

Welcome to the 2011–12 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,  
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Karen D. Haywood, Associate Registrar for Communications, Commencement, and Curriculum, [kdhaywood@uncg.edu](mailto:kdhaywood@uncg.edu)

Deb B. Hurley, Associate Registrar for Records Services, [dbhurley@uncg.edu](mailto:dbhurley@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: [listproc@uncg.edu](mailto:listproc@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

In the spirit of sustainability, the Registrar's Office no longer prints the Undergraduate Bulletin. The Bulletin can be found at [www.uncg.edu/reg/Catalog](http://www.uncg.edu/reg/Catalog).

### Voter Registration Forms

To locate and print a North Carolina voter registration form, go to the State Board of Elections Web site:

[www.sboe.state.nc.us](http://www.sboe.state.nc.us)

The National Voter Registration form, which can be used to register to vote in most states, is available via the Federal Election Commission Web site:

[www.fec.gov/votereg/vr.shtml](http://www.fec.gov/votereg/vr.shtml)

North Carolina voter registration forms are also available from the Information Desk in the Elliott University Center, UNCG campus.

### Office Services and Contacts

- **General URO Information—**  
180 Mossman Building • [www.uncg.edu/reg](http://www.uncg.edu/reg)  
Phone: 336/334-5946 • Fax: 336/334-3649
- **Advisor Assignments—**  
Maintenance of advisor assignment system  
Contact—Duana Bonney, 334-4425  
[dbbonney@uncg.edu](mailto:dbbonney@uncg.edu)
- **Classroom Scheduling—**  
Maintenance of classroom scheduling system  
Contact—Libby Sexton, 334-5578  
[libby\\_sexton@uncg.edu](mailto:libby_sexton@uncg.edu)
- **Communications—**  
Print publications, Web site, extranet, and intranet development, general office communications  
Contact—Karen Haywood, 334-4051  
[kdhaywood@uncg.edu](mailto:kdhaywood@uncg.edu)
- **Commencement—**  
Planning and coordination of December and May commencement ceremonies  
Communications and Planning Contact; Commencement Committee Chair—  
Karen Haywood, 334-4051  
[kdhaywood@uncg.edu](mailto:kdhaywood@uncg.edu)  
Budget and Operations Contact—  
Chris Jordan, 334-3724  
[cdjorda2@uncg.edu](mailto:cdjorda2@uncg.edu)
- **Course Scheduling and Curriculum Database—**  
Maintenance of Banner University catalog master; oversight of course and exam scheduling  
Contact—Stephanie Burns, 334-5640  
[seburns2@uncg.edu](mailto:seburns2@uncg.edu)
- **Degree Evaluations—**  
Maintenance of automated Curriculum, Advising, and Program Planning (CAPP) system  
Contact—Terrica Williams, 334-3715  
[tjwilli2@uncg.edu](mailto:tjwilli2@uncg.edu)
- **Graduation Services—**  
Application for graduation (undergraduates)  
Graduation clearance for undergraduates  
Contact—Jessica Meyer, 334-4158  
[graduate@uncg.edu](mailto: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](mailto:dbhurley@uncg.edu)
- **NCAA Compliance—**  
Contact—Melanie Hoover, 334-3163  
[mlhoover@uncg.edu](mailto:mlhoover@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  
[mdrobin2@uncg.edu](mailto:mdrobin2@uncg.edu)

### Office Services and Contacts, cont'd . . .

- **Registration Services—**  
Registration processing, including Consortium registration, audits, overrides, and registrations for courses that require written permission  
End-of-term grade processing  
Contact—Debbie Nelson, 334-5646  
[dlnelson@uncg.edu](mailto:dlnelson@uncg.edu)  
Marilyn Robinson, 334-4137  
[mdrobin2@uncg.edu](mailto:mdrobin2@uncg.edu)
- **Technical Support Services—**  
Statistical reports, technical support to the University Registrar's Office  
Contact—Wayman Mubaarak, 334-3989  
[wkmubaar@uncg.edu](mailto:wkmubaar@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](mailto:r_titus@uncg.edu)
- **Veterans Services—**  
Counseling and certification of benefits for veterans  
Contact—Dedrick Curtis, 334-5490  
[ddcurtis@uncg.edu](mailto:ddcurtis@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.

