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Hello future Spartans! My name is Brittney Gray and I am a junior here, majoring in Consumer Apparel and Retail Studies. I have had the pleasure of spending all my college experience here at UNCG. After high school graduation, I had many opportunities but the one that I believed to be best for me was UNCG. Here, we don’t just build scholars, we build long lasting relationships and experiences that you’ll remember for the rest of your life. This isn’t just a place you go to school, it becomes home. As much as I anticipate graduation, I will miss it here.

My first college experience involved the advising process. It may seem stressful at first and is not always fun but I soon learned that it is essential for the success of myself as well as others at UNCG to staying on track and graduating on time. Yes, it can be intimidating signing up for classes for the very first time, but my advisor was an aid in pacifying my anxieties about the unknown and helped me know what to expect. I can proudly say that I am on track to graduating on time within the 4-year time frame. Pinpointing what and who made this moment possible is an amazing opportunity and now I realize I can’t give all of the credit to religiously avoiding walking under the clock tower. The role that my advisor has played in my success is remarkable. The advisors for the Bryan School of Business are always attentive and supportive and I never knew that I could be so well looked after while being over 70 miles away from my home. In some way, you can look at them as your parents away from home. For them it is not simply about the grades, it is how your classes make you feel. My advisor has always been an open ear and has helped me create memorable experiences at UNCG by not only helping me pick classes I am required to take, but also taking classes related to my interests and those that would be most beneficial to me.

My classroom experience has always been hands on. Though I am a CARS Major, I have taken my fair share of Business and ISM related courses. The teachers here want you to do well and will go out of their way to help you. I have had the opportunity to learn from brilliant professors that have pushed me to expand my way of thinking and truly grow as an individual.

There are many supportive communities around campus. One being the Career Services Center. They help you build resumes and conduct mock interviews to prepare students for after graduation.
Also, there are many opportunities for networking and receiving scholarships to help pay for school. There are scholarships just for students in the Bryan School of Business that are really easy to apply for. As well as the advisors, professors and other faculty have been very beneficial to my college experience. They have shown me what I can do with my talent and have been extremely helpful in assisting me with my overall goals. I have the amazing opportunity to intern with Walmart as a 3-D technical designer that includes a lot of benefits that surpasses the experience alone. Many of the teachers here have worked in their field and maintain connections to help students get into their industry of choice. Without the help of my professor, I would have never been aware of the opportunity to intern at Walmart.

While attending UNCG I had the opportunity to be featured on the front page of the UNCG website to promote and celebrate the 100th anniversary of the CARS department. I had the pleasure to represent my school as the only student from UNCG to be a part of the Inspiring Beauty: 50 Years of Ebony Fashion Fair, which was the last fashion show of its kind. My designs have been showcased at the North Carolina Museum of Art and well as Crabtree Valley Mall. All of these opportunities were brought about through my involvement on campus. With my involvement in clubs and activities around campus, I have had the opportunity to showcase my talent as well proudly represent the Bryan School of Business.

Though it is important to maintain grades, at UNCG you are more than just a student. It is important to build relationships and experiences outside of class and UNCG is excellent at creating opportunities for students to do so. The clubs and activities that take place outside of class have provided me with insight, hope, and high expectations for what the future holds. The friendships I have made, the connections and networking opportunities that were given, and the importance of fueling my interest, needs, and desires are the things that make UNCG the best choice.

