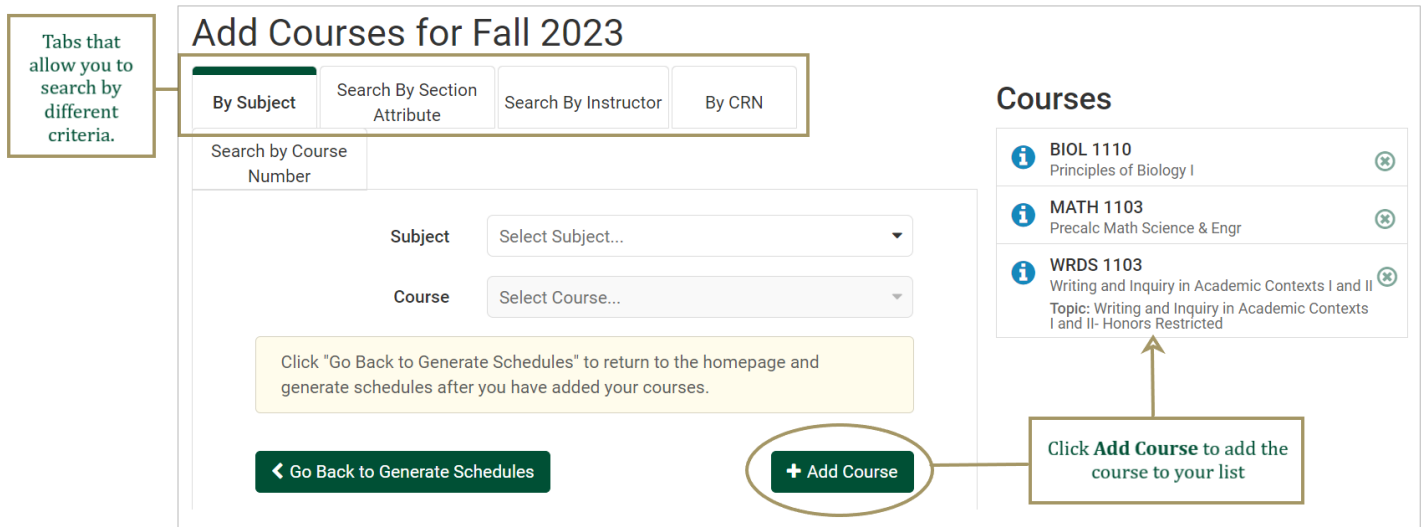


Courses + Add Course

Select All ⌵

<input checked="" type="checkbox"/> BIOL 1110 Principles of Biology I	⚙️ Sections ⓘ 🔒 ⌵
<input checked="" type="checkbox"/> MATH 1103 Precalc Math Science & Engr	⚙️ Sections ⓘ 🔒 ⌵
Prerequisites	
<input checked="" type="checkbox"/> WRDS 1103 Writing and Inquiry in Academic Contexts I and II Topic: Writing and Inquiry in Academic Contexts I and II- Honors Restricted	⚙️ Sections ⓘ 🔒 ⌵

2. Search for the courses you'd like to add to your schedule and click **Add Course**.



Search for the courses you'd like to add to your schedule and click **Add Course**.

Search by Course Number

Search by Subject

Search By Section Attribute

Search By Instructor

By CRN

Subject: Select Subject...

Course: Select Course...

Click "Go Back to Generate Schedules" to return to the homepage and generate schedules after you have added your courses.

