Registering on the Web

A. Log In to UNCGenie

1. Go to the UNCG home page: www.uncg.edu
2. Click on the text link ‘UNCGenie’ in the top right corner of the page.
3. Click on the text link ‘Enter Secure Area’ on the “Entry” screen.
4. On the “User Login” screen, key in your nine-digit **User ID** number and your six-digit **PIN**umber and then click on the **LOGIN** button.

B. Register Using UNCGenie

B.1. Navigate to the Add/Drop Classes Screen

1. On the “Welcome” screen, click on the text link ‘Student Services and Financial Aid.’
2. On the “Student Services & Financial Aid” screen, click on the text link ‘Registration.’
3. On the “Registration” screen click on the text link ‘Add/Drop Classes.’
4. On the “Select a Term” screen, select a **Term** from the pull-down menu and then click on the **SUBMIT** button.
5. On the “Advising Code Verification” screen, key in your six-digit **Advising Code** and then click on the **SUBMIT** button.

B.2. Complete the Add/Drop Classes Screen

1. Type the **Course Reference Numbers** (CRNs) for the courses you wish to take. [You may submit up to ten CRNs at once.]

2. Click on the **SUBMIT CHANGES** button.

   [When the result of your CRN submission is displayed, the application will also display a pop-up window of your estimated final bill with adjustments for any charges due to your change in registration (e.g., moving in to or out of full-time status). Click on the button in the top left corner of the window to close the pop-up.]
Registering on the Web

B. Register Using UNCGenie

B.2. Complete the Add/Drop Classes Screen, continued . . .

3. If all of the requirements are met, the text ‘Web Registered’ and the date of registration will display in the Status column of the Current Schedule section.

4. To remove a course from the schedule, click on the pull-down menu under the Action column, select Web Drop, and click on the Submit Changes button.

5. Errors that prevent registration (e.g., failure to meet a major requirement, closed section, level restriction) are displayed in the Registration Add Errors section. [This section does not appear unless errors are encountered.]

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B.2.A. Sign up for a Course Waitlist

[If a course has reached its maximum enrollment, but has been enabled for UNCGenie waitlisting, it will appear in the Registration Add Errors section of the “Add/Drop Classes” screen.]

1. Either the message ‘Closed - Waitlisted’ or ‘Open - Reserved for Waitlist’ will display in the Status column of the Registration Add Errors section. [‘Closed - Waitlisted’ means that all seats are taken. ‘Open - Reserved for Waitlist’ means there is a seat available and the current waitlist has priority registration for the seat.]

2. To request addition to the waitlist for the course, click on the pull-down menu under the Action column, select Waitlist through UNCGenie, and click on the Submit Changes button.

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B.2.B. Add a Waitlisted Course

[If the course becomes eligible for registration through UNCGenie waitlisting, the student will receive a notification e-mail and will be granted a 24-hour window to register for the course. The course will appear in the Current Schedule section of the “Add/Drop Classes” screen.]

1. The message ‘Waitlisted through UNCGenie’ will display in the Status column of the Current Schedule section.

2. To register for the course, click on the pull-down menu under the Action column, select **Web Registered**, and click on the Submit Changes button. [If this message does not appear, call the University Registrar’s Office (334-5646). Do not drop the course!]

   [If the waitlisted course has a corequisite, the corequisite course must be added simultaneously with the waitlisted course.]
Registering on the Web

B.3. Enter Variable Credit Details

[If you are not taking any variable credit courses, skip ahead to section C (View Your Schedule Using UNCGenie).]

1. Variable credit courses are listed in the Current Schedule section of the “Add/Drop Classes” screen along with normal credit hour courses. The text in the Cred field for variable credit courses has a hyperlink. Click on the hyperlink to view the “Change Class Options” screen.

2. Enter the appropriate credit hours in the Credit Hours field cell.

3. Click on the Submit Changes button.

C. View Your Schedule Using UNCGenie

1. Click on the text link ‘Return to Menu’ in the top right corner of the screen.

2. On the “Registration” screen, click on the text link ‘Student Schedule by Day & Time.’

3. Examine the bottom of the “Student Schedule by Day and Time” screen for a possible time conflict between courses. [This section displays only if there is a conflict.]

4. (Optional) Select a different date range. The “Student Schedule by Day and Time” screen defaults to the schedule for the first week of the registration term.

To view a different week:

a. Enter the date for the first day of the week to view in the Go To field cell. [Use the format MM/DD/YYYY—e.g., 01/18/2010.]

b. Click on the Submit button.

[Text link navigation for the previous week and next week is also available at the top of the calendar section.]

5. Print a copy of the schedule for your reference.

6. Exit the system by clicking on the text link ‘Exit’ in the top right corner of the screen.