



# UNCGenie Advising and Registration Guide

1. Log into your secure UNCGenie account
2. Select the Student tab, then Registration
3. Look up your assigned advisor
4. Find advisor contact information
5. See when your registration window opens
6. Schedule a meeting with your advisor before registration begins
7. Under Student Records menu, select Degree Works to view your degree requirements and check your progress
8. Look up course offerings and build a proposed schedule
9. See Undergraduate Bulletin for course descriptions & prerequisites
  - \* Meet with your advisor to review your selections and obtain advising code
10. Register for classes (advising code needed for access)
11. Check your weekly schedule and course locations

**Enter Secure Area** 1  
 Login here to view your personal information.

**Campus Directory** 4  
 Contact information for campus employees.

**Payment Information**  
 View Payment Information and Due Dates

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

**General Financial Aid**  
 Financial Aid Application and Information Links.

**Class Schedule** 8  
 View the current schedule of classes.

**Detailed Class Schedule**  
 View detailed information of the current schedule of classes.

**Course Catalog** 9  
 View course information, including course description.

**Alumni & Friends**  
 Links to Alumni related sites.

**UNCG Homepage**  
 View the UNCG Homepage

**Open Public General Surveys**  
 Please check if you have any pending Public General Survey to answer.

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**Personal Information** **Student** **Financial Aid**

Search

**Student Services & Fin**

**Registration**  
 Check your registration status; Add or drop classes; Sell Student Records  
 View your holds; Display your grades and transcripts; View Financial Aid

**Financial Aid**  
 Apply for Financial Aid; Review the status of your financial Financial Aid Title IV Authorization  
 Complete your Financial Aid Title IV Authorization Form  
 Display Elections  
 Payment Confirmation  
 Confirmed Progress

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## Registration

Please be aware - Use of Bookmarks inside UNCGenie r

- Select Term
  - Add/Drop Classes 10
  - Look-up Classes to Add
  - Student Schedule by Day & Time 11
  - Student Detail Schedule
  - Registration Fee Assessment
  - Withdrawal Information
  - Check Your Registration Status 5
  - Active Registration
  - Registration History
  - View Registration History
  - Look up Advisor 3
  - Answer a Survey 3
  - Buy Books
  - Purchase Books via automatic feed to UNCC Bookstore.
  - Course Withdrawal History
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## Student Records

- View Holds
  - Midterm Grades
  - Final Grades
  - Grade Detail
  - Academic Transcript
  - Request Printed/Official Transcript
  - Select Tax Year
  - Tax Notification
  - Degree Works 7  
 For undergraduate degree evaluation and what it analyses
  - Degree Evaluation (CAPP) For undergraduate degree evaluation and what it analyzes
  - Dynamic Catalog
  - View Student Information
  - Virtual Advising
  - Apply to Graduate
  - Enrollment Verifications via Clearinghouse System
  - Change Your Major
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