Thank you, Brittney Gray
The Bryan School

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 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 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/advise
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 Nadia Clark-Brown
naclarkb@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 70 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.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7–11, 2019, Mon.–Fri.</td>
<td>Orientation, advising, and registration for all students based on student population and classification</td>
</tr>
<tr>
<td>January 14, Monday</td>
<td>Classes begin, 8:00 a.m.</td>
</tr>
<tr>
<td>January 14–18, Mon.–Fri.</td>
<td>Late registration and schedule adjustment</td>
</tr>
<tr>
<td>January 18, Friday</td>
<td>Financial aid satisfactory academic progress appeals deadline; hours locked for financial aid purposes.</td>
</tr>
<tr>
<td>January 18, Friday</td>
<td>Last day to change course(s) or course section(s) without special permission</td>
</tr>
<tr>
<td>January 18, 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 21, Monday</td>
<td>Dr. Martin Luther King Jr. holiday. Offices closed</td>
</tr>
<tr>
<td>February 1–28</td>
<td>Undergraduate Students declare or change major in February.</td>
</tr>
<tr>
<td>February 15, Friday</td>
<td>Deadline for undergraduates to apply to student teach during Spring 2020</td>
</tr>
<tr>
<td>March 2, Saturday</td>
<td>Instruction ends for Spring Break, 1:00 p.m.</td>
</tr>
<tr>
<td>March 11, Monday</td>
<td>Classes resume after Spring Break, 8:00 a.m.</td>
</tr>
<tr>
<td>March 11, Monday</td>
<td>Last day to withdraw from a course without incurring a WF grade (withdraw failing)</td>
</tr>
<tr>
<td>March 18–Apr. 24, Mon.–Wed.</td>
<td>Fall advising for continuing students, by appointment</td>
</tr>
<tr>
<td>March 20, Wednesday</td>
<td>Deadline for filing dissertation and original signature pages with the Graduate School</td>
</tr>
<tr>
<td>Apr. 1–Apr. 24, Mon.–Wed.</td>
<td>Fall registration for continuing students</td>
</tr>
<tr>
<td>April 2, Tuesday</td>
<td>Deadline for filing thesis with the Graduate School</td>
</tr>
<tr>
<td>April 5, Friday</td>
<td>Student Excellence Day</td>
</tr>
<tr>
<td>April 19, Friday</td>
<td>Spring holiday. Classes dismissed; offices closed.</td>
</tr>
<tr>
<td>May 1, Wednesday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 2, Thursday</td>
<td>Final date for complete clearance of May candidates for graduate degrees. Deadline for final submission of thesis or dissertation to the Graduate School.</td>
</tr>
<tr>
<td>May 2, Thursday</td>
<td>Reading Day</td>
</tr>
<tr>
<td>May 3 &amp; 4, Fri. &amp; Sat.; May 6–9, Mon.–Thurs.</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 10, 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 Non-Emergency</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 Resources &amp; Services</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>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

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>* High school is mandatory and usually free.</td>
<td>* College is voluntary and expensive.</td>
</tr>
<tr>
<td>* You can count on parents and teachers to remind you of your responsibilities and to guide you in time management and setting priorities.</td>
<td>* You must balance your responsibilities and set priorities. You manage your own time.</td>
</tr>
<tr>
<td>* Most of your classes are arranged for you.</td>
<td>* You arrange your own schedule in consultation with your adviser.</td>
</tr>
<tr>
<td>* You are not responsible for knowing what it takes to graduate.</td>
<td>* Graduation requirements are complex, and differ from year to year. You are expected to know those that apply to you.</td>
</tr>
<tr>
<td>* You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.</td>
<td>* You need to study at least 2 to 3 hours outside of class for each hour in class.</td>
</tr>
<tr>
<td>* You are expected to read short assignments that are then discussed, and often re-taught, in class.</td>
<td>* You are assigned substantial amounts of reading and writing which may not be directly addressed in class.</td>
</tr>
<tr>
<td>* Teachers often take time to remind you of assignments and due dates.</td>
<td>* 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.</td>
</tr>
<tr>
<td>* Teachers present material to help you understand the material in the textbook.</td>
<td>* 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.</td>
</tr>
<tr>
<td>* Testing is frequent and covers small amounts of material.</td>
<td>* 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.</td>
</tr>
<tr>
<td>* Initial test grades, especially when they are low, may not have an adverse effect on your final grade.</td>
<td>* Watch out for your first tests. These are usually &quot;wake-up calls&quot; to let you know what is expected—but they also may account for a substantial part of your course grade.</td>
</tr>
<tr>
<td>* You may graduate as long as you have passed all required courses with a grade of D or higher.</td>
<td>* You may graduate only if your average in classes meets the departmental standard—typically a 2.0 or C (not a C-!).</td>
</tr>
</tbody>
</table>

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

**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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Bryan School Academic Policies

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 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 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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Bryan School Pre-Admission Requirements

Students admitted starting in Fall 2018, with the exception of Economics and Consumer Apparel and Retail Studies majors, are in a pre-admit status. This means that there is a specific set of courses that you need to take prior to being allowed to take certain upper level classes within your major.

