Registration Information

The Program Executive Administrator enters a permit that allows you to register. No one can register for you. **You should email your 800# and the CRN#s** of the courses you would like to register for to the Program Executive Administrator.

- Go to www.uncc.edu
- Click on **49er Express**
- Click on **Banner Self Service** on the right side of the screen
- Click on **Enter Secure Area**
- This will allow you to enter the system, retrieve your ID, etc if need be.
- When you are at the **Student Services and Financial Aid page,**

  - ❖ Click Registration
  - ❖ 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
  - ❖ 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 @ 704-687-2000
- Secondly, contact the Program Executive Administrator @ 704-687-1363