Go Back to Generate Schedules

+ Add Course

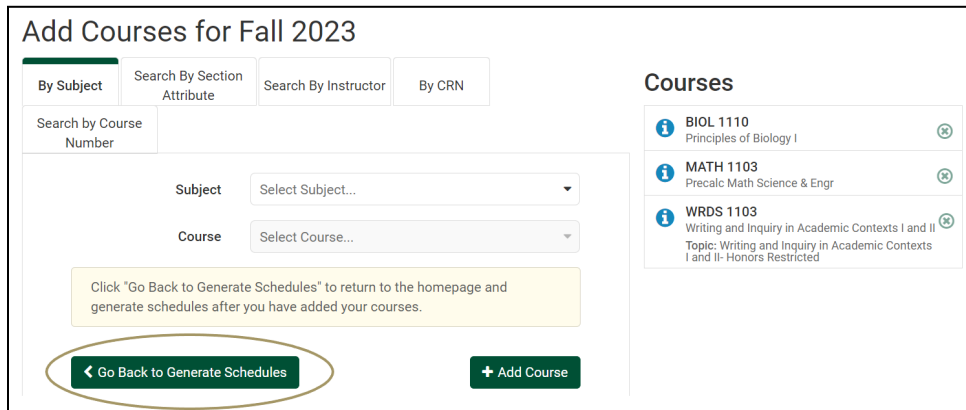
Click **Add Course** to add the course to your list

Courses

- BIOL 1110
Principles of Biology I
- MATH 1103
Precalc Math Science & Engr
- WRDS 1103
Writing and Inquiry in Academic Contexts I and II
Topic: Writing and Inquiry in Academic Contexts I and II- Honors Restricted

- **By Subject**
 - You can search by a specific course Subject. Some courses will also ask you to select a Topic.
- **Search By Section Attribute**
 - Some courses have attributes attached to them. Use this search to find courses with a specific attribute. For example, writing intensive, oral communication and/or critical thinking.
- **Search by Instructor**
 - Allows you to search for courses taught by a specific instructor
- **By CRN**
 - You are able to search by a specific CRN
- **Search by Course Number**
 - This search allows you to filter and search by course number

- When you are finished adding courses, click **Go Back to Generate Schedules**.



Add Courses for Fall 2023

By Subject | Search By Section Attribute | Search By Instructor | By CRN

Search by Course Number

Subject: Select Subject...
Course: Select Course...

Click "Go Back to Generate Schedules" to return to the homepage and generate schedules after you have added your courses.

< Go Back to Generate Schedules | **+ Add Course**

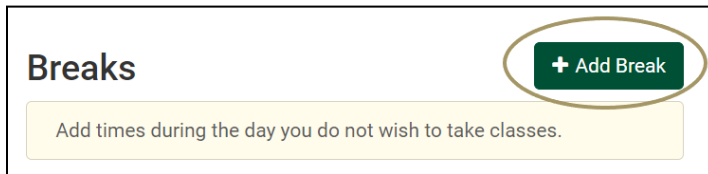
Courses

- BIOL 1110 Principles of Biology I
- MATH 1103 Precalc Math Science & Engr
- WRDS 1103 Writing and Inquiry in Academic Contexts I and II Topic: Writing and Inquiry in Academic Contexts I and II- Honors Restricted

d. Add Breaks

- You have the ability to add breaks for when you do not want any courses scheduled. These breaks can be due to work schedules, study time, other commitments, etc.

- Click **Add Break**



Breaks

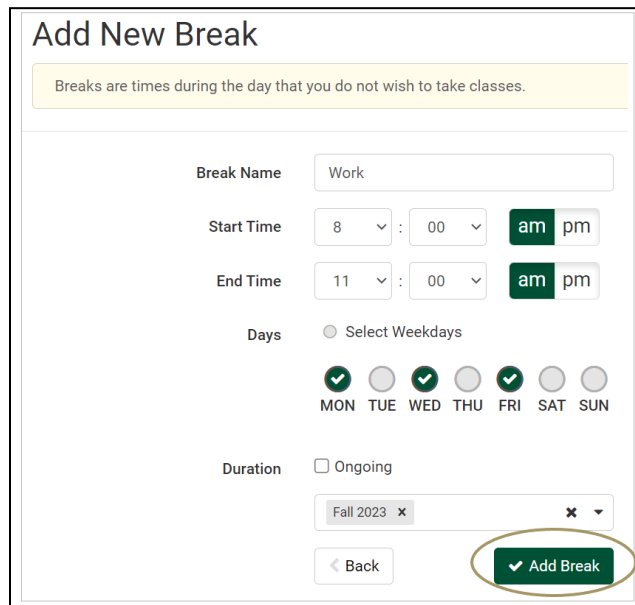
Add times during the day you do not wish to take classes.

