

# 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 [Registration Approval Form](#) from UNCG's website by going to reg.uncg.edu/forms.

**DROP/ADD PERMISSION FORM**  
UNCG University Registrar's Office

Student ID: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
LAST First MI

E-MAIL ADDRESS: \_\_\_\_\_

SEMESTER/YEAR (CHOOSE ONLY ONE): FALL 20\_\_ SPRING 20\_\_ SUMMER I 20\_\_ SUMMER II 20\_\_

This student is eligible and approved to add or drop the following courses as required by drop/add policies and as indicated below. Please indicate an **A** for Add, **D** for Drop. Circle course overload/restriction permission as appropriate.

Indicate <b>A</b> for Add <b>D</b> for Drop	CRN #	Dept	Course Number	Section	Credit Hours	For instructor use only			
						Audit for 0 Credit?	Add this student even if course is closed?	Override course restrictions?	Instructor Authorization* (Signature and Date)
						yes no	yes no	yes no	
						yes no	yes no	yes no	
						yes no	yes no	yes no	
						yes no	yes no	yes no	

INSTRUCTOR: \*For course restriction overrides (prerequisites, major, class, level, etc.), please also indicate yes or no in the "Add this student even if course is closed" block.

STUDENT:  
Forging or altering approved entries are violations of the Student Code of Conduct and may result in sanctions that include dismissal from the University.

3. Complete the Consortium [Registration Approval Form](#) to remove override restriction. (Leave Student ID blank but complete the course information and student name and email.)
4. Take Consortium [Registration Approval 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.