



Course Registration Instructions

1. Go to **www.uncg.edu** and click on the  icon to access to **UNCGenie**.
2. Click **Enter Secure Area**
3. Enter your **USER ID** and your **PIN**. Click **Login**. *Your USER ID is a 9-digit number, also known as your Student ID. Your PIN is a 6-digit number you initially received from Undergraduate Admissions. If you forgot your PIN, use the "Forgot Pin" feature or visit getmypin.uncg.edu*
4. Open the **Student** tab
5. Select **Registration**
6. Select **Add/Drop Classes**
7. Select the semester for which you are registering (e.g. Fall 2017) as the Term and click **Submit**.
8. When prompted for your **Advising Code**, enter your code and click **Submit**.
 - You can receive your code by meeting with your advisor.
 - If you have forgotten or misplaced your code, contact the Students First Office at (336) 334-5730.
 - The summer registration code is always 555555
9. If you already have a list of the **Course Registration Numbers (CRNs)** for each of the courses you plan on registering for, enter each of them in the boxes at the bottom of the screen and click **Submit Changes**. (If you do not have the CRNs available for your courses, move to **step #10**.)

*If you were able to successfully enroll in all of your courses, they will be listed under the **Current Schedule** section of the screen and **your registration process is complete!** If any of the courses you selected have filled or if you are not eligible to register for them, you will see those courses listed with a **red** error message.*
10. Use the **Class Schedule Search** tool to select courses for the upcoming semester:
 - a. In a new tab, go to **www.uncg.edu**. Click on the  icon to open **UNCGenie**
 - b. Click **Class Schedule**
 - c. Select **Term** : e.g. Fall 2017
 - d. Search by **Subject** and/or by **Course Category**

- e. Browse the courses in your search results and select courses based on your degree requirements
 - f. Read all footnotes in the ****Notes** column to check if you are eligible to take a course based on co-requisite/pre-requisite requirements and major/GPA restrictions
 - g. Review the **Course Type** to identify lecture or web-based courses
 - h. Review the **Meeting Dates** of the course to confirm that the course takes place in a part of term desirable to you
 - i. Review the **Days** and **Time** column to avoid selection of courses with time conflicts
 - j. Record the **CRN** for each course you select. Make sure to write down both CRN numbers if you are registering for a course and a co-requisite course
11. On the **Add/Drop Classes** form in Genie, type or paste all course CRNs into the available spaces. *Note: When registering for a co-requisite course, you must enter both CRNs at the same time*
12. Click **Submit**