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://un冈.service-now.com/support?id=kb_article_view&sys_kb_id=1e7bcd371bb6e0d0989186e9cd4bcbe
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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 un冈egenie 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.