

Second Semester Exchange Student Course Registration



I'm here to prepare Exchange Students to register for UNC Charlotte courses.

I've already
completed one
semester.
I'm a UNC
Charlotte *expert!*

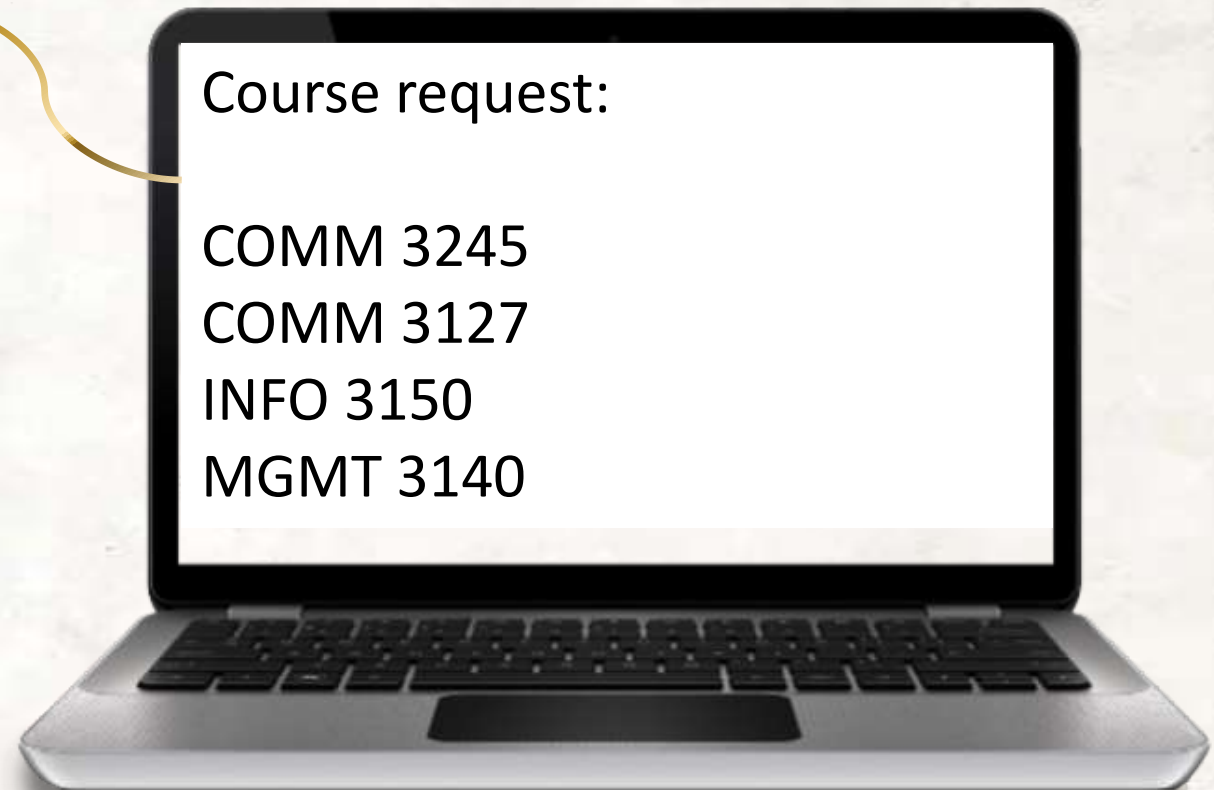
**Registration? No
problem!**





Exchange student
registration is ...
not EASY.

Normal Exchange Student submitting course request



Course request:

