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Welcome

Welcome to UNCG and welcome to what we affectionately call the Bryan School!

My name is Chara Garmon, I graduated with my B.S. in 2012 and honestly I couldn't have asked for a better college experience than UNCG. I majored in International Business and Marketing. While attending, I participated and served in leadership roles with a number of organizations including Alpha Lambda Delta, Golden Key International Honour Society, NAACP, WUAG 103.1, The International Programs Center, and the Dean's Student Advisory Council for the Bryan School.

During my time at UNCG, I also studied abroad in Hong Kong and could not have made the decisions regarding my studies without the one-on-one guidance of my advisors.

The summer of my junior year, I was given the opportunity to work as a Student Academic Advisor alongside some of the best faculty that the Bryan School has to offer. I assisted incoming students with scheduling concerns, as well as questions about degree requirements.

One thing I value most from my time at UNCG is having served in leadership roles. One of the roles that I am the most thankful for was the presidency of Dean Banks' Student Advisory Council during my senior year. Through this role, I liaised between Dean Banks, faculty and council members on a wide range of topics. The most significant being the Class Gift and finding ways to increase the communication efforts throughout the school. I learned a tremendous amount about myself, my leadership skills, how to conduct myself professionally and the importance of dedicating time to the betterment of my community.

As you can see, the possibilities for immersion into your university are endless. Let me just say, as an incoming student, you've made one of the best decisions of your life. The second decision you must make is to pursue your dreams, relentlessly.

After my time at UNCG, I went on to receive my M.A. in Music Business in 2015 from New York University. I've worked with two major record labels and I've met a host of wonderful people along the way. I credit Dean Banks, the Bryan School's professors, advisors, faculty, staff, my fellow students and every employee that makes the Bryan School an inviting place to call home and for laying an incredible foundation for me. Without such a strong foundation, I would not have become the person I am today.

Remember to walk through campus with pride, be kind to those around you, and encourage one another to reach further and think bigger.

Take this advice from a student that was in your exact position years ago; Don’t be afraid to be challenged, to dream, to ask for help, to get involved, to be different or to think differently. You’ve made it this far, never stop believing in yourself. The Bryan School is here to aid in your pursuit of excellence.

Have a great year!

Chara G. Garmon
Bryan School Mission

In the Bryan School of Business and Economics, we create and disseminate knowledge about the theory and practice of business. In addition to our courses and research, we accomplish this through hands-on projects, global experiences, and outreach to the community. Our work produces principled leaders and exceptional problem solvers who have a global perspective, an innovative mindset, a broad understanding of sustainability, and a commitment to improve the organizations in which they work and the communities in which they live.

Bryan Undergraduate Student Services

As a Bryan School student, you are assigned a professional advisor in Bryan Undergraduate Student Services located in Bryan 301. You and your advisor will work each semester on course selection and registration but we encourage you to discuss your academic goals with your advisor regularly to stay on track with achieving them.

Academic Advising for course selection and registration takes place in the preceding semester, typically in late-September (for spring and summer classes) and late-February (for summer and fall classes). Prior to advising and early-registration, Bryan Undergraduate Student Services will send out information to your iSpartan email account on how to schedule your advising appointment online.

Advisors are also available year-round by appointment to assist students with graduation plans, goal-setting, and success strategies. Current students can schedule an appointment with their assigned advisor using Starfish. Directions for using Starfish can be found in this handbook on the “Advising Appointments” page.

Office Hours: Monday through Friday
8am-5pm
Number: 336-334-5928
Website: bae.uncg.edu/advising

Bryan Accreditation

As a student in the Bryan School your degree program meets the highest standards for business schools worldwide.

