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