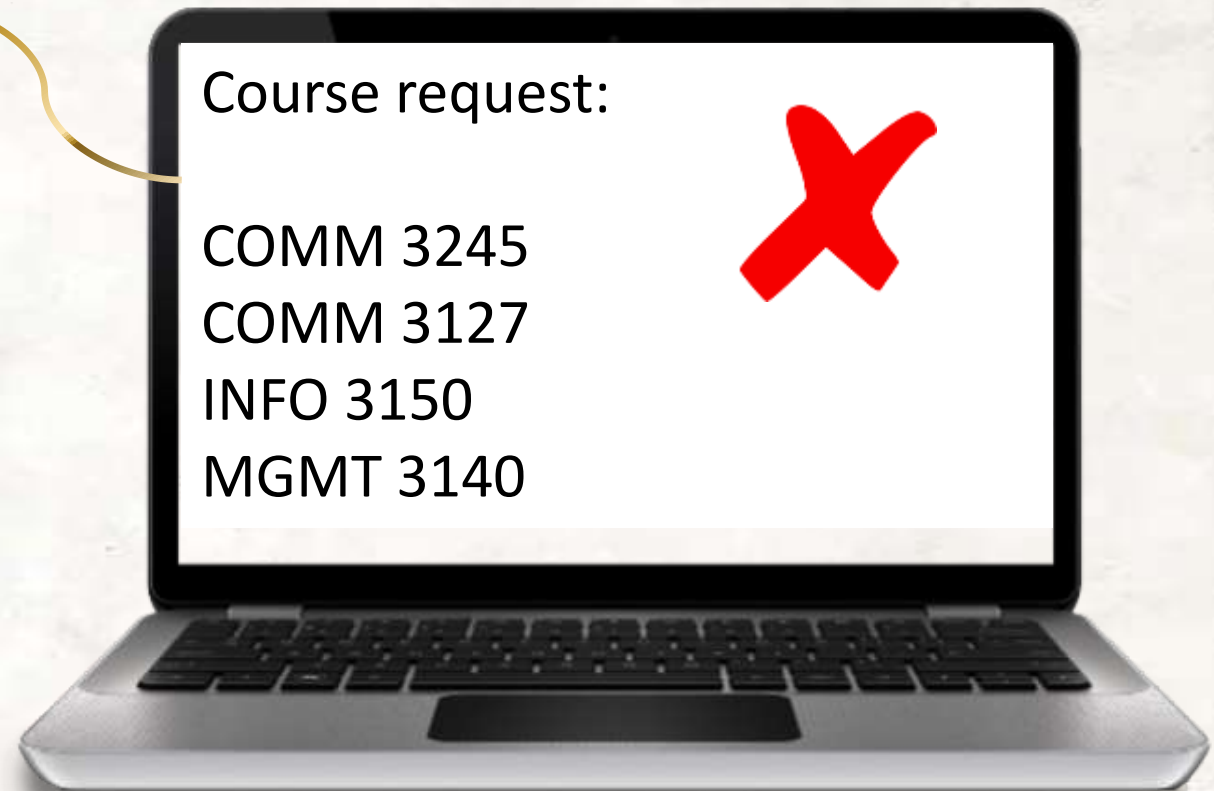
COMM 3245

COMM 3127

INFO 3150

MGMT 3140

Registration DENIED!-Prerequisites not met



Course request:

COMM 3245

COMM 3127

INFO 3150

MGMT 3140



What do you
mean?
I HAVE met the
requirements at my
HOME
UNIVERSITY!
&^%\$#@!

Your course history is not in the UNC Charlotte system, but you can register for classes if you follow these steps:

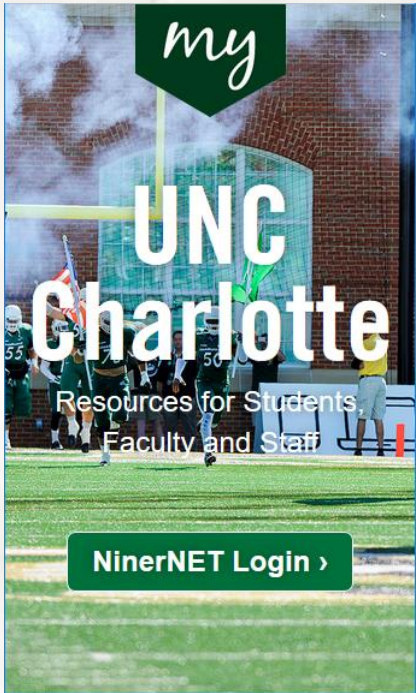
Solution:

1. List the classes you want
 - Identify the pre-requisites & major restrictions for each class
2. Email department contact & request overrides

