MEMORANDUM: Registering for Classes at UNCG - Fall 2016 and Spring 2017

To: Incoming Exchange Students

From: Delisha Stafford, M.S.
Incoming Exchange Coordinator

Subject: Academic Year 2016-2017

IPC will do everything possible to pre-register you for courses before your arrival. You must follow these instructions and send us your registration request as soon as possible for us to help you register. The Fall 2016 class schedule and course registration will be available starting in March/April. The Spring 2017 class schedule will be available in October. You will receive an email with exact dates as soon as they are available.

Instructions for Course Pre-Registration

1. Go to http://www.uncg.edu In the upper right-hand corner of the page, you will see this image (this is the UNCGenie link)

2. Clicking on the link will open up the "UNCGenie Homepage". Open the "Class Schedule" link. *Class schedule is typically available starting in March for the fall semester and October for the spring semester.

3. At the "Course Offerings Search" page, drop "Term" down to Fall 2016 if you are arriving in August or Spring 2017 if you arriving in January. For "Subject" drop down to the subject you are interested in. Click on "Course Search" and the screen will open up into your results. Note that in the column for "Days," Mondays (M), Tuesdays (T), Wednesdays (W), Thursdays (R) and Fridays (F) are represented by one-letter abbreviations. Note also that class availability is indicated by the number listed under the "Seats" column. "Enroll" indicates the number of students enrolled currently and "Limit" indicates the maximum number of seats in the class.

*For descriptions of course content, click on and then "Course Catalog." By clicking on "2016-2017 Undergraduate Bulletin," you will be able to access course descriptions for you appropriate department under "Academic Departments, Programs, & Courses".

4. Note: It is best to discuss your options with your home university advisor to ensure you are selecting courses that will transfer back to your home university for credit. After consultation with your academic advisor, choose the courses you are most interested in, along with some alternates.* Make careful note of the CRN number (found in the first column) for each course.

*Please be aware that you may take courses outside of your given major. For example, you can take French101 even if your major is business. Remember to always confirm your course selections with your home university academic adviser to ensure you will receive credit for the course at your home university.

*Courses with Prerequisites: Please read the Notes Column in the Course Search along with the course descriptions in the Undergraduate or Graduate Bulletin to determine if your courses have pre-requisites (Noted with a pr). If so, please determine if you have met those prerequisites (taken a similar course at
you home university). For each course that you are requesting that has pre-requisites, please explain to me how you have met these pre-requisites and what these courses are titled on your transcript.

5. **Course Request Instructions:** Once you’ve determined your schedule, complete the course registration request form via the link: [Course Registration Request Form](#)

   *Important Note:* Once you submit your course request via the link above, the information goes directly to Delisha Stafford and Amanda Pelon – it does not automatically register you in your requested courses. Once Delisha and Amanda receive your request, they will work with the Registrar’s Office and professors in order to try to register you in your requested courses. Submitting the request via the link does not mean that you are done with the course registration process. You will receive a confirmation email from Delisha Stafford or Amanda Pelon confirming the courses you were enrolled in and any courses that are pending. It is your responsibility to send an email to Delisha, saein@uncg.edu, if you have not received confirmation within 2 weeks.

   *How many courses should you choose?*
   You must enroll in courses full-time to retain your visa status. For undergraduate work, twelve (12) hours (usually four classes) are the minimum amount of hours to be considered a full-time student at UNCG. If you are a Graduate student, nine (9) hours (usually three classes) is the minimum to be considered full-time. A typical student spends two hours in preparation for every one hour of class time. Graduate students should spend at least four hours per week in preparation for every class hour.

   **Full time enrollment:**
   Undergraduate: 12 credit hours minimum per semester
   Graduate: 9 credit hours minimum per semester

   *When is the first day you can enroll in classes?*
   Course registration period lasts from March – August, 2016 for the Fall 2016 semester and October 2016 to January 2017 for the Spring 2017 semester. Please send your course requests as soon as possible in order to increase your chances of getting in your top choices.

6. Once you have been registered, you will receive an email of confirmation from Delisha. If you are a Business student, or plan on taking courses in the Bryan School of Business, you will receive a confirmation email from Amanda Pelon (International Programs Adviser, Bryan School of Business and Economics).

   The response may take up to 10 business days after you submit your request. If you do not receive an email to confirm what classes you are registered in within 10 business days, send a follow-up email to Delisha or Amanda.

7. IPC is here for you! We will do everything we can to ensure that you get the classes you need. If you do not get the courses you request, remember that you can change your schedule within the first week of class to suit your needs. **Ways to modify your course schedule will be discussed during Orientation, the week before classes begin.**