+ Add Break

- Add the appropriate information for the break you'd like to add to your schedule.

- Name the Break. You may add more than one break but they must have unique names.
- Select Start and End time
- Select the Days
- Select the Duration. It can be for just the term or ongoing

- Click **Add Break** when finished.



Add New Break

Breaks are times during the day that you do not wish to take classes.

Break Name: Work

Start Time: 8 : 00 am pm

End Time: 11 : 00 am pm

Days: Select Weekdays

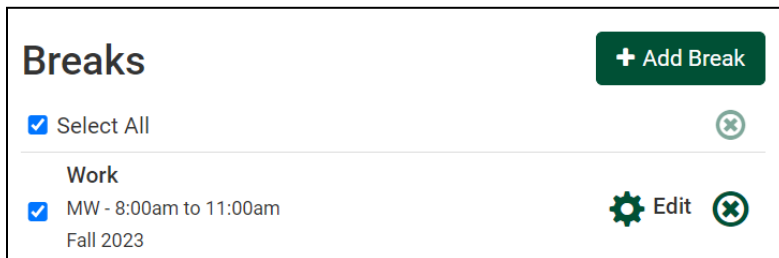
MON TUE WED THU FRI SAT SUN

Duration: Ongoing

Fall 2023 x x

< Back | **+ Add Break**

8. You will now see your break listed in the **Breaks** section.

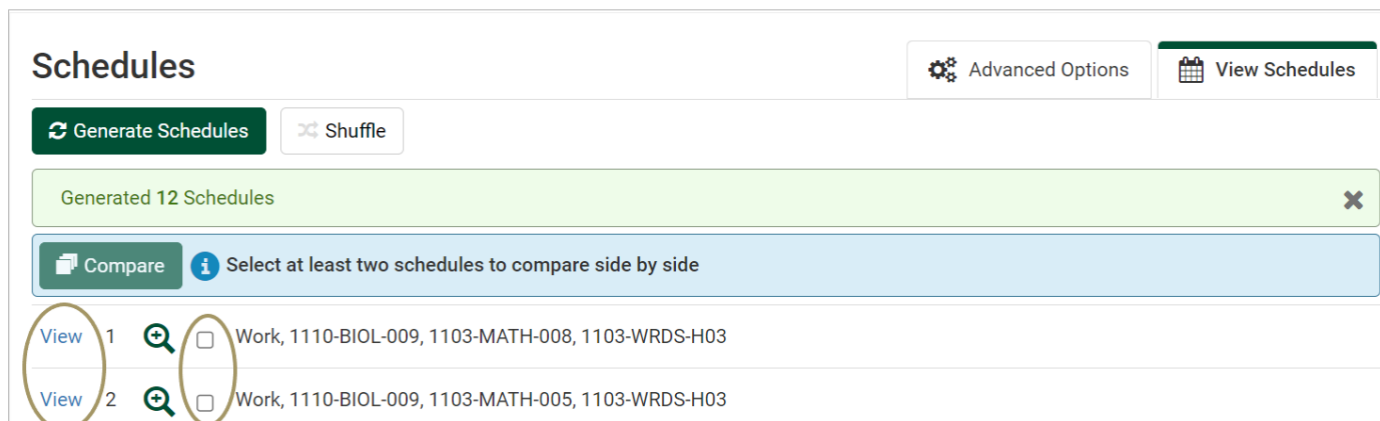


e. View your Schedules

9. When you've added all your courses and breaks and are ready to view your schedule options, click **Generate Schedules**.



10. Based on all courses that have been selected, all possible schedules with those courses will populate. If you select multiple schedules you are able to compare the schedules.



Click **View** to see the schedule

Select to view multiple schedules at once

- All courses placed in the shopping cart should be showing along with the week by week schedule.
- The courses shown will give specific sections
- If there is a lock next to the course, you can choose that so that if you want to generate more schedules that specific section will always show
- If a course has a prerequisite or corequisite it will be shown
- Below the courses will show a week at a time and how courses will be scheduled
- In the upper right corner, there is a heart button. If the you like this schedule but wants to look at more you can make it a favorite by clicking on the heart button

f. Create your Shopping Cart

11. Click , if you like the schedule you have viewed and all courses will go into the shopping cart for registration

Potential Schedule for Fall 2023

[Back](#)
[Print](#)
[Email](#)
[Send to Shopping Cart](#)
[Heart](#)
[Shuffle](#)
[Schedule 1 of 12](#)

You are viewing a potential schedule only and you must still register.

