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 → Banner Self Service → Course Summary Search → Choose term → Choose subject & class 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 pre-reqs
List the pre-reqs & restrictions for all of the classes

COMM 3245 - PR Writing
- Jour 2100
- COMM 2143
- Jour 2160

COMM 3127 - Global Media

INFO 3130 - Mgt. Info Systems
- Math
- Stat
- ACC 2121 + 2122
- ECON 1201 + 1202
- INFO 2130
- Jnr or Sr, Sr

MGMT 3140 - Org. Behavior
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 communications, sophomore standing.

I've attached my home university transcript which shows that I have taken the equivalent of BIO 120.

Your ISSO advisor will give you an email template.
When registration opens, add classes

Course request:

- COMM 3245
- COMM 3127
- INFO 3150
- MGMT 3140

Banner

Lookup your registration time
Registration Complete!

You have successfully registered for the following:

- COMM 3245
- COMM 3127
- INFO 3150
- MGMT 3140
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! 😊