The Bryan School is accredited by AACSB International the Association to Advance Collegiate Schools of Business. All of the Bryan School’s professional programs have been through a rigorous and comprehensive review and have been designated as accredited programs. The Accounting program has received additional accreditation status specifically for Accounting programs. For information about AACSB International please visit http://www.aacsb.edu/.
Bryan School Opportunities

Bryan School Clubs and Organizations
Campus involvement is an important part of a successful and rewarding college experience. Not only will you quickly make friends and be able to network for your future, but you will be able to develop organizational and leadership skills that will impress future employers. We encourage you to get involved at UNCG, and help define this campus community. A listing of some of the Bryan School Student Clubs and Organizations is as follows:

- Alpha Kappa Psi
- Beta Alpha Psi
- Beta Gamma Sigma
- Black Business Students Association
- Collegiate Entrepreneurs Organization
- Delta Sigma Pi
- Future Finance Professionals
- Human Resources Management Association
- THREADS
- Upsilon Pi Epsilon

**NEW FALL 2016 – Bryan Student Ambassadors (for more information contact Amanda Everhart a_everha@uncg.edu)**

Bryan School Scholarship Information
Scholarship assistance is awarded through the Joseph M. Bryan School of Business and Economics and requires completion of an application found at http://bae.uncg.edu/undergraduate/prospective-students/scholarships-fellowships/. Priority is given to those who apply by March 1st for the upcoming academic year.

For further information, please contact the Office of the Dean of the Joseph M. Bryan School of Business and Economics via phone at (336) 334-5338 or through email at Bryan_Scholarships@uncg.edu.

Bryan School Study Abroad
At the Bryan School we know the value of including a study abroad program as part of your education experience. With more than 60 partner exchange universities abroad, students trade places making costs close to what you would pay if you stayed here. Almost all of the courses you can take abroad will be taught in English so you can even stay on track for a timely graduation. Studying abroad is an excellent way to develop the skills necessary to compete in today's global business environment. To get started reserve your seat in one of our Study Abroad Interest Meetings.

Call 336.334.5928
or email bryabrod@uncg.edu for more information.
Additional information is available online at http://bryanabroad.uncg.edu.

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# Spring 2018 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, Monday</td>
<td>Classes begin, 8:00 a.m.</td>
</tr>
<tr>
<td>January 8–12, Mon.–Fri.</td>
<td>Late registration and schedule adjustment</td>
</tr>
<tr>
<td>January 12, Friday</td>
<td>Financial aid satisfactory academic progress appeals deadline; hours locked for financial aid purposes.</td>
</tr>
<tr>
<td>January 12, Friday</td>
<td>Last day to withdraw from a course for tuition and fees refund; course withdrawal policy in effect after this date.</td>
</tr>
<tr>
<td>January 15, Monday</td>
<td>Dr. Martin Luther King Jr. holiday. Classes dismissed; offices closed.</td>
</tr>
<tr>
<td>February 1–28</td>
<td>Undergraduate Students declare or change major in February.</td>
</tr>
<tr>
<td>February 2nd, Friday</td>
<td>Final deadline for undergraduates to apply to graduate in May 2018</td>
</tr>
<tr>
<td>March 2, Friday</td>
<td>Last day to withdraw from a course without incurring a WF grade (withdraw failing)</td>
</tr>
<tr>
<td>March 3, Saturday</td>
<td>Instruction ends for Spring Break, 1:00 p.m.</td>
</tr>
<tr>
<td>March 12, Monday</td>
<td>Classes resume after Spring Break, 8:00 a.m.</td>
</tr>
<tr>
<td>Mar. 12–Apr. 18, Mon.–Wed.</td>
<td>Fall 2018 advising for continuing students, by appointment</td>
</tr>
<tr>
<td>Mar. 26–Apr. 18, Mon.–Wed.</td>
<td>Fall 2018 registration for continuing students</td>
</tr>
<tr>
<td>March 30, Friday</td>
<td>Spring holiday. Classes dismissed; offices closed.</td>
</tr>
<tr>
<td>April 25, Wednesday</td>
<td>Last day of classes.</td>
</tr>
<tr>
<td>April 26, Thursday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>April 27 &amp; 28, Apr. 30–May 3, Fri &amp; Sat., Mon.–Thurs.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 4, Friday</td>
<td>May Commencement, Greensboro Coliseum</td>
</tr>
</tbody>
</table>

For a comprehensive list of University calendars go to: [http://www.uncg.edu/reg/Calendar/](http://www.uncg.edu/reg/Calendar/)
## Important Contact Information

