

## 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* number 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.]

## 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.]

#### 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.

#### 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.]

### 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](#)).]

- 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.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Nov 5, 2009	None	81032	DCE	475	01	Undergraduate	<a href="#">1.000</a>	Standard		Independent Study

- Enter the appropriate credit hours in the *Credit Hours* field cell.

**Change Class Options:**

*Independent Study*

Course: 81032 DCE  
475 01

Credit Hours (1.000) to 3.000:

Grade: Standard

Mode: Standard

Course Level: Undergraduate

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

### C. View Your Schedule Using UNCGenie

- Click on the text link ‘Return to Menu’ in the top right corner of the screen.
- On the “Registration” screen, click on the text link ‘Student Schedule by Day & Time.’
- 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.]

- (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:

- 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.]
- Click on the **SUBMIT** button.

**Student Schedule by Day and Time:**

Go to (MM/DD/YYYY)

Previous Week	Week of Jan 18, 2010 (1 of 18)					Next Week
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am ENG 101-02 80302 Class 8:00 am-8:50 am TBA		ENG 101-02 80302 Class 8:00 am-8:50 am TBA		ENG 101-02 80302 Class 8:00 am-8:50 am TBA		

Courses with time conflict:  
EST-105-01

[Text link navigation for the **PREVIOUS WEEK** and **NEXT WEEK** is also available at the top of the calendar section.]

- Print a copy of the schedule for your reference.
- Exit the system by clicking on the text link ‘Exit’ in the top right corner of the screen.