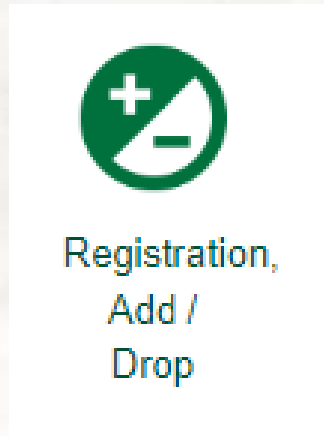


LOOKING UP CLASSES

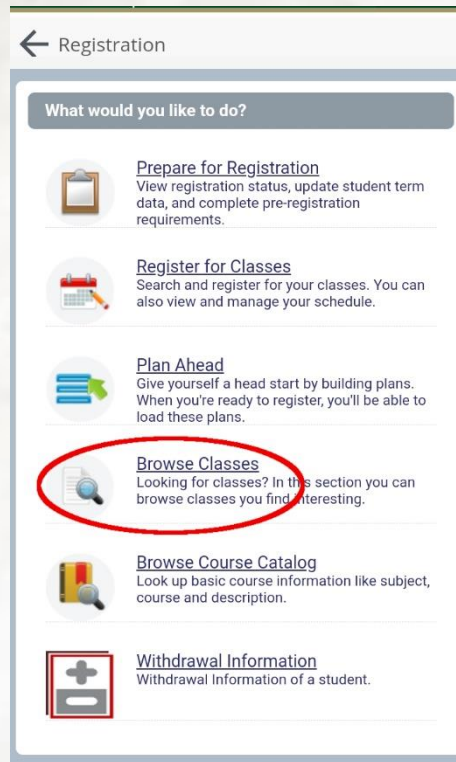
Finding next semester's courses



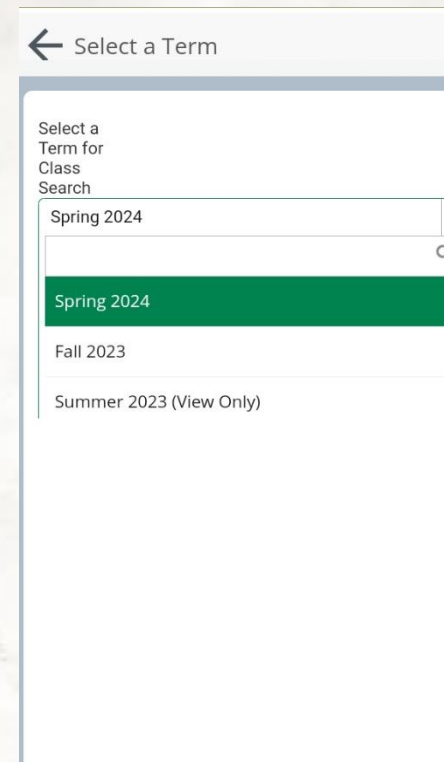