<table>
<thead>
<tr>
<th>Office/Service</th>
<th>Website/Email</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryan Advising</td>
<td><a href="http://bae.uncg.edu/advise/">http://bae.uncg.edu/advise/</a> <a href="mailto:bryansch@uncg.edu">bryansch@uncg.edu</a></td>
<td>(336) 334-5928</td>
</tr>
<tr>
<td>Campus Police</td>
<td><a href="http://police.uncg.edu/">http://police.uncg.edu/</a> <a href="mailto:police@unc.edu">police@unc.edu</a></td>
<td>(336) 447-3898</td>
</tr>
<tr>
<td>Career Services</td>
<td><a href="http://csc.uncg.edu/">http://csc.uncg.edu/</a> <a href="mailto:career_services@uncg.edu">career_services@uncg.edu</a></td>
<td>(336) 334-5454</td>
</tr>
<tr>
<td>Counseling &amp; Testing Center</td>
<td><a href="http://www.uncg.edu/sch/ctc/">http://www.uncg.edu/sch/ctc/</a></td>
<td>(336) 334-5874</td>
</tr>
<tr>
<td>Dean of Students</td>
<td><a href="http://sa.uncg.edu/dean/">http://sa.uncg.edu/dean/</a> <a href="mailto:deanofstudents@uncg.edu">deanofstudents@uncg.edu</a></td>
<td>(336) 334-5514</td>
</tr>
<tr>
<td>Office of Accessibility</td>
<td><a href="http://ods.uncg.edu/">http://ods.uncg.edu/</a> <a href="mailto:oars@uncg.edu">oars@uncg.edu</a></td>
<td>(336) 334-4412</td>
</tr>
<tr>
<td>Resources &amp; Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid</td>
<td><a href="http://fia.uncg.edu/">http://fia.uncg.edu/</a> <a href="mailto:finaid@uncg.edu">finaid@uncg.edu</a></td>
<td>(336) 334-5702</td>
</tr>
<tr>
<td>Student Health Services</td>
<td><a href="http://studenthealth.uncg.edu/">http://studenthealth.uncg.edu/</a></td>
<td>(336) 334-5340</td>
</tr>
<tr>
<td>Registrar's Office</td>
<td><a href="http://www.uncg.edu/reg/">http://www.uncg.edu/reg/</a></td>
<td>(336) 334-5946</td>
</tr>
<tr>
<td>Students First Office</td>
<td><a href="http://studentsfirst.uncg.edu/">http://studentsfirst.uncg.edu/</a> <a href="mailto:students@uncg.edu">students@uncg.edu</a></td>
<td>(336) 334-5730</td>
</tr>
<tr>
<td>Cashiers &amp; Student Accounts</td>
<td><a href="http://csh.uncg.edu/">http://csh.uncg.edu/</a> <a href="mailto:cashier@uncg.edu">cashier@uncg.edu</a></td>
<td>(336) 334-5831</td>
</tr>
<tr>
<td>Student Success Center</td>
<td><a href="http://success.uncg.edu/">http://success.uncg.edu/</a></td>
<td>(336) 334-3878</td>
</tr>
<tr>
<td>Math Help Center</td>
<td><a href="http://www.uncg.edu/mat/">http://www.uncg.edu/mat/</a> mathhelpcenter/ <a href="mailto:maya@uncg.edu">maya@uncg.edu</a></td>
<td>(336)-334-5836</td>
</tr>
<tr>
<td>Speaking Center</td>
<td><a href="http://speakingcenter.uncg.edu/">http://speakingcenter.uncg.edu/</a></td>
<td>(336) 334-1346</td>
</tr>
<tr>
<td>Writing Center</td>
<td><a href="http://www.uncg.edu/eng/writingcenter/">http://www.uncg.edu/eng/writingcenter/</a></td>
<td>(336) 334-3125</td>
</tr>
</tbody>
</table>
## High School vs. College

### HIGH SCHOOL

- *High school is *mandatory* and usually *free.*
- *You can count on parents and teachers to remind you of your responsibilities and to guide you in time management and setting priorities.*
- *Most of your classes are arranged for you.*
- *You are not responsible for knowing what it takes to graduate.*
- *You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.*
- *You are expected to read short assignments that are then discussed, and often re-taught, in class.*
- *Teachers often take time to remind you of assignments and due dates.*
- *Teachers present material to help you understand the material in the textbook.*
- *Testing is frequent and covers small amounts of material.*
- *Initial test grades, especially when they are low, may not have an adverse effect on your final grade.*
- *You may graduate as long as you have passed all required courses with a grade of D or higher.*