## Non-Directory Information

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 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. Go to [www.uncg.edu](http://www.uncg.edu).
3. Click on the 'UNCGenie' text link.
4. Click on the 'Enter Secure Area' text link.
5. Enter your **User ID<sup>1</sup>** and **PIN<sup>2</sup>**.

<sup>1</sup>If 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](https://its.uncg.edu/Accounts/University_ID/Lookup/default.aspx).

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

6. Click on the LOGIN button.
7. Click on the 'Faculty & Advisors' text link.
8. Click on the 'Faculty Detail Schedule' text link.
9. Select a **Term** from the pull-down list.
10. Click on the SUBMIT button.
11. 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.*

## Academic Year Dates for Faculty and Staff

### FALL 2011

#### August 22, Monday

Classes begin, 8:00 A.M.

#### August 22–26, Monday–Friday

Late registration & schedule adjustment

#### August 26, Friday

Last day for late registration; last day to add or change courses or course sections without special permission. Registration closed.

#### September 5, Monday

Labor Day holiday. Classes dismissed; offices closed.

#### September 30, Friday

Six weeks progress reports due in URO

#### October 10–11, Monday–Tuesday

Fall Break. Classes dismissed; offices open.

#### October 14, Friday

Last day to drop course without academic penalty

#### October 17–November 21, Mon.–Mon.

Spring semester advising for continuing students, by appointment

#### November 1–November 21, Tues.–Mon.

Spring 2012 registration for continuing students

#### November 23–25, Wednesday–Friday

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

#### December 5, Monday

Last day of classes for semester

#### December 7–10, 12–13;

#### Wed.–Sat., Mon.–Tues.

Final examinations

#### December 15, Thursday

December Commencement, 10:00 A.M.

### SPRING 2012

#### January 4–6, Wednesday–Friday

Orientation, Advising, Registration for all students based on student population and classification

#### January 19, Monday

Classes begin, 8:00 A.M.

#### January 9–13, Monday–Friday

Late registration and schedule adjustment

#### January 13, Friday

Last day for late registration; last day to add or change courses or course sections without special permission.

#### January 16, Monday

Dr. Martin Luther King Jr. holiday. Offices closed.

#### February 2, Thursday

Final deadline for submission of all curriculum requests to Graduate Studies Committee for 2012–13 Graduate School Bulletin.

#### February 17, Friday

Six weeks progress reports due in URO

### SPRING 2012, CONTINUED . . .

#### March 2, Friday

Last day to drop course without academic penalty

#### March 19–April 25, Monday–Wednesday

Summer and/or fall advising for continuing students, by appointment

#### March 30, Friday

Deadline for submission of all curriculum requests to Undergraduate Curriculum Committee for guaranteed inclusion in the 2012–13 Undergraduate Bulletin.

#### April 2–25, Monday–Wednesday

Summer and/or fall 2012 registration for continuing students

#### April 6, Friday

Spring Holiday. Classes dismissed; offices closed.

#### April 24, Tuesday

Last day of class for semester; University follows Friday schedule.

#### April 26–28, April 30–May 2;

#### Thurs.–Sat, Mon.–Wed.

Final examinations

#### May 4, Friday

May Commencement, 10:00 A.M.

### SUMMER 2012

#### May 14, Monday

MBA & BLS first summer session classes begin

#### May 21, Monday

First summer session classes begin

#### June 22, Friday

First summer session final examinations (including MBA and BLS)

#### June 25, Monday

Second summer session classes begin (including MBA and BLS)

#### July 4, Wednesday

Independence Day holiday. Classes dismissed; offices closed.

#### July 30, Monday

Second summer session final examinations

#### August 6, Monday

MBA & BLS second summer session final examinations

#### August 10, Friday

Summer graduation date



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**