Login to My UNC Charlotte



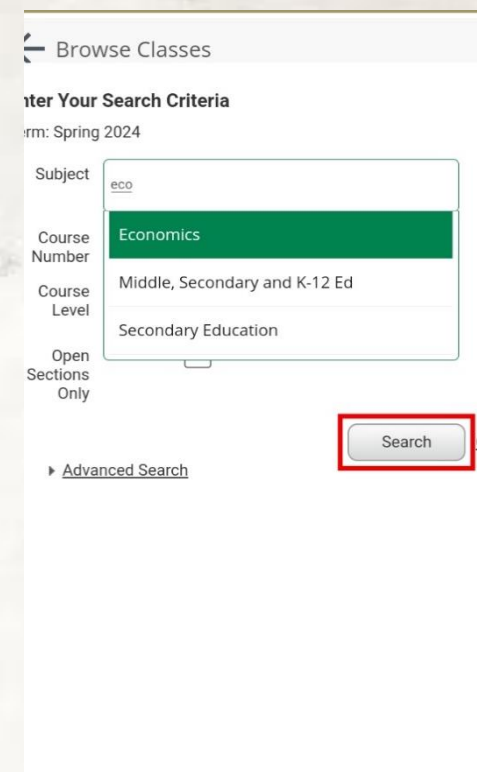
Registration Add/Drop



Browse Classes

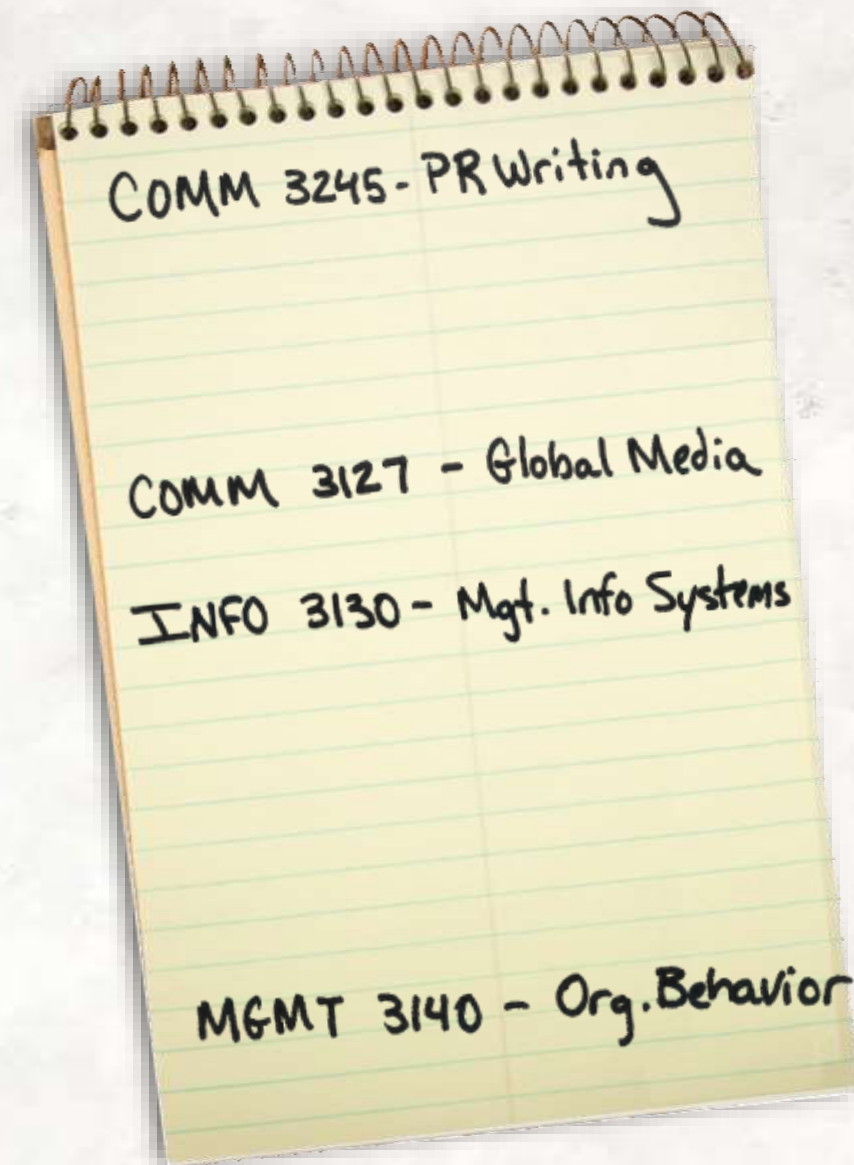


Select a Term



