**Course Registration Instructions (Using CRNs)**

1. Go to [www.uncg.edu](http://www.uncg.edu) and click on the icon to access to UNCGenie.

2. Click **Enter Secure Area**

3. Enter your **USER ID** and your **PIN**. Click **Login**. Your USER ID is a 9-digit number, also known as your Student ID. Your PIN is a 6-digit number you initially received from Undergraduate Admissions. If you forgot your PIN, use the “Forgot Pin” feature or visit getmypin.uncg.edu

4. Open the **Student** tab

5. Select **Registration**

6. Select **Add/Drop Classes**

7. Select the Term and click **Submit**. *Note: You may need to enter the term twice.*

8. When prompted for your **Advising Code**, enter your code and click **Submit**.

9. Use the **Class Schedule Search** tool to select courses for the upcoming semester:
   a. In a new tab, go to [www.uncg.edu](http://www.uncg.edu). Click on the icon to open UNCGenie
   b. Click **Class Schedule**
   c. Select a **Term**
   d. Search by **Subject** and/or by **Course Category**
   e. Browse the courses in your search results and select courses based on your degree requirements
   f. Read all footnotes in the **Notes** column to check if you are eligible to take a course based on co-requisite/pre-requisite requirements and major/GPA restrictions
   g. Review the **Course Type** to identify lecture or web-based courses
   h. Review the **Meeting Dates** of the course to confirm that the course takes place in a part of term desirable to you
   i. Review the **Days & Time** columns to avoid selecting courses with time conflicts
   j. Record the **CRN** for each course you select. Make sure to write down both CRN numbers if you are registering for a course and a co-requisite course

10. On the **Add/Drop Classes** form in Genie, type or paste all course CRNs into the available spaces. *Note: When registering for a co-requisite course, you must enter both CRNs at the same time*

11. Click **Submit**
Course Registration Instructions: Using Genie Advanced Search

1. Go to www.uncg.edu and click on the icon to access UNCGenie

2. Click on Enter Secure Area

3. Enter your User ID and your PIN. Then click Login. **Remember, your pin is a 6 digit number that you received from Undergraduate Admissions. If you have forgotten your PIN, use the “Forgot PIN?” feature, or go to getmypin.uncg.edu**

4. Click on Student Services and Financial Aid

5. Click on Registration

6. Click on Add/Drop Classes

7. Select the Term and click Submit. Note: You may need to enter the term twice.

8. When prompted for your Advising Code, enter your code and click Submit.

9. Scroll to the bottom of the page and click on Class Search

10. At the bottom of the page, click Advanced Search

11. Next to the Subject, scroll down to find your preferred department

12. Next to Number, type in your preferred course number. If you don’t know the course number or aren’t sure which course you plan to take, leave this box blank.

13. Scroll down and click on Class Search

14. A “C” on the far left side means that the section is “closed” or that there are no seats available in that section

15. When you find a course day and time that you want and there is an available seat and no restrictions (from the notes under Attributes), click/check the box next to the course you want. **Be aware that some courses may be online courses as designated by a “TBA” under course day and time**

16. Scroll down to the bottom of the page and click on Register

Congratulations! You have successfully registered for your course(s).