MEMORANDUM

To: Incoming Exchange Students

From: Kaitlin Ritchie, M.S.
 Incoming Exchange Coordinator

Subject: Registering for Classes at UNCG: Spring 2013

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.

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)

Clicking on the link will open up the "UNCGenie Homepage". Open the "Class Schedule" link.

3. At the "Course Offerings Search" page, drop "Term" down to Spring 2013. For "Subject" drop down to the subject you are interested in (your concentration on exchange). 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 "2012-2013 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, and then 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.

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 your 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 called on your transcript.

Course Request Instructions:
Once you’ve determined your schedule, complete the course registration request form via the link below:

https://docs.google.com/spreadsheet/viewform?formkey=dElYeDU2M2tiQkNDNVBN1hLYUtckE6MQ
*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, six (6) hours 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.

*When is the first day you can enroll in classes?
Course registration generally opens in early October for Spring registration. Course registration period lasts from October 2012 - January 18, 2013. Please send your course requests as soon as possible in order to increase your chances of getting in your top choices.

5. Once you have been registered you will receive an email of confirmation from Kaitlin. If you are a Business student, or plan on taking courses in the Bryan School of Business, you will receive a response from Amanda Pelon. The response may take up to ten business days. 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 Kaitlin. This is to ensure that your course request was not sent to spam.

6. 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.