### COLLEGE

- *College is *voluntary* and *expensive.*
- *You must balance your responsibilities and set priorities. You manage your own time.*
- *You arrange your own schedule in consultation with your adviser.*
- *Graduation requirements are complex, and differ from year to year. You are expected to know those that apply to you.*
- *You need to study at least 2 to 3 hours outside of class for each hour in class.*
- *You are assigned substantial amounts of reading and writing which may not be directly addressed in class.*
- *Professors expect you to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of you, when it is due, and how you will be graded.*
- *Professors may not follow the textbook. The required reading will provide background information or research about the topic. Faculty will expect you to relate the class content to the textbook readings.*
- *Testing is usually infrequent and may be cumulative, covering large amounts of material. A particular course may have only 2 or 3 tests in a semester.*
- *Watch out for your first tests. These are usually "wake-up calls" to let you know what is expected—but they also may account for a substantial part of your course grade.*
- *You may graduate only if your average in classes meets the departmental standard—typically a 2.0 or C (not a C-!).*

### For an easier transition:

- Take control of your own education.
- Get to know your professors and advisors; they are your greatest resources.
- Be proactive and seek help when you need it.

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*Adapted from Southern Methodist University’s High School to College Guide*
Bryan School Academic Policies

Bryan 1st Day Policy

Students are required to attend the first day of all Bryan school courses. Failure to attend the first day of class may result in the student being dropped from the class.

Bryan GPA Requirement

The Bryan School requires that you maintain a minimum cumulative GPA of 2.0 to enroll in any Bryan business classes and to graduate with a degree from the Bryan School and UNCG. There are many resources on campus to help you meet this GPA requirement. Your academic advisor can help you figure out which resources will best meet your needs, so make sure you schedule an appointment to talk over your options if you find that you’re having trouble with your classes.

Bryan Attendance Policy

Regular class attendance is a responsibility and a privilege of a university education. It is fundamental to the accumulation of knowledge. Students should recognize the advantages of regular class attendance, accept it as a personal responsibility, and know the consequences of poor attendance. Instructors should stress the importance of these responsibilities to students, set appropriate class attendance policies for their classes, and inform students of their requirements in syllabi, through online learning platforms, and orally at the beginning of each term.

Bryan Grade Requirement

Students must earn a C or better, not a C-, in all classes taken towards a concentration or major.

Bryan 2.0 GPA Requirement and Appeal Process

Students must have a cumulative GPA of 2.0 or better to be eligible to take any business classes. If a student has not met the 2.0 requirement over a semester, the student has the right to appeal for permission to take business classes in an effort to improve their GPA. To submit the appeal students should go to http://bae.uncg.edu/advise/bryan-forms/bryan-gpa-appeal/. Appeals will be reviewed on Tuesday of each week.

Please contact the office at 336-334-5928 or via email at bryansch@uncg.edu with any questions or problems encountered with this form.

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UNCG Academic Policies

GPA Calculator

Use the GPA calculator to predict your semester or cumulative GPA. You can also use the calculator to predict your GPA after a grade replacement. The GPA calculator can be found here: [http://studentsfirst.uncg.edu/advising/calculator.php](http://studentsfirst.uncg.edu/advising/calculator.php)

UNCG Grade Replacement Policy

In rare cases, a UNCG student may repeat a UNCG course in an attempt to earn a better grade. Students may request that an original grade in a course be removed from their GPA and replaced by the grade earned in the repeated course. Only 300 level courses and below may be repeated and replaced by the grade earned in the repeated course. During their undergraduate careers students may request to replace the grades for a total of 3 courses. For more information regarding this policy please speak with your advisor or visit [http://web.uncg.edu/reg/Bulletin/Current/AcaRegs/Grading.aspx?cat=GradeReplacement](http://web.uncg.edu/reg/Bulletin/Current/AcaRegs/Grading.aspx?cat=GradeReplacement).

Academic Good Standing

To continue in academic good standing at UNCG, students must maintain a cumulative grade point average of 2.0, complete a minimum of 67% of their semester hours each term, and earn a minimum of 67% of all cumulative hours attempted.