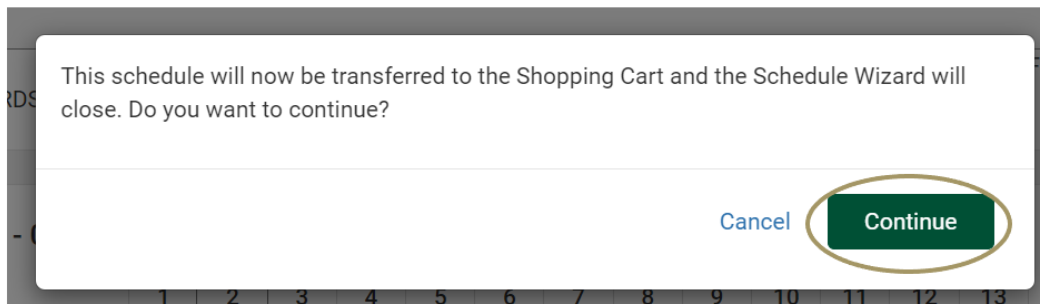
CRN #	Subject	Course	Section	Seats Remaining	Waitlist Seats Remaining	Day(s) & Location(s)	Campus	Credits	Part of Term	Instructional Method
15755	BIOL	1110	009	72	0		Main/Uptown Center	3	Fall 2023 - Full Term	Online: No Specific Mtg Times
11996	MATH	1103	008	4	0	MWF 12:20pm - 1:10pm - COLVD 1017	Main/Uptown Center	3	Fall 2023 - Full Term	Face-to-Face Instruction
Prerequisites										
15604	WRDS	1103	H03	12	0	TR 8:30am - 9:45am - MCEN 118	Main/Uptown Center	3	Fall 2023 - Full Term	Face-to-Face Instruction
								9		

Week 2 (08/28/2023 - 09/04/2023)

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
BIOL 1110																	
MATH 1103																	
WRDS 1103																	

	Monday	Tuesday	Wednesday	Thursday	Friday
8am					
8:15	Work		Work		
8:30		WRDS-1103 MCEN 118		WRDS-1103 MCEN 118	
8:45					

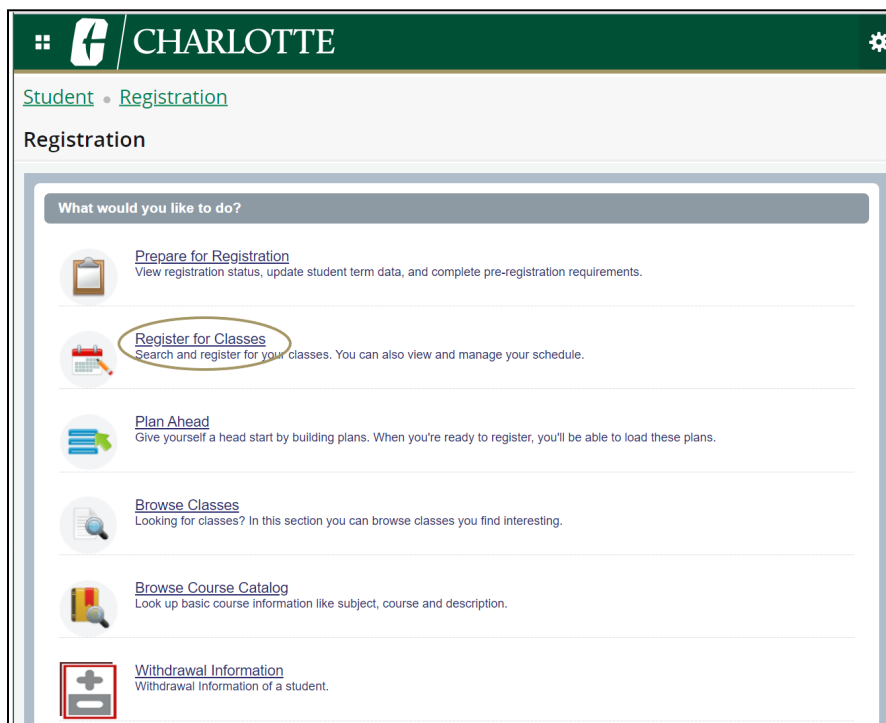
12. Click **Continue** to transfer your Shopping Cart to a Self Service Banner Plan.