REQUIREMENTS FOR ADMISSION TO MAJOR 2018-2019

Students interested in Bryan School majors are admitted as a pre-major in the Bryan School. Students should plan to complete the pre-admission courses by the end of the sophomore year, or as soon as possible thereafter.

Criteria for admission to major:

- ACC 201 or ACC 218
- ECO 201
- ECO 202
- ACC 202
- ENG 101 or FSM 115 or RCO 101
- ECO 250
- ISM 110
- ISM 280
- Grade or C or better in any one of the following courses: MAT 115, MAT 150, MAT 151 or MAT 190

OR

- Completion of MAT 120 or MAT 191

Students who have met the admissions criteria will be notified of admission into their intended major by the Bryan Undergraduate Student Services by October 15th if completing required coursework during a fall semester, March 15th if completing required coursework during a spring semester, or July 15th if completing required coursework during a summer session. Admission to major may be denied in cases where additional enrollment would threaten the academic quality of classes or programs.

Enrollment in Bryan School courses requires a minimum cumulative GPA of 2.0 on UNCG coursework, regardless of the student’s major or minor. Students must be in good academic standing at UNCG, must maintain at least 2.0 cumulative GPA as required, and must earn minimum grades for each required major course.
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.

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 in 132 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/
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
email: students@uncg.edu
web: studentsfirst.uncg.edu
Withdrawal Policy

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>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.

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

University Catalog

- The best resource for all degree requirement information is the University Catalog and it is only available online: https://catalog.uncg.edu
- You must follow the GEC and MAJOR requirements as stated in the Catalog.

Other important information published in the University Catalog:

- 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 University Catalog, do this quick exercise:
1. Click on the “courses” link in the Catalog Navigation panel
2. Select a department you are interested in and review the course descriptions for that department’s courses.

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Degree Evaluation

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, if applicable, 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://ssb.uncg.edu/prod/bwzkwdrs.p_get](https://ssb.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).
There’s more than one way home
Ain’t no right way, ain’t no wrong
And whatever road you might be on
You find your own way ’cause there’s more than one way home
– Keb’ Mo’

Over the last couple of weeks as we prepared for the “Believe in the G” campaign, I’ve had the opportunity to interact with a vast array of students on campus. I’ve talked to veterans; UNCG Guarantee students; honors students; students from Poland, Germany, Egypt, Spain, and the Netherlands; students who are the first in their family to attend college; students from urban areas and small, rural towns; and students who are UNC Greensboro legacies.

Keb’ Mo’ is one of my favorite contemporary blues artists. He’s from Compton, California, and I used to see him play at “juke joints” around LA before he became a Grammy-winning artist. One of my favorite songs from his catalogue is “There’s More Than One Way Home.” While the song has some tasty guitar licks, I remain struck by the core message. People have to find their own path in life. There is no “right way” or “wrong way.”

This is especially relevant for our campus. The word I use to describe the composition of our student body is “array.” Our students, who come from a wide range of backgrounds and come with a wide range of interests, have taken different paths to get here. And you can bet, when they leave, they will go in just as many different directions. Keep in mind that 33,000 of our alumni live within 25 miles, and that 75 percent live in North Carolina. In other words, this university has a direct, everyday impact on the quality of life in our own communities.

The point of pride for UNCG is that we help our students find and move along their path, no matter their starting point. We are tenaciously committed to ensuring that our students graduate with the skills that will allow them to compete in a 21st century labor market and to thrive as citizens of modern society. That is our promise. We owe it to our students and to ourselves to make sure we live up to our promise and prepare our graduates for the world around them. Many students I spoke to shared the experience of having a faculty member go above and beyond to help them succeed in class. Another common refrain was access to a support system that provided help (and sometimes a “kick in the pants” when they needed it!) and useful information so that students could successfully navigate their UNCG experience.

Back to the song for a minute. Keb’ Mo’, I believe, uses home as a metaphor for one’s essential purpose in life. The journey may take twists and turns but the goal is to find your own way home.

To our students, realize that life is not linear. It may not be like your sibling’s or best friend’s path and might not be the one your parents thought you would take (I speak from experience, I have two kids – one in college and one who just graduated!). It may not even be the path you thought you were taking. Don’t worry. You will find your home. And we – the faculty, staff, and alumni – are here to help you, support you, and encourage you.

Find your own way. “Cause there’s more than one way home.”

Franklin D. Gilliam, Jr.
Chancellor