UNCG Course Load Policy

Twelve semester hours is considered full-time status for undergraduates. An undergraduate student must be enrolled for a minimum of 12 hours to qualify for full-time certification. A typical course load for a full-time student is 5 classes or 15 –16 credit hours per semester. To complete most undergraduate degrees in four years, students should plan to carry 15 or 16 hours per semester.

Undergraduates may not take more than 18 hours per semester except with the approval of the Dean of Undergraduate Studies, located in132 McIver. Students who have cumulative grade point averages of 3.0 may be authorized, in special circumstances and at the discretion of the Dean of Undergraduate Studies, to carry a maximum of 21 hours of course work. The student should contact the Students First Office at 336.334.5730 for information concerning course overloads.

Academic Probation

Students will be placed on academic probation if their cumulative GPA falls below a 2.0 or if they do not complete at least 67% of their hours. Students on academic probation must earn a 2.30 term GPA each term to be eligible to continue until good standing is restored. For a full explanation of the Academic Suspension

Students will be placed on academic suspension if they fail to meet any one of the requirements to continue on academic probation. For a full explanation of the University suspension policy, please go to [http://studentsfirst.uncg.edu/standing/suspension/](http://studentsfirst.uncg.edu/standing/suspension/)
ACADEMIC STANDING POLICY

Beginning Fall 2014, undergraduate students’ academic standing will be based on both grade point average (GPA) and Satisfactory Academic Progress (percentage of hours completed each term).

Academic Good Standing

All students must meet the following requirements to remain in Academic Good Standing:

- Maintain a minimum cumulative GPA of 2.00
- Earn 67% of their semester hours each term
- Earn a minimum 67% of their cumulative hours attempted

Failure to meet any of these requirements each term will result in academic probation, suspension, or dismissal.

Students in their first term at UNCG will fall on Academic Warning if they earn a minimum cumulative GPA of 2.00 but only earn 50-66.9% of their semester hours.

If you have questions...

1. Visit studentsfirst.uncg.edu for more information
2. Talk to your academic advisor about the impact of these policy changes on your financial aid and graduation plan
3. Contact the Students First Office, UNCG’s Academic One-Stop-Shop, for additional guidance navigating the policy changes

Students First Office
McIver Building, Room 061
phone: 336.334.5730
e-mail: students@uncg.edu
web: studentsfirst.uncg.edu

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WITHDRAWAL POLICY

Beginning Fall 2014, undergraduate students can withdraw from a maximum of 16 semester hours over the course of their degree. The following exceptions will not count in the 16 hour limit:

• Withdrawal hours accrued prior to Fall 2014

• Withdrawal from a course or courses during the schedule adjustment period which is usually during:
  • The first five days in fall and spring terms
  • The first two days in summer sessions

See the Parts of Term Calendar for specific dates

• Total withdrawal from all courses prior to the last day to withdraw without academic penalty

Course Withdrawal Requests

Students who experience documented extenuating circumstances may submit a Course Withdrawal Request through the Office of the Dean of Undergraduate Studies. If approved, withdrawal hours assigned through the Course Withdrawal process will be exempt from the 16 hour limit.

Understanding Withdrawal Grades

<table>
<thead>
<tr>
<th>W Grade on Transcript</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Withdrawals prior to Fall 2014</td>
</tr>
<tr>
<td>WX</td>
<td>Withdrawals that count toward the 16 hour limit beginning Fall 2014</td>
</tr>
<tr>
<td>WT</td>
<td>Total Withdrawals prior to the drop date</td>
</tr>
<tr>
<td>WE</td>
<td>Withdrawals assigned through the Course Withdrawal Process</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawals after the drop date that calculate as an “F” in the GPA</td>
</tr>
</tbody>
</table>
Advising Appointments

Bryan Undergraduate Student Services wants to partner with Bryan School students to reach new heights that represent the quality education, business aptitude, and ethical prominence with which each student has been equipped to do something bigger altogether. As part of a successful academic advising partnership students will:

1. Make use of information and communication provided to them.
2. Operate autonomously by scheduling and attending appointments.
3. Demonstrate an ability to use Undergraduate Student Services technology and resources.
4. Initiate proactive and timely communication with their assigned advisor.
5. Seek out feedback from advising sources to make informed academic decisions.
6. Evaluate personal and academic skills, abilities, interests and goals.
7. Correctly interpret and apply program requirement information from degree evaluation.

