

## Master's in Applied Arts & Sciences New Admit Student Checklist

### Acceptance Process:

1. The Graduate School will notify you of your acceptance by email and you will receive your assigned University ID at that time.
2. The MAAS Advisor will send you a welcome message and include information to get you started! Advising is available throughout your enrollment.

### Checklist:

#### Activate Your UNCG Computer Accounts

- Go to <https://its.uncg.edu/Accounts/New/>
- Follow the Computer Accounts Activation link.
- Fill in all required information and allow up to 2 hours for your account to be established.

#### Log on to iSpartan Email



- Go to iSpartan by clicking the i icon at the top right-hand corner of almost any UNCG webpage or go to <http://ispartan.uncg.edu>
- Log on with your username and password.
- Check this account regularly. All official UNCG notifications go to this email address by default.

#### Register for Classes in Genie



- Activate your PIN for UNCGenie at <https://getmypin.uncg.edu/>
- Access UNCGenie Secure Area by clicking on the Genie Lamp icon at the top right-hand corner of almost any UNCG webpage.
- Review the courses available for the upcoming semester.
- Use the Advising Code provided by the MAAS Advisor.
  - For registration process details visit: <https://reg.uncg.edu/registration/registration-process/>

#### Review Important Dates & Log in for Classes:

Be sure to review the first day of classes for each session, the add/drop deadlines, and other important dates at <https://reg.uncg.edu/calendars/>.

Canvas will provide access to your courses. You will use the same username and password for your UNCG email to access Canvas.

## Textbooks

The most accurate source for required books & materials will be each syllabus. We will make an effort to provide a book list at least 2 weeks prior to the start of each semester however, faculty reserve the right to change these up until the beginning of class. You can also check the UNCG Bookstore to see if the faculty member submitted book information at <https://uncg.bncollege.com/shop/unc-greensboro/page/find-textbooks>.

## Dropping/Adding Courses

It is your responsibility to be aware of deadlines for adding/dropping courses. If you must drop a course, check to make sure that the course is no longer listed on your transcript in Genie. The Graduate School Academic Calendar is at <https://grs.uncg.edu/calendar/>. Check the refund policy for withdrawing from classes. There may be academic and/or financial penalties for Withdrawing after the add/drop period.

## Time to Degree - 5 Years

The official time limit policy is: "Advanced degrees awarded from UNC Greensboro indicate that our students have current, usable knowledge in their field; therefore, the master's curriculum, including the thesis, must be completed within five academic years, from the date the first courses carrying graduate degree credit applicable to the student's program are begun. However, if study for the program extends beyond three years, the student may need to meet new requirements."

## Grades & Transcripts

Grades and transcripts can be viewed in [Genie](#). Official transcripts can be ordered through <https://reg.uncg.edu/transcripts/>.