Navigating your “My UNC Charlotte” Account

&

Tips for Class Registration

International Student and Scholars Office
College of Health and Human Services 202
“My UNC Charlotte” = a collection of accounts accessible with one set of credentials: your NinerNET username and password

These credentials are obtainable as soon as 24 hours after admission, using your name, Date of Birth, and Student ID number (sent with notification of admission)
“My UNC Charlotte” Account
What does it do?

You can use several accounts and utilities from your My UNC Charlotte Account. Some are online, accessible through “My UNC Charlotte”, and some are linked to your Student ID card.
Student Services/Student Accounts

- Student Account
- Class Registration
- Class Schedule
- Grades (Mid-term & Final)
Student Services/Financial Aid/Student Accounts

⚠ Payment deadlines are enforced. To avoid cancellation of your classes, review payment deadlines here.

Registration
- Check your registration status: view registration overrides; Add/Drop/Withdraw from classes; Display your class schedule.

Student Records
- Display your advisor(s): view your holds; display your grades and transcripts; review charges and payments.

Student Accounts/Payments
- View Account Summary: Make a payment; View Tax Notification (1098-T); Title IV Authorization: Establish or change Direct Deposit; Enrollment.

Course Summary Search

Order Books online for your Class Schedule
- Choose a term, view books needed for your class schedule, and order books online from the Campus Bookstore.

Search for Books assigned to Courses

UTOP Application
- Apply for UTOP. For more information on UTOP, please visit the UTOP website

Reverse Transfer(RT) Program
- Reverse Transfer Program

Class Registration
Registration

*NOTE - Menu items have been alphabetized for your convenience*

- Add/Drop/Withdraw Classes
- Check Your Registration Status
- General Student Record
- Look-up Classes to Add
- Order Books online for your Class Schedule
- Select Term
- Student Detail Schedule
- Student Printable Schedule
- Student Schedule by Day & Time
- Title IV Withdrawal Information
- View Holds
- Withdrawal Information
<table>
<thead>
<tr>
<th>Category</th>
<th>Options</th>
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<tbody>
<tr>
<td>Personal Information</td>
<td>Change Security Question, View Address(es) and Phone(s), Update Address(es) and Phone(s), View Email Address(es), Directory Profile, View Emergency Contacts, Update Emergency Contacts, Name Change Information, Social Security Number Change Information, Change your PIV.</td>
</tr>
<tr>
<td>Student Services / Student Accounts</td>
<td>Display your class schedule, View your holds, Display your grades &amp; transcripts, Review Financial Aid requirements &amp; awards, View your account summary, Make a payment, View Tax Notification (1098-T), Title IV Authorizations, Establish or change Direct Deposit Enrollment, View books needed for your class schedule and order books on-line.</td>
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<tr>
<td>Financial Aid</td>
<td>Apply for Financial Aid, Review the status of your financial aid applications, Check status of document requirements, Review loans.</td>
</tr>
<tr>
<td>Faculty &amp; Advisors</td>
<td>Display student information, Display your class list, Display waitlisted students, Enter grades and request grade changes, Process registration overrides, Process a student’s registration, Display your security setup.</td>
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<tr>
<td>Employee Information</td>
<td>View your benefits information, View your leave history or balances, Job information, pay stubs, View your W-4, NC-4, Establish or change Direct Deposit Enrollment, Time Sheet (Web Time Entry - WTE)</td>
</tr>
<tr>
<td>Course Summary Search</td>
<td>Return to Homepage</td>
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Personal Information

Directory Profile for UNC Charlotte Phone Book
Change Security Question
View Address(es) and Phone(s)
Update Address(es) and Phone(s)
View E-mail Address(es)
Update Personal Email Address
View Emergency Contacts
Update Emergency Contacts
Name Change Information
Social Security Number Change Information
Change PIN
View Spouse/Partner Name
Update Spouse/Partner Name
View Casual or Nickname
View Education
Moodle 2 & Canvas

Moodle and Canvas are the web portals that you will access for all course information, assignments and grades.

They can be accessed through banner self service or https://moodle2.uncc.edu/
Under “My Courses” you will find all the information your professor posts for each class.
There are several ways to order your books for class - On campus or with affiliated book stores. There are also electronic options available.
How to find what books to order:

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<th>TERM</th>
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<th>SECTION</th>
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</thead>
<tbody>
<tr>
<td>FALL 2015</td>
<td>Select Department</td>
<td>Select Course</td>
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Add More Courses >>>

FIND MATERIALS