Advising Appointments

Each student is required to meet with his or her academic advisor at least once each semester to receive their advising code in order to register for classes. Additional advising appointments can be made year-round at any time, for any reason. The Bryan Undergraduate Student Services Office prides ourselves on giving students one-to-one attention and we encourage all our students to begin to form a relationship with your advisor. Students must schedule an appointment with their advisor using Starfish.

Starfish Instructions

- Go to starfish.uncg.edu.
- Log in with your username and password.
- You will now see your Starfish homepage.
- Under the “My Success Network” section, you will see a list of all UNCG faculty, advisors, and staff to whom you have Starfish access. Use the scroll tool to find your advisor’s name.
- From the calendar on the left side of the page you will see dates in BOLD. These are dates in which there are spaces available.
- Click on a date that you would like to have an appointment—you can also scroll through a week view using the arrows in the upper corner on the right side of the weekly calendar.
- Click on the green plus sign beside the time that you would like your appointment.
- A window will open with detailed information about the day and time of the appointment you selected. You will be prompted to choose reasons for which you would like to meet. In the description box at the bottom you can type additional information.
- If you are requesting a phone appointment you MUST provide a telephone number to which your advisor can call you at the designated time.
- Click “Submit” when you are finished.

Students arriving 5 minutes late or more will be asked to reschedule the appointment.
Student/Advisor Responsibilities

Bryan Undergraduate Student Services Advisors are available throughout the year to assist with anything you need. Call the office or send an email to your assigned advisor whenever necessary, however it is often best to schedule an appointment. We offer phone appointments for those who cannot easily come to campus during regular advising hours, and we typically have walk-in hours each week for urgent concerns.

As you have certain expectations of us, we also have expectations of you. Here is a general outline of our respective responsibilities throughout your time at UNCG.

**Advisor Responsibilities:**
- Develop relationship with advisee based on mutual respect and trust
- Interpret curriculum and policies clearly, accurately and consistently
- Provide services in an efficient and timely manner
- Act as link between student and university
- Help students define educational and career objectives
- Mentor student through transition to college and professional development needs
- Advocate for student’s best interest
- Identify conditions that may hinder students’ academic progress and propose alternatives for change
- Know campus resources and refer as necessary, but remember that the student has to take initiative!

**Student Responsibilities:**
- Develop relationship with advisor based on mutual respect and trust
- Actively seek assistance – make appointments when necessary and arrive on time with questions, ideas and session goals in mind
- Be mindful of advisor’s time and workload
- Keep contact information current, and check UNCG e-mail daily – this is the main form of University communication
- Be professional and respectful in all forms of communication
- Know about University rules, requirements, policies and procedures and where to find them
- Be aware of important dates and deadlines
- Take initiative for personal success – you are in charge, for better or worse!
Advising Resources

**When should I meet with my academic advisor?**

Students can and are encouraged to meet with your academic advisor at any time. The following are a few examples:

- To create a 4-year course plan
- When I’m having trouble in a course
- To plan for Study Abroad
- To discuss major or career options
- Before registering for classes each semester (mandatory)

**How should I prepare for my advisement appointment?**

Students are encouraged to show up a few minutes early for their advising appointment. Students arriving 5 minutes late or more will be asked to reschedule.

Plan ahead for your appointment by reviewing your current degree evaluation, reviewing the master schedule of classes, putting together a list of classes you would like to take, and compiling a list of questions you might have.

**How will I know who my academic advisor is?**

- Log into UNCGenie with your UNCG ID and PIN
- Click on the Student tab at the top of the screen
- Click on Student Records
- Click on View Student Information
- Your Primary Advisor will be listed in the middle of the page

**Where can I find advising resources?**

Are you looking for information on what courses to choose for your next semester? Visit [bryan.uncg.edu/advise](http://bryan.uncg.edu/advise).

You can find sample 4-year course plans here [http://bryan.uncg.edu/advise/four-year-degree-requirements/](http://bryan.uncg.edu/advise/four-year-degree-requirements/). Course sequencing charts can be found here [http://bryan.uncg.edu/advise/course-sequencing/](http://bryan.uncg.edu/advise/course-sequencing/).

