Welcome to the 2013–14 academic year from the University Registrar’s Office. We’re glad you’re here. Please call on us at any time.

Kelly A. Rowett-James, University Registrar, karowett@uncg.edu
Lisa M. Henline, Associate Registrar for Communications, Commencement, and Curriculum, lmhenlin@uncg.edu
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Subscribe to the URO’s Electronic Mailing List

To sign up for the University Registrar’s e-mail listserv, send a message to: listserv@uncg.edu
Leave the subject line blank and on the first line of the body of the message enter:
subscribe reg-l firstname lastname
(ex., subscribe reg-l Jane Faculty)

Note: For reg-l, l is lowercase L

This listserv is designed to promote and improve communications from the University Registrar’s Office to the campus community. The Office will share information and events as changes occur that impact the campus. The listserv is also an open forum for discussions of Office operations.

URO News & Notes

The Undergraduate Bulletin can be found at www.uncg.edu/reg/Catalog.

Follow us on Twitter @UNCGCalendar

Office Services and Contacts

- **General URO Information**—
  180 Mossman Building • www.uncg.edu/reg
  Phone: 336/334-5946 • Fax: 336/334-3649

- **Advisor Assignments**—
  Maintenance of advisor assignment system
  Contact—Duana Bonney, 334-4425
  dbonney@uncg.edu

- **Classroom Scheduling**—
  Maintenance of classroom scheduling system
  Contact—Ava Johnson, 334-3640
  arjohns7@uncg.edu

- **Communications**—
  Print publications, Web site, extranet, and intranet development, general office communications
  Contact—Lisa Henline, 334-3990
  lmhenlin@uncg.edu

- **Commencement**—
  Planning and coordination of December and May commencement ceremonies
  Communications and Planning Contact; Commencement Committee Chair—
  Lisa Henline, 334-3990
  lmhenlin@uncg.edu
  Budget and Operations Contact—
  Rachel Simon, 334-3724
  rlsimon@uncg.edu

- **Course Scheduling and Curriculum Database**—
  Maintenance of Banner University catalog master; oversight of course and exam scheduling
  Contact—Della Hawes, 334-5578
  dehawes@uncg.edu

- **Degree Evaluations**—
  Maintenance of automated Curriculum, Advising, and Program Planning (CAPP) system
  Contact—Chelsea Bunch, 334-3718
  cbunch@uncg.edu

- **Graduation Services**—
  Application for graduation (undergraduates)
  Graduation clearance for undergraduates
  Contact—Jessica Meyer, 334-4158
  graduate@uncg.edu

- **Information Services**—
  Address and name changes for students
  Enrollment verifications
  Immunization clearance monitoring
  Information to outside agencies
  Transcript production
  Undergraduate Residency Appeals
  Contact—Deb Hurley, 334-3728
  dbhurley@uncg.edu

- **NCAA Compliance**—
  Contact—Melanie Hoover, 334-3163
  mhoover@uncg.edu

- **Records Services**—
  Maintenance of academic record for undergraduates and graduate students
  Grade changes
  Incomplete grade removal
  Academic renewal requests
  Tuition surcharge
  Special exams
  Contact—Marilyn Robinson, 334-4137
  mdbrobin2@uncg.edu

- **Technical Support Services**—
  Statistical reports, technical support to the University Registrar’s Office
  Contact—Jeffrey Collins, 334-3989
  jecollins@uncg.edu

- **Transfer Articulation**—
  Equating courses from other institutions to UNCG courses for transfer credit purposes; producing Transfer Equivalency Worksheets for transfer students
  Contact—Rick Titus, 334-3717
  r_titus@uncg.edu

- **Veteran Services**—
  Counseling and certification of benefits for veterans
  334-5000
  vabenefits@uncg.edu

Confidentiality and Access to Student Records

Please remember that you are accountable for maintaining the privacy of student information in compliance with federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Sec 1232g. With certain exceptions, officials of UNCG will not disclose personally identifiable information from a student’s education records without the student’s prior written consent. Directory Information can be disclosed without the student’s prior written consent unless the student has notified the University Registrar’s Office in person or in writing to suppress the information.

Directory Information is defined as:

- student name, mailing and permanent address, and telephone number
- e-mail address
- date of birth
- county, state, and/or U.S. territory from which the student originally enrolled
- major field of study
- class (junior, senior, etc.)
- enrollment status (full-time, part-time)
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- anticipated date of graduation
- degrees and awards received
- honors information, and
- the most recent previous educational agency or institution attended by the student

NOTE: Parent name, address, and telephone number are not considered directory information and may not be released to a third party.
Those receiving non-directory information are responsible for protecting the confidentiality of the students involved, and are not permitted to re-release this data to anyone without the prior written consent of the students involved.

