

Help! I need to make changes to my schedule!



101 Forney Student Success Commons

students@uncg.edu

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What you'll need:

- 1) [Exploratory Freshman Friendly Guide](#)
- 2) A web tab open with your current schedule by day and time
 - See step-by-step instructions on the "[Interpreting my Schedule](#)" resource
- 3) A web tab open for the registration system
 - [UNCGenie](#) -> Enter Secure Area -> Login with Student ID and PIN -> Student tab -> Registration
 - Select Term: Fall 2021 -> Add/Drop Classes -> Enter Advising Code -> Submit



Do not drop a course from your schedule until you find a replacement class to add!
Do not make any changes to math/statistics classes or your FYE 101 class on your own!



How do I find the same class at a different day/time?

STEP ONE:

Write down the course prefix and course number. You can find this information on your schedule by day and time.

STEP TWO:

Filter the Exploratory Freshman Friendly Guide for the course prefix and course number from step one. Write down the subject.

STEP THREE:

Open your Registration tab (see "What you'll need" above). Go to "Add/Drop Classes," select "Class Search," then "Advanced Search."

STEP FOUR:

In the Advanced Search, select the appropriate subject and course number, find "Part of Term" and select "Full Term," and click "Section Search."

STEP FIVE:

Review the results and check the following columns:

- Select: must have check box! "C" indicates a section with no open seats.
- Days: Monday (M), Tuesday (T), Wednesday (W), Thursday (R), Friday (F)
- Time: double check your schedule by day and time to ensure no time conflicts
- Location: identifies physical building or online meeting (ONLC 000)

STEP SIX:

Write down the 5-digit CRN number of the course you'd like to add. See "How do I add and drop classes in UNCGenie?" below to make your schedule adjustment.

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CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location
80997	KIN	220	02	G	3.000	Lifetime Wellness	MWF	08:00 am-08:50 am	50	10	40	0	0	0	0	0	0	Gregory L. Daniels (P)	08/17-12/01	LIBR 032

Example: The course above meets on Monday, Wednesday, and Friday from 8-8:50 AM in the room 032 in the library. The course has 40 seats remaining and is a full term class beginning on 8/17 and ending on 12/01. The CRN number is 80997.

KIN 220-04A
81133 Class
3:30 pm-4:45 pm
EBER 284

Course Prefix: KIN
Course Number: 220
Subject: Kinesiology
MAC Competency: Health & Wellness

Subject:

Course Number:

How to Filter the Freshman Friendly Guide:

STEP ONE: Click the filter icon

STEP TWO: Select "Create New Temporary Filter View"

STEP THREE: Click the three lines in the bottom corner of the column you'd like to filter

STEP FOUR: Click "Clear"

STEP FIVE: Select the appropriate Course Prefix and click "OK"



Course Prefix

How do I find a different class that meets the same MAC Competency?

STEP ONE:

Write down the course prefix, course number, and MAC competency of the class you'd like to change. You can reference your courses and the corresponding MAC competencies in the email you received from students@uncg.edu in June.

STEP TWO:

Filter the Exploratory Freshman Friendly Guide for the MAC competency of your original course. This will show you the list of all other courses that meet the same MAC competency, including course descriptions (not pictured). Write down the subject and course number of classes you are interested in.

STEP THREE:

Open your Registration tab (see "What you'll need" above). Go to "Add/Drop Classes," select "Class Search," then "Advanced Search."

STEP FOUR:

In the Advanced Search, select the appropriate subject and course number, find "Part of Term" and select "Full Term," and click "Section Search."

STEP FIVE:

Review the results. You will want to check the following columns:

- Select: must have check box! "C" indicates a section with no open seats.
- Days: Monday (M), Tuesday (T), Wednesday (W), Thursday (R), Friday (F)
- Time: double check your schedule by day and time to ensure no time conflicts
- Location: identifies physical building or online meeting (ONLC 000)

STEP SIX:

Write down the 5-digit CRN number of the course you'd like to add. See "How to Add/Drop Classes" below to make the schedule swap.

MAC Competency: Health & Wellness

MAC Competency	Subject	Course Prefix	Course Number
Health & Wellness	Kinesiology	KIN	220
Health & Wellness	Nutrition	NTR	213
Health & Wellness	Public Health	HEA	201

Subject:

Course Number:



Quick Tip!

There are three separate Critical Thinking and Inquiry MAC competencies.

Each course you take to satisfy a Critical Thinking and Inquiry competency must have a different course prefix. You can reference your courses and the corresponding MAC competencies in the email you received from students@uncg.edu in June.

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date	Location
82068	HEA	201	01A	G	3.000	Personal T Health		08:00 am-09:15 am	18	7	11	0	0	0	0	0	0	TBA	08/17-12/01	SOEB 102
							R	08:00 am-09:15 am										TBA	08/17-12/01	ONLC 000

Example: The course to the left meets on Tuesday from 8–9:15 AM in SOEB 102 and Thursday from 8–9:15 AM online. The course has 11 seats remaining and is a full term class beginning on 8/17 and ending on 12/01. The CRN number is 82068.

How do I add and drop classes in UNCGenie?

STEP ONE:

From your Registration tab (see "What you'll need") go to "Add/Drop Classes."

STEP TWO:

Select "Web Drop" next to the class you want to drop. Type the CRN number for the class you wish to add in a rectangle beneath the "Add Classes Worksheet."

STEP THREE:

Click submit to simultaneously drop the original class and add the new class. You should no longer see the original class, and the new class will have "Web Registered" next to it. Refresh your schedule by day and time.



Received a registration error message?



Troubleshoot using our [Registration Errors Guide](#)

Note: Do not register for a waitlisted class.