Prerequisite lists are also available under the “information” section to help you figure out what courses you need to take and when you need to take them.
Registration Instructions

A. Log into UNCGenie

1. Go to the UNCG home page: www.uncg.edu
2. Click on the ‘UNCGenie’ icon on the top right corner of the page
3. Click on the text link ‘Enter Secure Area’ on the ‘Entry’ screen

B. Register Using UNCGenie

1. Navigate to the Add/Drop Classes Screen
   a) On the ‘Welcome’ screen, click on the text link ‘Student Services and Financial Aid.’
   b) On the ‘Student Services & Financial Aid’ screen, click on the text link ‘Registration.’
   c) On the ‘Registration’ screen click on the text link ‘Add/Drop Classes.’
   d) On the ‘Select a Term’ screen, select a term from the drop-down menu and then click on the SUBMIT button.
   e) On the ‘Advising Code Verification’ screen, type in your six-digit Advising Code and then click on the SUBMIT button.

2. Add/Drop Classes
   a) Type the Course Reference Numbers (CRNs) for the courses you wish to take in the boxes at the bottom of the screen. (You may submit up to ten CRNs at once.)
   b) Click on the SUBMIT CHANGES button
   c) If all of the requirements are met, the text ‘Web Registered’ and the date of registration will display in the “status” column of the “current schedule” section.
   d) To remove a course from the schedule, click on the drop-down menu under the “action” column, select “web drop,” and click on the SUBMIT CHANGES button.
   e) Errors that prevent registration (e.g., failure to meet a prerequisite, closed section, level restriction) are displayed in the Registration Add Errors section. (This section does not appear unless errors are encountered.)
Registration Tips

Helpful Hints

- Always look for footnotes—these can determine your eligibility to take a course.
- “Pr” means prerequisite. You MUST complete ALL prerequisites BEFORE enrolling in a course.
- “R” means Thursday, so “TR” means Tuesday and Thursday.
- 15-16 semester hours is a typical full-time course load (5-6 classes).
- Use the online course schedule search to find available courses and the number of seats available.
- Write down the Course Registration Number “CRN” which is the 5 digit code that identifies each course.
- Write down the days and times of the courses you wish to register for to prevent you from “double-booking” any courses.

Degree Evaluation

A Degree Evaluation is a Web-based report that tracks your academic progress. It is your road map to graduation.

- Lists all requirements for your chosen major
- Reports courses you have successfully completed and/or are enrolled in
- Guides you to select appropriate courses for your degree
- Provides accurate and up-to-date information
- Is accessible any time using UNCGenie
- Can be run at any time by following the instructions on the Degree Evaluation page in this handbook

Undergraduate Bulletin

- The best resource for all degree requirement information is the Undergraduate Bulletin and it is only available online: https://reg.uncg.edu/catalog/2017-18-undergraduate-bulletin/
- You must follow the GEC and MAJOR requirements as stated in the 2017-2018 Bulletin.

Other important information published in the Undergraduate Bulletin:

- Academic Calendar
- Academic Regulations and Policies
- GEC Requirements
- All UNCG Degree Program descriptions
- All Major and Minor requirements
- Descriptions for all courses offered
- Expenses, Payments, and Refund Policies

To familiarize yourself with the Undergraduate Bulletin, do this quick exercise:
1. Choose a subject that interests you (use the Undergraduate Bulletin Index)
2. Read the course descriptions (scroll down through the department section to find a course you may want to take in the future.)

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How Do I Get My Degree Works Evaluation?

1. Log onto UNCGenie at www.uncg.edu
2. Enter Secure Area
3. Type in User ID and PIN
4. Click “Student” Tab
5. Click “Student Records” link
6. Click “Degree Works” link

How Do I Do a What-If Analysis for a Change of Major or Double Major Degree Works Evaluation?

Complete the above steps 1 through 6.
1. On the left-side navigation menu select “What If”
2. Select Program: “BS in Business and Economics”
3. Select Major from drop-down list
4. Select Concentration from drop-down list
5. You must select a concentration, OR COURSES WILL BE MISSING
6. Click “Process What-if” button near the top left
...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](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 the Advisor does **NOT** allow you to enter the class: Choose a different class to add before the drop/add deadline.

**OR**

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

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

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...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](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](https://banweb.uncg.edu/prod/bwzkwdrs.p_get)

**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. If a seat does not become available, choose another class to add before the ADD/DROP deadline.

**OR**

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