REGISTRATION

Dates for registration periods for each semester are published in the Graduate School Bulletin and on the University Registrar’s website (www.uncg.edu/reg [http://www.uncg.edu/reg]).

Registration at UNCG is an automated process conducted online through UNCGenie.

Prior to the assigned registration access window, all new and continuing students will receive an email from the University Registrar’s Office. The email will be sent to the @uncg.edu address and will contain the method to request a randomly assigned personal identification number (PIN). The email may also include a preassigned advising code; however, in certain programs students must see their advisers to obtain advising codes.

Continuing students who do not pre-register for the next semester during the Early Registration periods in November (for spring semester) and in April (for summer/fall semester) will be required to pay a late registration fee.

Immunization Clearance

Students who have been admitted to UNCG are required by North Carolina State law to submit an immunization form with appropriate verification of immunizations. This form is available online and must be satisfactorily completed and returned to Student Health Services.

Failure to comply with this requirement within 30 calendar days from the first day of each semester will result in the student’s being administratively withdrawn from the University.

Students registered for four hours or less, or enrolled in only evening classes, are exempt from this requirement. If enrollment status changes (e.g., enrolled for more than four hours or daytime classes), students should consult with Student Health Services.

This requirement applies to all students, regardless of whether they are part-time or full-time. Students subjected to an administrative withdrawal for failure to comply with medical clearance requirements are entitled to a refund, subject to the guidelines of the University’s Refund Policy (see the section on Tuition and Fees).

Semester Hour, Course Prefix, Number, and Credit Structure

The unit of academic work is the semester hour, defined as one 50-minute lecture period (or at least two such periods of laboratory or field work) per week throughout one semester.

Each course is represented by a three-letter symbol indicating the department directing the course and a three-digit number. Courses numbered 500-599 are open to advanced undergraduates and graduate students; courses numbered 600-749 are open only to graduate students; and courses numbered 750-899 are open only to doctoral students.

The first of the figures enclosed in parentheses immediately following the course title indicates the number of semester hour credits given for the course. Semester hour credit corresponds, unless otherwise stated, to one 50-minute class period per week through one semester. The second and third figures indicate the number of lecture and laboratory hours, respectively.

Prerequisites for a course are indicated in the course description by “Pr.” followed by appropriate requirements that must be met before that course may be taken. A hyphen (-) between course numbers indicates that no credit toward a graduate degree will be given for either course until both are successfully completed. A comma (,) between course numbers indicates that independent credit is granted for the work of one semester.

Example of Credit Structures

MST 225 Film Appreciation (3:2:3)
Pr. MST 225 Film Appreciation

In this example, the course is open to advanced undergraduate students and graduate students and has a prerequisite. It carries 3 semester hours of credit and meets for 2 lecture hours and 3 laboratory hours each week.

Cross-Listed Courses

Each semester a number of courses are cross-listed with courses taught in a different department. These courses meet in the same room at the same time but have different course prefixes and may have different numbers. Cross-listed courses are listed under the Cross-Listed Courses heading (“Same as . . .”). Students should be aware of cross-listings before registering in order to avoid taking a course for which they will not receive additional credit.

Service Learning Courses

UNCG defines Academic Service Learning as a teaching method that links community action and academic study so that each strengthens the other. Students, faculty, and community partners collaborate to enable students to address community needs, initiate social change, build effective relationships, enhance academic skills, and develop civic literacy. Service Learning encourages critical consideration of the ethical dimensions of community engagement.

Service Learning courses are marked (svl) after the course title and incorporate 15-20 hours of service.

Cross Registration

Students taking courses through an interinstitutional agreement must meet the standards for participation in the program as set by their home institution, including the transfer credit policies of The Graduate School, and must follow the rules and policies of both campuses. Students must be registered for at least half of their hours at UNCG the same semester in which they register through either the Interinstitutional or the Consortium agreement. Under Interinstitutional Registration and the Greater Greensboro Consortium, enrollment and payment of tuition and fees take place on the home campus. Students must pay the appropriate tuition and fees to the visited institution when participating in the UNC Online Interinstitutional Agreement.

Application forms and information are available at The Graduate School and the University Registrar’s Office. Unlike other courses accepted for transfer, grades received through an interinstitutional course are recorded on the student’s UNCG transcript and calculated into the student’s overall GPA.

