

A. Log In to UNCGenie

1. Go to the UNCG home page:
www.uncg.edu
2. Click on the text link 'UNCGenie.'

3. Click on the text link 'Enter Secure Area.'

4. Key in your nine-digit *User ID* number.
5. Key in your six-digit *PIN* number.
6. Click on the LOGIN button.

B. Access Your Registration Window Using UNCGenie

1. Click on the text link 'Student & Financial Aid.'

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Personal Information Alumni and Friends **Student**

Search SITE MAP HELP EXIT

Personal Information
Update addresses, contact information or marital status; View Housing; Review name or social security number change information; Change your PIN; Customize your directory profile

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student Services and Financial Aid
Apply for Admission, Financial Aid, Register for classes, SOAR and View your academic records

Student Account Center
Make payments, view account information, setup direct deposit for refunds.

CSC Reference File System
Career Services Reference File System

Return to Homepage
RELEASE: 7.3

2. Click on the text link 'Registration.'

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Search RETURN TO MENU SITE MAP HELP EXIT

Student Services & Financial Aid

Admissions
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule; Look up advisor.

Student Records
View your holds; Display your grades and transcripts; View your degree evaluation; Review charges and payments; Apply to Graduate.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Display Elections
Spartan Orientation, Advising & Registration (SOAR)
Register yourself and guests for SOAR.

RELEASE: 7.3.1

3. Click on the text link 'Check Your Registration Status.'

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Search RETURN TO MENU SITE MAP HELP EXIT

Registration

Select Term
Add/Drop Classes
Look-up Classes to Add
Change Class Options
Student Schedule by Day & Time
Student Detail Schedule
Registration Fee Assessment
Check Your Registration Status
Estimated Final Bill
Active Registration
Registration History
View Registration History
Look up Advisor
Answer a Survey
Online Advising Session Scheduling
Schedule your advising appointment with your advisor(s) online.
View Health Insurance Waiver Information
Buy Books
Purchase Books via automatic feed to UNGC Bookstore.

RELEASE: 7.3.1

B. Access Your Registration Window Using UNCGenie, continued . . .

4. Select a *Term* from the pull-down menu.

5. Click on the SUBMIT button.

6. Review your registration status information. [Your registration window will show where 'Date' is printed.]

C. Exit UNCGenie

1. Exit the system by clicking on the text link 'Exit' in the top right corner of the screen.