Choose subject & search

Make your list
based on
subjects
offered next
semester



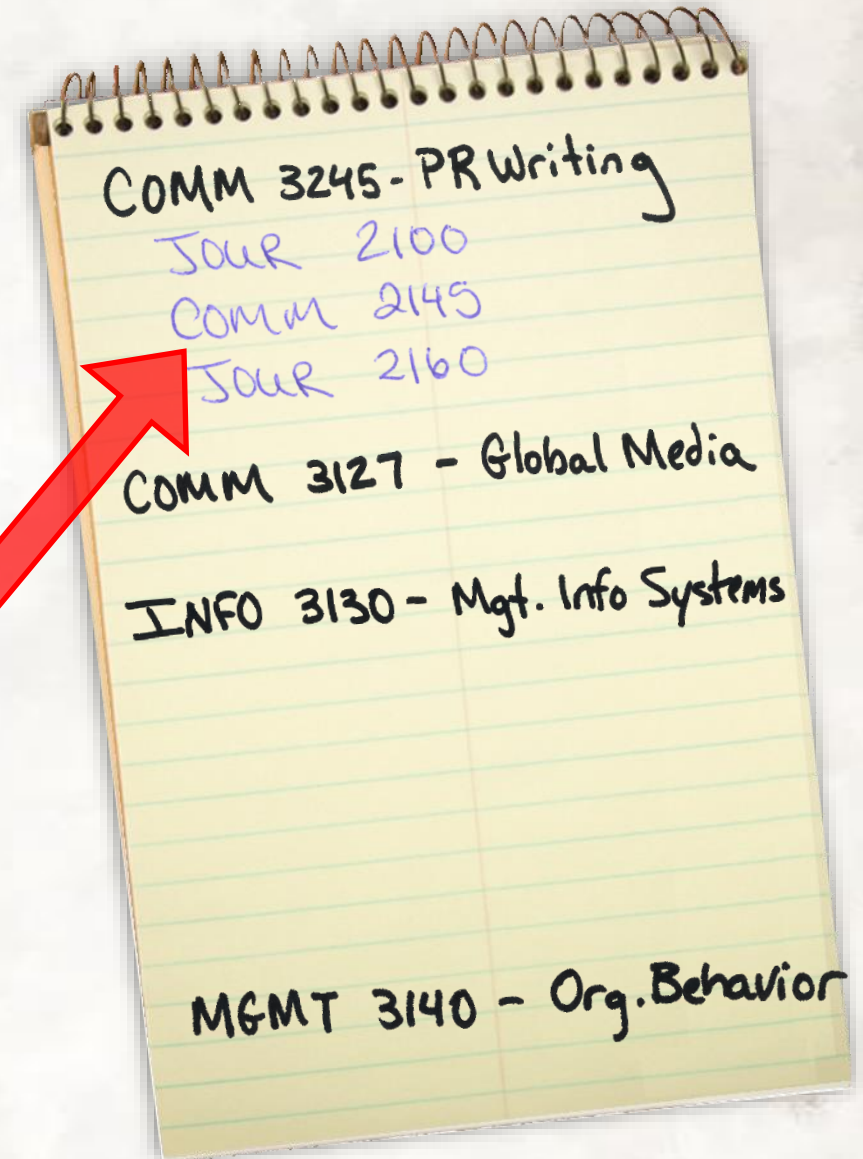
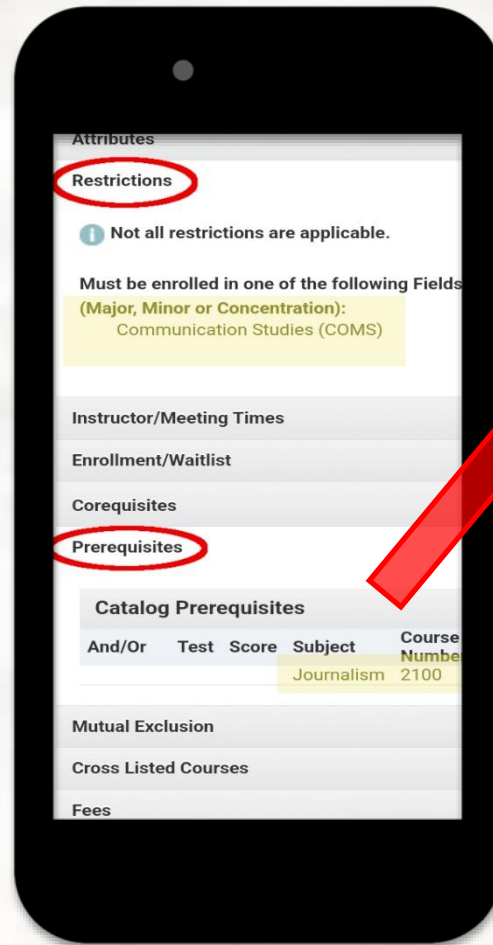
COMM 3245 - PR Writing

