How to Register through Consortium Registration at UNCG for Visiting Consortium Students

First Steps to be completed at Home Campus

1. Obtain the Consortium Form from the Registrar’s Office.
2. Obtain the required academic signatures.
3. Obtain the Registrar’s Signature (Requires Home Campus Registrar signature).

Second Steps to be completed at UNCG

1. Determine if the course you wish to take has course restrictions (i.e. prerequisites, field of study) by viewing the academic Bulletin located on the Registrar’s Website (reg.uncg.edu) or if it is closed by going to uncg.edu, clicking the Genie lamp icon in the top right, clicking Class Schedule. Choose the term and subject but leave the category as is.
2. If restrictions exist, download the Consortium Drop/Add form from UNCG’s website by going to reg.uncg.edu/forms.
3. Complete the Consortium Drop/Add form to remove override restriction. (Leave Student ID blank but complete the course information and student name and email.)
4. Take Consortium Drop/Add form to UNCG course instructor. The instructor will need to sign and grant permission to enroll in the course. Please bring your current unofficial academic transcript and comparable Home Campus course description(s) when meeting with course instructor.
   a. The instructor can be found on our course offerings (Class Schedule) page. Once the instructor’s name is located, go back to the Genie homepage and click Campus Directory. Enter the instructor’s name to find contact information and location
5. The completed form should be taken to Jillian Lincourt in UNCG’s Registrar’s Office, 180 Mossman Building. She will input your information as a visiting student, assign you a UNCG student ID, and add you to the course.