

Welcome to the 2009–10 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*

Deb B. Hurley, Associate Registrar for Records
Services, *dbhurley@uncg.edu*

Debra L. Banks, Associate Registrar for Records
Systems, *dlbanks@uncg.edu*

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

Leave the subject line blank and on the first
line of the body of the message enter:

subscribe reg-1 firstname lastname
(ex., subscribe reg-1 Jane Faculty)

Note: For reg-1, 1 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 will no longer publish a print version of
the Undergraduate Bulletin. Beginning with the
2010–11 edition, the bulletin can be found only
at www.uncg.edu/reg/Catalog/index.html.

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

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/votregis/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
Phone: 336/334-5946 • Fax: 336/334-3649
- **Advisor Assignments—**
Maintenance of advisor assignment system
Contact—Duana Bonney, 334-4425
dbbonney@uncg.edu
- **Classroom Scheduling—**
Maintenance of classroom scheduling system
Contact—Libby Sexton, 334-5640
libby_sexton@uncg.edu
- **Communications—**
Print publications, Web site, extranet, and
intranet development, general office
communications
Contact—Karen Haywood, 334-4051
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
Budget and Operations Contact—
Melanie Hoover, 334-3724
mlhoover@uncg.edu
- **Course Scheduling and Curriculum
Database—**
Maintenance of Banner University catalog
master; oversight of course and exam
scheduling
Contact—Stephanie Burns, 334-5578
seburns2@uncg.edu
- **Degree Evaluations—**
Maintenance of automated Curriculum,
Advising, and Program Planning (CAPP)
system
Contact—Terrica Williams, 334-3715
tjwilli2@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
Contact—Deb Hurley, 334-3728
dbhurley@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

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
Marilyn Robinson, 334-4137
mdrobin2@uncg.edu
- **Technical Support Services—**
Statistical reports, technical support to the
University Registrar's Office
Contact—Wayman Mubaarak, 334-3989
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
- **Veterans Services—**
Counseling and certification of benefits for
veterans
Contact—Dedrick Curtis, 334-5490
ddcurtis@uncg.edu

Confidentiality and Access to Student Records

Please remember that you are accountable
for maintaining the privacy of student informa-
tion 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 stu-
dent'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 informa-
tion 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.
3. Click on the 'UNCGenie' text link.
4. Click on the 'Enter Secure Area' text link.
5. 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 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 2009

August 24, Monday

Classes begin, 8:00 A.M.

August 24–28, Monday–Friday

Late registration & schedule adjustment

August 28, Friday

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

September 7, Monday

Labor Day holiday. Classes dismissed; offices closed.

October 2, Friday

Six weeks progress reports due in URO

October 12–13, Monday–Tuesday

Fall Break. Classes dismissed; offices open.

October 16, Friday

Last day to drop course without academic penalty

October 22–November 20, Thur.–Fri.

Spring semester advising for continuing students, by appointment

November 2–November 22, Mon.–Sun.

Spring 2010 registration for continuing students

November 25–27, Wednesday–Friday

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

December 7, Monday

Last day of classes for semester

December 9–11, 14–16;

Wed.–Fri., Mon.–Wed.

Final examinations

December 17, Thursday

December Commencement, 10:00 A.M.

SUMMER 2010

May 19, Wednesday

First summer session classes begin

June 22, Tuesday

First summer session final examinations

June 24, Thursday

Second summer session classes begin

July 5, Monday

Independence Day holiday. Classes dismissed; offices closed.

July 29, Thursday

Second summer session final examinations

August 11, Wednesday

Summer graduation date

SPRING 2010

January 10–15, Sunday–Friday

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

January 18, Monday

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

January 19, Tuesday

Classes begin, 8:00 A.M.

January 19–25, Tuesday–Monday

Late registration and schedule adjustment

January 25, Monday

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

February 4, Thursday

Final deadline for submission of all curriculum requests to Graduate Studies Committee for 2010–11 Graduate School Bulletin.

March 5, Friday

Deadline for submission of all curriculum requests to Undergraduate Curriculum Committee for 2010–11 Undergraduate Bulletin.

March 2, Tuesday

Six weeks progress reports due in URO

March 16, Tuesday

Last day to drop course without academic penalty

March 23–April 23, Tuesday–Friday

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

April 1–23, Thursday–Friday

Summer and/or fall 2010 registration for continuing students

April 2, Friday

Spring Holiday. Classes dismissed; offices closed.

April 16, Friday

Deadline for submission of all curriculum requests to General Education Council for 2010–11 Undergraduate Bulletin.

May 4, Tuesday

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

May 6–8, 10–12; Thurs.–Sat, Mon–Wed.

Final examinations

May 14, Friday

May Commencement, 10:00 A.M.



THE UNIVERSITY of NORTH CAROLINA
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