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

...this course is CLOSED

Step 1: Fill out a Drop/Add form with your personal information and the course information (CRN, Course Title, Course Number) **Drop/Add Form:** http://www.uncg.edu/reg/Forms/DropAddForm.pdf

Step 2: Take the form to the professor's office OR take it to the first day of the class. **Ask the professor to sign the form. Find faculty email and office location here:** https://ssb.uncg.edu/prod/bwzkwdrs.p_get

Step 3: If the professor signs the form to give you permission to take the course, bring the completed form , Congratulations.

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.

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

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

...this course has a PREREQUISITE

Step 1: Fill out a Drop/Add form with your personal information and the course information (CRN, Course Title, Course Number) **Drop/Add Form:** http://www.uncg.edu/reg/Forms/DropAddForm.pdf

Step 2: Work with the Professor of the class to see if they will allow you to register for the course
Bring a copy of an unofficial transcript from previous experience to verify prerequisites, if transfer credit is pending!

Step 3: If you receive a positive response: Congratulations!

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

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

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