COMM 3127 - Global Media

INFO 3130 - Mgt. Info Systems

MGMT 3140 - Org. Behavior

Click the
course title to
view
RESTRICTIONS
and
PREREQUISITES



List the pre-reqs
& restrictions for
all of the classes

COMM 3245 - PR Writing

JOUR 2100

COMM 2145

JOUR 2160

COMM 3127 - Global Media

INFO 3130 - Mgt. Info Systems

MATH

STAT

ACCT 2121 + 2122

ECON 1201 + 1202

INFO 2130

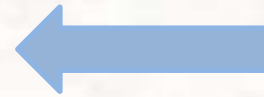
5th Yr or Jr, Sr

MGMT 3140 - Org. Behavior

Email department contact to request overrides

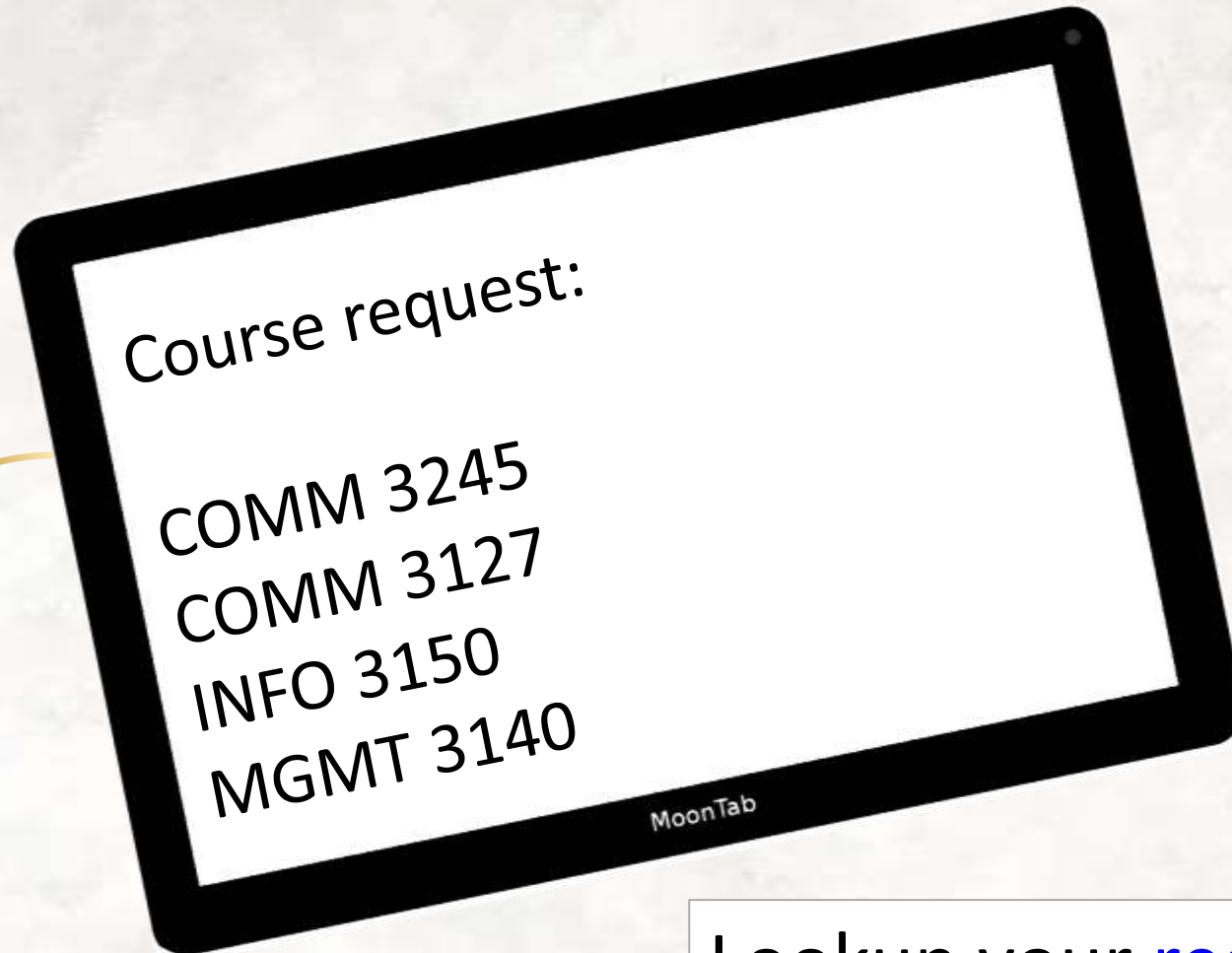
Dear Professor Johnson,

I am an international exchange student and I want to register for your Spring semester COMM 3245 . The catalog says the class has the following restrictions: Pre-req: JOUR 2100, COMM 2145, restricted to



Your ISSO advisor will give you an email template

When registration opens, add classes



Banner

Lookup your [registration time](#)

Registration Complete!



Banner



See, it's not that hard. You can master Exchange Student Registration by:

1. Making a list of pre-requisites and restrictions
2. Emailing department contacts to request overrides



Congratulations on your second semester at UNC Charlotte! 😊