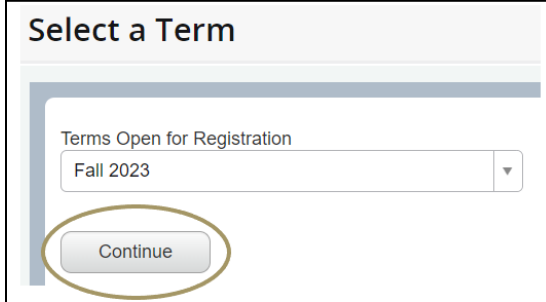
3. Complete Registration through Self Service Banner

Schedule Wizard creates a registration plan within Self Service Banner. After you have completed building your schedule in Schedule Wizard, clicked **Send to Shopping Cart** you will be brought to the Self Service Banner Registration landing page to complete the registration process

13. Click **Register for Classes**



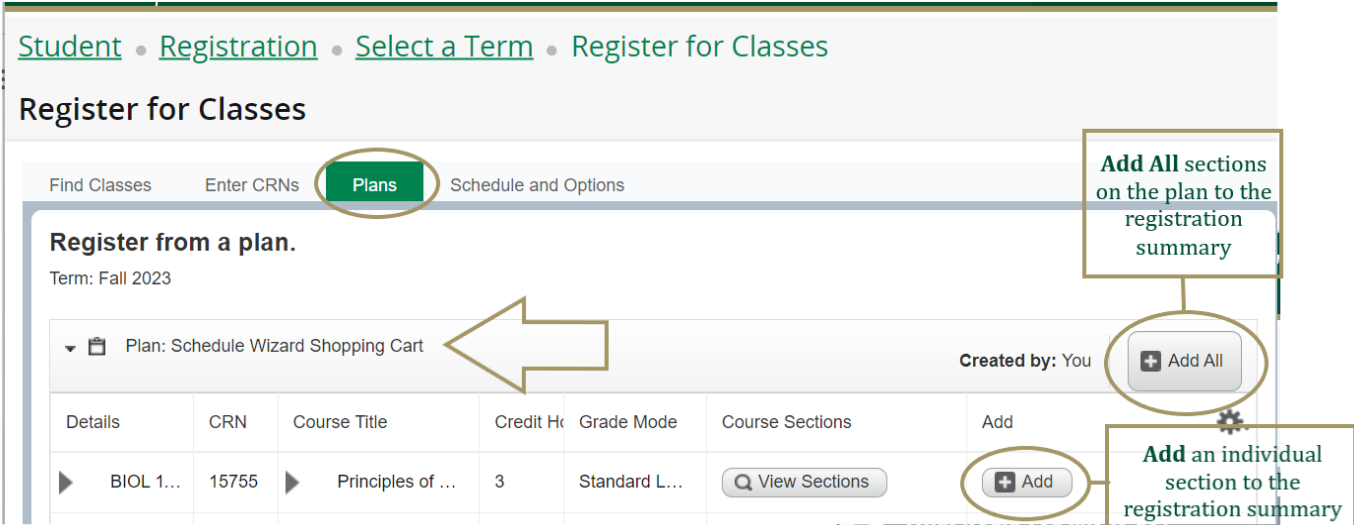
14. Select the **Term** and click **Continue**.



a. Review Registration Plan

15. Select the **Plans** tab. You should see your **Schedule Wizard Shopping Cart** schedule listed.

16. Click **Add All** to add all courses to the registration summary or click **Add** to add an individual course section to the registration summary.



