Registration

STUDENT PERSPECTIVE
OBJECTIVES

- Searching for courses
- Using the shopping cart
- Understanding the differences for using the 2 different registration methods
- Making schedule adjustments
  - Editing recitation sections
  - Dropping
  - Swapping
Note: Student should ensure they are selecting the correct registration term (e.g., Fall 2022) to avoid enrolling in the wrong term (e.g., Summer Sessions 2022)
REGISTERING FROM PLAN/SHOPPING CART

- **Validation**: Students can check courses in their shopping cart to resolve any registration issues prior to enrolling.
- **Prioritizes their preferred courses when enrolling**
View Results to see which courses were successfully added. Courses not added to the student’s schedule will be marked with an error message.
MAKING SCHEDULE ADJUSTMENTS

❖ EDITING RECITATIONS
❖ DROPPING COURSES
❖ SWAPPING COURSES
EDITING RECITATIONS

1. Select a class to edit

Select the class to modify and select Proceed to Step 2 of 3 to change your class preferences.

2020 Fall | Undergraduate | UNC-Chapel Hill

Classes you are allowed to edit

Select from your schedule: GBL 210: GLOBAL ISSUES

Proceed to Step 2 of 3
## Editing Recitations

### 1. Select a class to edit - Related Class Section

2020 Fall | Undergraduate | UNC-Chapel Hill  
**GLBL 210 - GLOBAL ISSUES**  
Lecture selected | Section 001  
MoWe 10:10AM - 11:00AM | Global Center - Rm 1015

![Open | Closed | Wait List]

**Select Recitation section (Required):**

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Section</th>
<th>Schedule</th>
<th>Room</th>
<th>Instructor</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1194</td>
<td>601</td>
<td>Fr 10:10AM - 11:00AM</td>
<td>Global Center - Rm 3024</td>
<td>Staff</td>
<td>![Up Arrow]</td>
</tr>
<tr>
<td>1219</td>
<td>602</td>
<td>Fr 10:10AM - 11:00AM</td>
<td>Global Center - Rm 1009</td>
<td>Staff</td>
<td>![Down Arrow]</td>
</tr>
<tr>
<td>1221</td>
<td>603</td>
<td>Fr 10:10AM - 11:00AM</td>
<td>TBA</td>
<td>Staff</td>
<td>![Up Arrow]</td>
</tr>
<tr>
<td>1224</td>
<td>604</td>
<td>Fr 10:10AM - 11:00AM</td>
<td>TBA</td>
<td>Staff</td>
<td>![Down Arrow]</td>
</tr>
<tr>
<td>1225</td>
<td>605</td>
<td>Fr 11:15AM - 12:05PM</td>
<td>Global Center - Rm 3024</td>
<td>Staff</td>
<td>![Up Arrow]</td>
</tr>
</tbody>
</table>

**Buttons:**  
- Cancel  
- Previous  
- Next
EDITING RECITATIONS

Edit Class Enrollment Options

Select Finish Editing to process your edit request. To exit without making changes to this class, select Cancel.

2020 Fall | Undergraduate | UNC-Chapel Hill

<table>
<thead>
<tr>
<th>Class Attribute</th>
<th>Original Value</th>
<th>New Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recitation Section</td>
<td>602 Fr 10:10AM - 11:00AM Global Center - Rm 1009</td>
<td>603 Fr 10:10AM - 11:00AM Room TBA</td>
</tr>
</tbody>
</table>

[Cancel] [Finish Editing]

2020 Fall Enrollment Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLBL 210</td>
<td>Success: This class has been updated.</td>
<td></td>
</tr>
</tbody>
</table>
1. **Select classes to drop**

Select the classes to drop and click Drop Selected Classes.

**NOTE:**
Dropping classes may affect the amount of tuition and fees you owe to the university. (See Registrar’s calendar for drop deadlines: [http://registrar.unc.edu/academic-calendar/](http://registrar.unc.edu/academic-calendar/))

**UNDERGRADUATES**
- Dropping a class may affect your academic progress.
- Dropping a class may result in the assignment of a W grade on your transcript. (See [http://registrar.unc.edu/guide/registration-policies/](http://registrar.unc.edu/guide/registration-policies/) for impacts).

### 2020 Fall Enrollment Request

<table>
<thead>
<tr>
<th>Select</th>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GBL 210-001 (1192)</td>
<td>GLOBAL ISSUES (Lecture)</td>
<td>MoWe 10-10AM - 11.00AM</td>
<td>Global Center - Rm 1015</td>
<td>E. JOHNSON</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ENGL 105-002 (5554)</td>
<td>ENGL COMP &amp; Rhetoric (Lecture)</td>
<td>TBA</td>
<td>TBA</td>
<td>Staff</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
SWAPPING COURSES

Note: It is NOT recommended to swap into a waitlisted course as the system can be glitchy.

For Fall 2022, waitlists are not open until the 2nd registration wave.
RESOURCES

- Spring 2022 Registration Guide
- Spring 2022 Undergraduate Registration FAQs
  - Holds Preventing Enrollment
    - Registration Quick Tips
      - Schedule Planner
    - Registration Video Series
- Change Schedule with Add/Drop
Welcome to the Registrar’s Office

Updated Enrollment Appointments process

For the Spring 2022 semester we have changed the way students receive enrollment appointments. Please click here to view the Spring 2022 Enrollment Guide and FAQ.