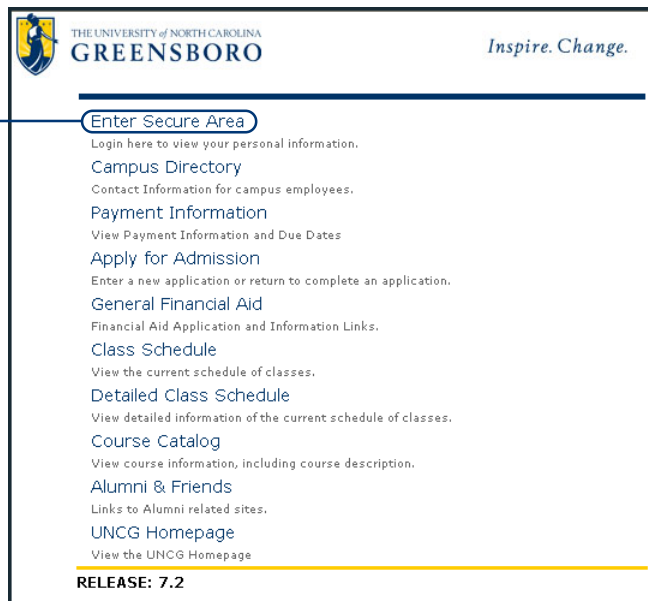


A. Log In and Navigate to the Advisors Menu



1. Go to the UNCG home page:
www.uncg.edu
2. Click on the text link 'UNCGenie.'

3. Click on the text link 'Enter Secure Area.'



4. Key in your nine-digit *User ID* number.
5. Key in your six-digit *PIN* number.
6. Click on the LOGIN button.

A. Log In and Navigate to the Advisors Menu, continued . . .

7. Click on the text link
'Faculty & Advisors.'

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Search SITE MAP HELP EXIT

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

Return to Homepage

RELEASE: 7.2

8. Click on the text link 'Advisor Menu.'

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Search RETURN TO MENU SITE MAP HELP EXIT

Faculty Services

Term Selection
CRN Selection
Faculty Detail Schedule
Faculty Schedule by Day and Time
Detail Class List
Summary Class List
Mid Term Grades
Final Grades
Registration Overrides
Registration Add/Drop
Student Menu
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

Advisor Menu
View a student's transcript; View a student's grades; View a student's degree evaluation; Display your security setup.

Advisee List
Active Assignments
View Active Assignments
Assignment History
View Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours

RELEASE: 7.2

B. Select the Advisee

1. Click on the text link
'Student Academic Transcript.'

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Search RETURN TO MENU SITE MAP HELP EXIT

Faculty & Advisors

Term Selection
ID Selection
Student Academic Transcript
Degree Evaluation
Virtual Advising
Online Advising Session Scheduling
Advisors and Advisor Administrators can access their advising scheduling through this interface.

RELEASE: 7.2

B. Select the Advisee, continued . . .

2. Select the current *Term* or a future *Term* from the pull-down menu.

3. Click on the SUBMIT button.

4. Select an advisee.

a. Enter the *Student or Advisee ID*

OR

b. Submit a query.

For a complete list of all advisees assigned to you, key % in the field entry cells. To narrow the search, enter the last name or first name of an advisee.

5. Click the SUBMIT button.

6. Confirm the advisee.

a. If you entered the Student or Advisee ID number in step 4, the student's name should appear.

Click the SUBMIT button.

OR

b. If you submitted a query in step 4, select the advisee from the list.

Click the SUBMIT button.

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2006

Submit

RELEASE: 6.1

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Student/Advisee ID Selection

Enter the ID of the Student/Advisee you want to process then press the Submit ID button.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☒ Advisees ☐ Both

Submit Reset

RELEASE: 7.2

[Note: You will be able to view CAPP compliance for advisees only—not for all students in your classes.]

[Make sure the Search Type is set to Advisees.]

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Search Go RETURN TO MENU SITE MAP HELP EXIT

Student Verification

Verify your selection is correct by clicking OK.

John J. Student is the name of the student or advisee that you selected.

Submit

RELEASE: 7.2 [ID Selection]

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Search Go RETURN TO MENU SITE MAP HELP EXIT

ID Selection

Select the Student/Advisee that you wish to process and press the Submit Name button.

Student or Advisee: Student, John (Advisee) 000000000

Student, John (Advisee) 000000000

Student, Jane (Advisee) 000000000

Submit

RELEASE: 7.2

C. Request the Transcript

1. Select the *Transcript Level* from the pull-down menu.

2. Select the *Transcript Type* from the pull-down menu.

3. Click on the DISPLAY TRANSCRIPT button.

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Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Academic Transcript

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Advising Transcript

Display Transcript

RELEASE: 7.2

D. Exit UNCGenie

1. Exit the system by clicking on the text link 'Exit' in the top right corner of the screen.

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Search Go

RETURN TO MENU SITE MAP HELP EXIT