# Advising Tools 101

UNCG offers several online tools that will help you successfully navigate your academic records, degree requirements, and course selection at UNCG: Degree Works, the Class Schedule Search, & University Catalog.

## Degree Works

**Degree Works is your personalized degree evaluation. This tool can be used to see the remaining credit hours and courses required in order to graduate.**

Degree Works is a color-coded tool. Categories in **red** indicate an outstanding requirement. Categories coded in **blue** are "in-progress" and will be completed if the in-progress course is passed. **Yellow** indicates a completed requirement.



### To Access Degree Works

1. Click the *UNCGenie* icon on uncg.edu.

2. Click on *Enter Secure Area* and log in using your Student ID and PIN.

3. Click on the *Student* tab.

4. Click on the *Student Records* link.

5. Select *Degree Works.*

### What-If Reports

Considering changing a major/minor? Degree Works offers a "What-If Report" to show what your new requirements would be and how your credits apply.

### Running a What-If Report

1. Click *What-If* on the left-side menu.

2. Select the current academic year in *Catalog Year.*

3. Select the program, meaning the degree type for the major and the college that major falls under. *Example: for a BA in History, select* **BA in Arts and Sciences**
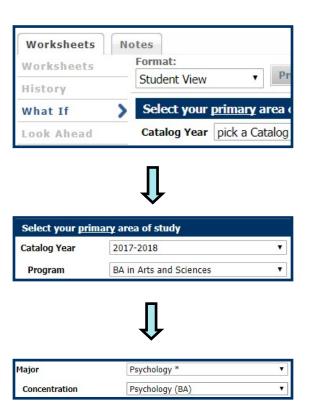
4. Select your intended major.

   - If your major offers concentration options, select your preferred concentration.

5. You may also select a minor and any additional areas of study you are interested in. Click the *add* button after selecting additional areas of study.

6. Click *Process What-If* to display your report.

# Class Schedule Search

**Wondering what your class options are? When or where a class meets? Who is the instructor of the course? The Class Schedule Search allows you to view details about course offerings each semester.**

**To search for classes:**

1. Click the *UNCGenie* link from the UNCG home page.

2. Select *Class Schedule.*

3. Select the appropriate term.

4. Enter a *Subject, Course Number, Keyword* and/or a *Category & Attribute (GEC).*

5. Click *Search.*

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.

Enter Your Search Criteria
Term: Fall 2018

| | |
|---|---|
| Subject | |
| Course Number | |
| Keyword | |
| Categories & Attributes (GEC) | |
| Subject and Course Number | |

Search    Clear    ▸ Advanced Search

**Helpful hints for understanding your search results:**

- The Search Results page includes information such as the course reference number (CRN), course titles, numbers, sections, semester hours for each course, instructor names, meeting times and locations, mode of delivery (on-campus vs. online) and how many seats exist in the course.

- Hover over information in the *Meeting Times* column for more information course meeting location and start/end dates of the course. Start/end dates will help you identify a mini-mester or full term course.

- By clicking on the title of a course in the *Title* column, you will be given more information:
    - The Course Description tab displays a brief description of the course.
    - The Categories & Attributes tab displays which GEC category or markers the course fulfills.
    - The Restrictions tab indicates if the course has any registration restrictions. Examples include being declared in a particular major, freshman classification, etc.
    - The Corequisite tab will display any other courses you must take at the same time as the course.
    - The Prerequisite tab will show you courses you must have completed prior to taking the course.

# University Catalog

**The University Catalog is a comprehensive guide to policies, majors, and classes at UNCG. It includes helpful information such as:**

- Academic Calendars
- General Education Core Requirements (GEC)
- Academic Policies and Procedures
- Course Descriptions, Prerequisites/Corequisites
- Major/Minor Requirements

**To Access the University Catalog:**

1. Click the *UNCGenie* link from the UNCG home page.

2. Select *Course Catalog*.

*For past University Catalogs, select "*Archived Catalogs.*"

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