



**UNC  
GREENSBORO**  
Bryan School of  
Business and Economics

Consumer, Apparel, and Retail Studies

# CARS Advising Center

## Finding your Unofficial/Advising Transcript

\*This process is best done on a computer or tablet rather than a cellular device\*

### Go to UNCGenie and select "Enter Secure Area"

UNCGenie Homepage

**For security reasons you should use the most recent available browser (Firefox, IE, Chrome etc. for your OS). Most features in UNCGenie work with most browsers. If you are having problems please read UNCGenie Browser FAQ.**

**Please be aware - Use of Bookmarks inside UNCGenie may result in Page Not Found Errors!**

**Enter Secure Area**

Login here to view your personal information.

**Campus Directory**

Contact information for campus employees.

**Payment Information**

View Payment Information and Due Dates

**Student Account Center-Log in for Authorized Users only**

Parents and others authorized by the student can: view student account information, make payments, and enroll in payment plans

**General Financial Aid**

Financial Aid Application and Information Links.

**Class Schedule**

View the current schedule of classes.

**Detailed Class Schedule**

View detailed information of the current schedule of classes.

**Course Catalog**

View course information, including course description.

**Alumni & Friends**

Links to Alumni related sites.

**UNCG Homepage**

View the UNCG Homepage

**Open Public General Surveys**

Please check if you have any pending Public General Survey to answer.

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### Enter your User ID and PIN to Login

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

**Please be aware - Use of Bookmarks inside UNCGenie may result in Page Not Found Errors!**

When you are finished, please Exit and close your browser to protect your privacy.

Multiple failures to enter the correct ID or PIN will result in your account being locked!

**Forgot your Pin?**

To use the Forgot PIN feature, enter your University ID and then press the "Forgot PIN?" button.

User ID:

PIN:

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Select the "Student" tab at the top of the page



Personal Information **Student** Financial Aid Faculty Services Employee

Search

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[Change PIN](#)

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

[Update Address\(es\) and Phone\(s\)](#)

[View E-mail Address\(es\)](#)

[Update E-mail Address\(es\)](#)

[View Faculty/Employee Directory Information](#)

[Update Faculty/Employee Directory Information](#)

[Directory Profile](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[Update Marital Status](#)

[Name Change Information](#)

[Social Security Number Change Information](#)

[Answer a Survey](#)

[View Housing Assignment](#)

[Add/Change Fall/Spring Meal Plan](#)

Please note: Summer Terms are not currently accepting meal plan adds and changes.

[UNCG Online Elections and Polls](#)

[Emergency Cell Phone Contact](#)

In order to reach you in a campus emergency, we request for you to provide a cellular phone number.

[General Surveys](#)

Please check if you have any pending General Survey to answer.

[Review General Surveys results](#)

[Update Ethnicity and Race](#)

[Update Veterans Classifications](#)

[Update Disability Status](#)

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## Select "Student Records"



Search

### Student Services & Financial Aid

- Registration  
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule; Look up advisor.
- Student Records  
View your holds; Display your grades and transcripts; View your degree evaluation; Review tax notifications; Apply to Graduate
- Student Account Center  
Make payments, view account information, setup direct deposit for refunds.
- Financial Aid  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- Financial Aid Title IV Authorization  
Complete your Financial Aid Title IV Authorization Form
- Display Elections
- Payment Confirmation  
Confirmed Progress
- Form W-9S  
Form used to provide Student's Taxpayer Identification Number for 1098T purposes
- Fixed Tuition Information  
UNC Fixed Tuition
- Spartan Scholarship System  
Apply for UNCG Scholarships

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## Select "Academic Transcript"



Search

### Student Records

- View Holds
- Midterm Grades
- Final Grades
- Undergraduate Grading Option Change  
Change letter grade (A through F) to Satisfactory/Unsatisfactory
- Graduate Grading Option Change  
Change letter grade (A through F) to Satisfactory/Unsatisfactory or Withdrawal
- Grade Detail
- Academic Transcript  
Request Printed/Official Transcript
- Select Tax Year
- Tax Notification
- Degree Works  
For undergraduate degree evaluation and what if analyses using catalog year Fall 2014 and later. Graduate students should consult with their advisors.
- Dynamic Catalog
- View Student Information
- Apply to Graduate
- Enrollment Verifications via Clearinghouse Student Self Service
- Change Your Major


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Use the dropdown to select “Undergraduate” for Transcript Level and “Advising Transcript” for Transcript Type. Then click “submit”.

## Display Transcript - Select Level and Type

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 Select the transcript level and transcript type, then click Display Transcript.

Transcript Level:

Transcript Type:

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From here, you should be able to see all the courses that you have taken or transferred into UNCG. To obtain a copy of this transcript, print the entire page and select “Save as PDF” instead of selecting a printer.

\*The process for saving a pdf via the printer menu may vary depending on the device or browser you use\*

If you have any further questions, please contact CARS Advising at:  
[cars\\_adv@uncg.edu](mailto:cars_adv@uncg.edu)