- Do not publicly display students’ scores or grades in association with names or student ID numbers.
- Do not place papers, exams, or lab reports containing student names and grades where publicly accessible.
- Do not share student educational record information, including grades or GPAs, with other faculty or staff members of the University unless their official responsibilities identify their “legitimate education interest” in that information for the student.
- Do not share by telephone or correspondence student educational record information from student educational records, including grades, GPAs, and letters of recommendation, with parents or others outside of the institution, without written consent of the student.

Web for Faculty Information

Accessing Class Rosters via UNCGenie.

Faculty members may access their class rosters through UNCGenie as long as the faculty member is designated, in Banner, as the primary instructor of the course.

1. Start Internet Explorer. [When using UNCGenie, it is suggested that you use Internet Explorer 7 with all of the current patches.]

2. Open UNCGenie.

3. Click on the ‘Enter Secure Area’ text link.

4. Enter your User ID1 and PIN2.

   1If you have misplaced your ID number, take your photo ID to 201 Mossman and a hard copy record of that number will be made for you, or go to https://its.uncg.edu/Accounts/University_ID/Lookup/default.aspx.

   2If you do not know your PIN, go to http://getmypin.uncg.edu or contact the ITS Service Desk at 6-TECH.

5. Click on the Login button.

6. Click on the ‘Faculty & Advisors’ text link.

7. Click on the ‘Faculty Detail Schedule’ text link.

8. Select a Term from the pull-down list.

9. Click on the Submit button.

10. All of the sections for which you are the instructor of record will display on the resulting screen. To view the “Summary Faculty Class List” screen that displays the roster for a specific section, click on the Enrollment field cell label in the Enrollment Counts section of the listing for that particular section. You should see the class roster for that section. Use the Print function of your browser to send the roster to your printer; you may want to increase the font size in your browser before printing.

    Always navigate using the ‘Return to Menu’ or ‘Exit’ text links in the top right corner of the screen.

    The ‘Detail Class List’ text link (listed at the bottom of the “Summary Faculty Class List” screen) will give you more information for each student than the summary option.

Fall 2013

- August 19, Monday
  Classes begin, 8:00 a.m.
- August 19–23, Mon.–Fri.
  Late registration & schedule adjustment
- August 23, Friday
  Last day for late registration; last day to add or change course(s) or course section(s) without special permission. Registration closed.

September 2, Monday

- Labor Day holiday. Classes dismissed; offices closed.

October 14–15, Mon.–Tues.

- Fall Break. Classes dismissed; offices open.

October 11, Friday

- Last day to drop course(s) without academic penalty


- Spring semester and summer session advising for continuing students, by appointment

Oct. 28–Nov. 19, Mon.–Tues.

- Spring and summer 2014 registration for continuing students

November 27–29, Wed.–Fri.

- Thanksgiving holiday. Classes dismissed; offices open Wednesday, but closed Thursday and Friday.

December 2, Monday

- Last day of classes for semester

December 4–7, 9–11; Wed.–Sat., Mon.–Wed.

- Final examinations

December 13, Friday

- December Commencement, 10:00 a.m.

Spring 2014

January 6–10, Mon.–Fri.

- Orientation, advising, and registration for all students based on student population and classification

January 13, Monday

- Classes begin, 8:00 a.m.

January 13–17, Mon.–Fri.

- Late registration and schedule adjustment

January 17, Friday

- Last day for late registration; last day to add or change course(s) or course section(s) without special permission.

January 20, Monday

- Dr. Martin Luther King Jr. holiday. Classes dismissed; offices closed.

Spring 2014, continued . . .

March 7, Friday

- Last day to drop course(s) without academic penalty

Mar. 17–Apr. 23, Mon.–Wed.

- Fall advising for continuing students, by appointment

Mar. 31–Apr. 23, Mon.–Wed.

- Fall 2014 registration for continuing students

April 18, Friday

- Spring Holiday. Classes dismissed; offices closed.

April 29, Tuesday

- Last day of class for semester; university follows Friday schedule.

May 1–3, May 5–7; Thurs.–Sat, Mon–Wed.

- Final examinations

May 9, Friday

- May Commencement, 10:00 a.m.

Summer 2014

May 12, Monday

- MBA and BLS first summer session classes begin

May 15, Thursday

- First summer session classes begin

June 18, Wednesday

- First summer session final examinations

June 19, Thursday

- Second summer session classes begin

June 20, Friday

- MBA and BLS first summer session final examinations

June 23, Monday

- MBA and BLS second summer session classes begin

July 3–4, Thurs.–Fri.

- Independence Day holiday. Classes dismissed; offices closed on Friday.

July 25, Friday

- Second summer session final examinations

August 5, Tuesday

- MBA and BLS second summer session final examinations

August 8, Friday

- Summer graduation date