Completing a Graduation Plan for Financial Aid Satisfactory Academic Progress

NOTE: If you are a first-semester student, you may find it helpful to first view your transcript in UNCGenie to ensure that all credits from previous institutions have transferred as you expected. If you believe there are errors or omissions, see the University Registrar’s Office in Mossman 180.

1. Complete and print a copy of your degree evaluation in UNCGenie.
   - Log-in to UNCGenie using your Student ID and PIN.
   - Click on the Student tab at the top.
   - Click on Student Records.
   - Click on Degree Evaluation.
   - Select the current term (ex. Spring 2012).
   - Select Generate New Evaluation.
   - Select your program and term, and make sure the box marked “Use In-Progress Courses” is checked.
   - Click the Generate Request button.

2. Using your degree evaluation, identify all degree requirements you have not fulfilled, including your general education requirements.

3. Print a copy of the Graduation Plan form or pick up a copy in the Students First Office in 061 McIver.

4. Map out all of the courses you need to graduate in the order you plan to take them. If there are specific courses required or a specific GPA required for admission to your major, consider those requirements in your plan.

5. In addition to your transcript and degree evaluation, you may find the following resources helpful:
   - The Undergraduate Bulletin, found at http://web.uncg.edu/reg/Bulletin/Current/ (useful for viewing course descriptions, prerequisites, when courses are offered, and degree requirements)
   - Plans of Study provided by your major department
   - UNCGenie Class Schedule, found in UNCGenie (enables you to view when courses will be offered in future terms, as well as when they have been offered in previous terms)
   - The Students First Office (SFO)
     Website: http://studentsfirst.uncg.edu
     E-mail: students@uncg.edu
     Phone: (336) 334-5730
     Students First Live Chat is also available on the SFO website
   - Your faculty advisor
   - Your School/College Advising Center

6. If you have questions about completing your Graduation Plan, consult the Students First Office, your faculty advisor, or your advising center.

7. Submit your completed Graduation Plan to the Students First Office, your faculty advisor, or your advising center for review and signature approval.

8. Once you have an advisor’s signature approval, submit your plan to the Financial Aid Office with the rest of your Financial Aid appeal.