

VIEWING YOUR ACADEMIC TRANSCRIPT IN GENIE

1. Log into your UNCGenie account
2. Select *Student Services & Financial Aid*
3. Select *Student Records*
4. Select *Academic Transcript* and proceed from there.

ACTIVATING YOUR UNCG EMAIL ACCOUNT

1. Click the link below to request and set up your UNCG email account.
https://uncg.service-now.com/support?id=kb_article_view&sys_kb_id=1e7bcd371bb6e0d0989186e9cd4bcbed

ACCESSING YOUR ONLINE DEGREE EVALUATION AND ACADEMIC CALENDARS

1. To view your online Degree Works degree evaluation, click on the link below for instructions.
<https://spartancentral.uncg.edu/registration-degree-planning/degree-planning/>
2. Click on the link below to view UNCG's academic calendar for important dates as you plan ahead.
<https://reg.uncg.edu/faculty/calendars/#registration>

HOW TO REGISTER FOR CLASSES

1. Log into your UNCGenie account through *Enter Secure Area* using your ID and pin number. (You should have received your ID & pin number from the Admissions Office upon admittance through your Spartan Link account.)
2. Select *Student Services & Financial Aid*
3. Select *Registration*
4. Select *Look Up Classes to Add*
5. Select term you are registering for.
6. For Subject: Select the department you wish to take a course in (Ex. ENG 101 is found in the English department). At this point, select *Class Search* at the bottom left of your screen.
7. If there is a box on the left hand side, that section is currently available. If you wish to register for that specific section, check the corresponding box and then click *Register* at the bottom of the screen.
8. Enter your Advising Code and hit *submit*.
9. At this time, you will see if you successfully registered for this course or not.
10. To continue with your registration, select *Class Search* at the bottom of the screen and choose your next course.
11. Another way to look up classes is to use click on 'class schedule' from the [uncgenie homepage](#) where you can progress from there with your search by term and then clicking in the 'subject' box or in the 'GEC categories/attributes' box.