[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

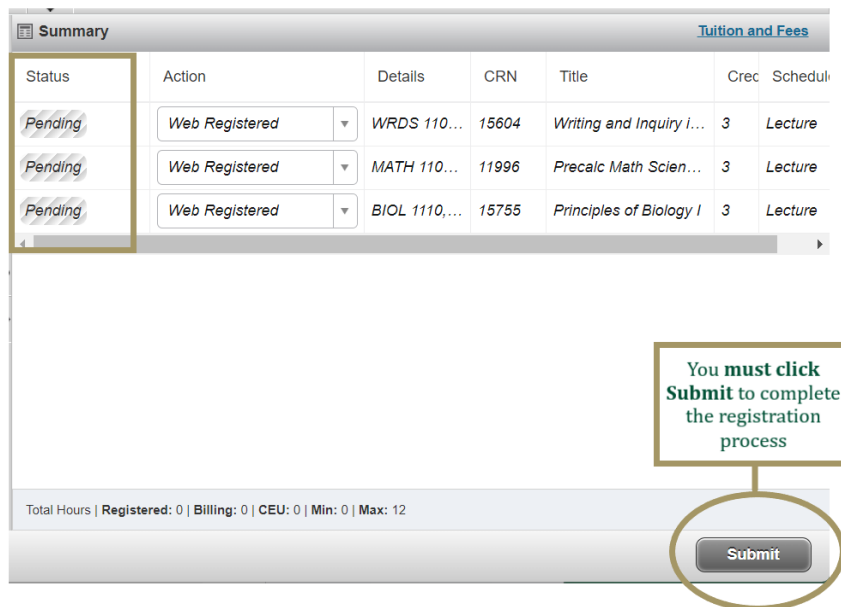
Find Classes Enter CRNs **Plans** Schedule and Options

Register from a plan.
Term: Fall 2023

Plan: Schedule Wizard Shopping Cart Created by: You **+ Add All**

Details	CRN	Course Title	Credit Hr	Grade Mode	Course Sections	Add		
▶	BIOL 1...	15755	▶	Principles of ...	3	Standard L...	View Sections	+ Add

17. When you add courses to your registration summary they will have a status of *Pending*. You **must** click **Submit** to complete the registration process.



The screenshot shows a 'Summary' window with a table of courses. The 'Status' column for all three courses is 'Pending'. The 'Action' column contains a dropdown menu with 'Web Registered' selected. A callout box points to the 'Submit' button at the bottom right.

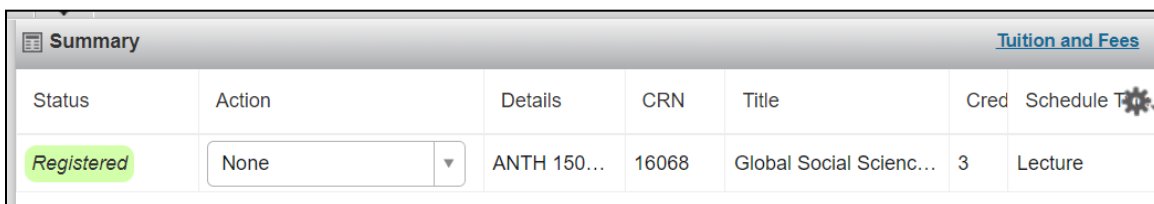
Status	Action	Details	CRN	Title	Cred	Schedule
Pending	Web Registered	WRDS 110...	15604	Writing and Inquiry i...	3	Lecture
Pending	Web Registered	MATH 110...	11996	Precalc Math Scien...	3	Lecture
Pending	Web Registered	BIOL 1110...	15755	Principles of Biology I	3	Lecture

