

Help me! I need this Business class, but....

...the course is CLOSED

Step 1: Fill out a Drop/Add form with your personal information and the course information (CRN, Course Title, Course Number)

Drop/Add Form: <http://www.uncg.edu/reg/Forms/DropAddForm.pdf>

Step 2: Take the form to the professor's office OR take it to the first day of the class. **Ask the professor to sign the form.**

Find faculty email and office location here: https://banweb.uncg.edu/prod/bwzkwdrs.p_get

Step 3: If the professor signs the form to give you permission to take the Business course, bring the completed form to Bryan 301 for pre-requisite approval and stamp.

Step 3: If the professor does not sign the form, continue to check the class on UNCGenie for an open seat during the first week because many students drop during the first week of classes. If a seat becomes available, register for the class in UNCGenie.

OR

Step 4: Submit completed Drop/Add form, with stamp, to the Registrar's Office (180 Mossman).

Step 3: If you **CANNOT** enter the class: Choose a different class to add, before the drop/add deadline.

...the course has a PREREQUISITE

Step 1: Fill out a Drop/Add form with your personal information and the course information (CRN, Course Title, Course Number)

Drop/Add Form: <http://www.uncg.edu/reg/Forms/DropAddForm.pdf>

Step 2: Work with a Bryan Undergraduate Academic Advisor (Bryan 301).
Bring a copy of an unofficial transcript from previous experience to verify prerequisites, if transfer credit is pending!

Step 3: If you receive a positive response: you will receive a stamp approval from Bryan Undergraduate Student Services.

Step 3: If the Advisor does **NOT** allow you to enter the class: Choose a different class to add, before the drop/add deadline.

Step 4: Submit the completed Drop/Add form to the Registrar's Office (180 Mossman)

Additional Information

- **Registrar's Office:** located in 180 Mossman Building (for website: [link to UNCG campus map](#))
- You can **DROP** a class via UNCGenie instead of using the Drop/Add Form
- **To view your schedule:** Sign in to UNCGenie. Click on the "Student" tab (at the top of the page), select "Registration", then select "Student schedule by day and time."