

## A. Log In to UNCGenie

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.

## B. Access Your Registration Window Using UNCGenie

1. Click on the text link 'Student & Financial Aid.'

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Personal Information Alumni and Friends **Student**

Search   SITE MAP HELP EXIT

Personal Information  
Update addresses, contact information or marital status; View Housing; 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 Services and Financial Aid**  
Apply for Admission, Financial Aid, Register for classes, SOAR and View your academic records

Student Account Center  
Make payments, view account information, setup direct deposit for refunds.

CSC Reference File System  
Career Services Reference File System

Return to Homepage  
RELEASE: 7.3

2. Click on the text link 'Registration.'

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Search   RETURN TO MENU SITE MAP HELP EXIT

**Student Services & Financial Aid**

Admissions  
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

**Registration**  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule; Look up advisor.

Student Records  
View your holds; Display your grades and transcripts; View your degree evaluation; Review charges and payments; Apply to Graduate.

Financial Aid  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Display Elections  
Spartan Orientation, Advising & Registration (SOAR)  
Register yourself and guests for SOAR.

RELEASE: 7.3.1

3. Click on the text link 'Check Your Registration Status.'

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Search   RETURN TO MENU SITE MAP HELP EXIT

**Registration**

Select Term  
Add/Drop Classes  
Look-up Classes to Add  
Change Class Options  
Student Schedule by Day & Time  
Student Detail Schedule  
**Registration Fee Assessment**  
**Check Your Registration Status**  
Estimated Final Bill  
Active Registration  
Registration History  
View Registration History  
Look up Advisor  
Answer a Survey  
Online Advising Session Scheduling  
Schedule your advising appointment with your advisor(s) online.  
View Health Insurance Waiver Information  
Buy Books  
Purchase Books via automatic feed to UNGC Bookstore.

RELEASE: 7.3.1

## B. Access Your Registration Window Using UNCGenie, continued . . .

4. Select a *Term* from the pull-down menu.

5. Click on the SUBMIT button.

6. Review your registration status information. [Your registration window will show where 'Date' is printed.]

## C. Exit UNCGenie

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