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Submit

You must click **Submit** to complete the registration process

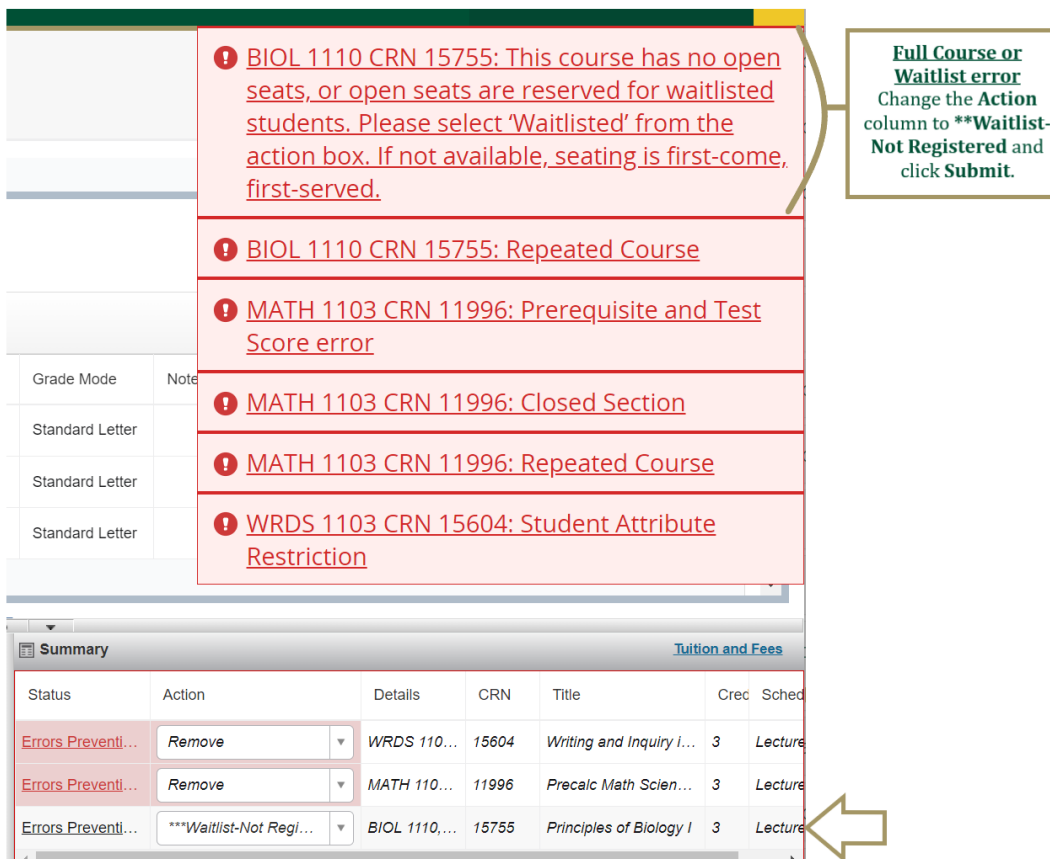
- If registration for all courses was successful, each course will say **Registered**.



The screenshot shows a 'Summary' window with a table of courses. The 'Status' column for the single course is 'Registered'.

Status	Action	Details	CRN	Title	Cred	Schedule
Registered	None	ANTH 150...	16068	Global Social Scienc...	3	Lecture

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



Full Course or Waitlist error
Change the Action column to ****Waitlist-Not Registered** and click **Submit**.

❗ [BIOL 1110 CRN 15755: This course has no open seats, or open seats are reserved for waitlisted students. Please select 'Waitlisted' from the action box. If not available, seating is first-come, first-served.](#)
 ❗ [BIOL 1110 CRN 15755: Repeated Course](#)
 ❗ [MATH 1103 CRN 11996: Prerequisite and Test Score error](#)
 ❗ [MATH 1103 CRN 11996: Closed Section](#)
 ❗ [MATH 1103 CRN 11996: Repeated Course](#)
 ❗ [WRDS 1103 CRN 15604: Student Attribute Restriction](#)

Status	Action	Details	CRN	Title	Cred	Sched
Errors Preventi...	Remove	WRDS 110...	15604	Writing and Inquiry i...	3	Lecture
Errors Preventi...	Remove	MATH 110...	11996	Precalc Math Scien...	3	Lecture
Errors Preventi...	**Waitlist-Not Regl...	BIOL 1110...	15755	Principles of Biology I	3	Lecture

Appendix

[Niner Central - Courses & Registration](#)

[Niner Central - Registration Information](#)

[How to Browse the Schedule Classes](#)

[Schedule Wizard FAQs](#)

[Registering from a Plan](#)

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