The Graduate School participates in the following three interinstitutional agreements.
**Interinstitutional Registration**

The Interinstitutional Registration program with North Carolina State University, University of North Carolina at Chapel Hill, University of North Carolina at Charlotte, North Carolina Central University, and Duke University allows degree-seeking graduate students at UNCG, with the approval of the Vice Provost and Dean of The Graduate School and upon recommendation of their advisers, to take courses at one of the campuses above. Eligible courses are limited to traditional, campus-based courses. Distance learning, extension, and online courses are not eligible.

**Greater Greensboro Consortium**

Through membership in the Greater Greensboro Consortium (GGC), UNCG also participates in an open-access agreement with North Carolina Agricultural and Technical State University and Greensboro College, located in Greensboro, High Point University, located in High Point, and Elon University, located in Elon, whereby degree-seeking students enrolled at UNCG may take courses at NC A&T, Greensboro College, High Point University, or Elon upon recommendation of their advisers and with the approval of the Vice Provost and Dean of The Graduate School. Eligible courses are limited to traditional, campus-based courses. Distance learning, extension, and online courses are not eligible.

**UNC Online Interinstitutional Agreement**

The UNC Online Interinstitutional Agreement allows degree-seeking graduate students at UNCG, with the approval of the Vice Provost and Dean of The Graduate School and upon recommendation of their advisers, to take online courses at the 15 other UNC system schools. Students must pay the appropriate tuition and fees to the visited institution. Requests should be submitted through The University of North Carolina Online web site http://online.northcarolina.edu/unconline/courses.php.

**Distance Learning/Off-Campus Courses**

Most off-campus and distance education courses are classified as "distance." Distance learning courses are identified in UNCGenie by having "D" or "X" suffixes on the section number and in the campus code field and are managed through UNCG Online: The Division of Online Learning. These courses count toward graduate residence credit for students admitted to UNCG.

In Fall and Spring semesters graduate students taking 9 or more main (M) campus hours may take as many online distance (D) courses as their schedule will allow.

Students wishing to take off-campus or distance learning courses should contact UNCG Online: The Division of Online Learning. Academic credit cannot be applied to degree requirements until the student is fully admitted to UNCG as a degree-seeking student.

**Auditing**

Auditing a course is the privilege of being present in the classroom when space is available. No credit is involved, no examination is required, no grade is reported, and no computer access is available. Attendance, preparation, and participation in classroom discussion and activities are at the discretion of the department and the instructor. The deadline to register for an audit course or to change an audit course to credit is the last date courses can be added as specified in the official academic calendar.

A UNCG student who is registered for 12 hours or more may audit one course per semester without charge. A UNCG student who is registered for fewer than 12 hours may audit no more than two courses per semester. For auditing fees, see the section on Auditing Fees.

**Auditing Fees**

**Current UNCG Students**

A UNCG student who is registered for 12 credit hours or more may audit one course per semester with no additional charge. A UNCG student who is registered for fewer than 12 credit hours may audit no more than two courses per semester and is charged a fee of $15 per course. A UNCG student who is registered for zero credit hours will be charged a fee equal to the in-state or out-of-state tuition and fee rate of a 0-credit hour course for each course audited.

Registered auditors (persons not officially enrolled at UNCG) who do require a record of enrollment as an auditor should file a VISIONS form with The Graduate School and follow regular registration and payment procedures. A fee equal to the in-state or out-of-state tuition and fee rate of a 0-credit hour course is charged for each course audited. Fees are payable in full at the time of registration.

**Visiting Auditors**

Visiting auditors are classified as non-UNCG students who wish to take a course(s) without receiving a record of enrollment. Such individuals must apply to register through UNCG Online: The Division of Online Learning. A visiting auditor will not receive a record of enrollment and is charged a $125 fee for lecture courses. Visiting auditors are admitted to lecture courses when space is available with the approval of the department head in consultation with the instructor teaching the course requested.

To audit a 600- or 700-level course, a student must hold a bachelor's degree.

**Use of University Libraries**

Students must be registered for credit and have a valid UNCG ID to check out materials from the University Libraries. Graduate students may check out items for one semester. If the Libraries are to be used for one month or less, such as to finish courses with grades of Incomplete or for special assignments, students may obtain a letter from The Graduate School or their professor and present it to the Access Services Department in Jackson Library. During the summer months, students who preregister for Fall may check books out of the University Libraries without being registered for credit or securing special approval.