Advising Tools 101

This handout highlights four tools available to you:
Degree Works, a Graduation Plan, the Class Schedule Search, and the University Catalog.

Degree Works: Your Personalized Degree Evaluation

HOW TO ACCESS DEGREE WORKS:
UNCGenie > Enter Secure Area > Student tab > Student Records > Degree Works

How to Interpret Your Degree Works Report

Your Degree Works report outlines the degree requirements you need to complete in order to graduate. Degree Works utilizes a color-coded, symbol-based system to help you understand your progress toward degree completion. There are three main symbols you need to know.

GREEN SQUARE WITH ✓: these requirements are completed
BLUE SQUARE WITH ~: these requirements are in-progress based on your current registration
OPEN RED SQUARE: these requirements are still needed

How to Run a What-If Report

Thinking about changing your major or minor but you’re not sure what classes you would need to take? Use the “What-If” tool to review your new degree requirements and view your progress toward completion. The What-If tool is available in the left sidebar of your Degree Works screen.

CATALOG YEAR: choose current academic year
PROGRAM: degree type (BS, BA, BM, BFA, BSW, BSN) and the college/school in which the major resides
MAJOR: your intended major (* indicates concentration required)
CONCENTRATION: areas of focus within a major
MINOR: selecting a minor is optional for most majors

Graduation Plan: A Semester-by-Semester Degree Outline

AKA: Plan of Study, Four Year Plan, Sample Schedule, Course Sequence

A graduation plan is a map of your remaining degree requirements arranged by the term in which you should plan to take them. It is an important tool that ensures you stay on track with important course sequences.

How to Get a Graduation Plan

OPTION ONE: CHECK YOUR DEPARTMENTAL WEBSITE
Most departments have sample outlines on their website, but they may need to be adjusted to meet your individual needs.

OPTION TWO: DRAFT ONE BASED ON DEGREE WORKS
Draft a graduation plan on a blank template using these advising tools. Finalize your graduation plan with your advisor!
How to Search for Classes

The class schedule search allows you to find detailed information about the classes offered in upcoming semesters.

You can search by any of the following:
- SUBJECT: courses offered by a specific department (e.g. Accounting, Communication Studies, Biology)
- COURSE NUMBER: the specific number of the course you're looking for (e.g. 101, 105, 208, 111, 111L)
- GENERAL EDUCATION ATTRIBUTES: courses that would meet a particular general education requirement

You can also use the "Advanced Search" to access additional filters, such as:
- INSTRUCTIONAL METHOD: face to face, hybrid, and online with or without meeting times
- PART OF TERM: full semester, winter term, mini-semester, and first/second summer session courses

How to Interpret the Search Results

CRN: The number needed to register for classes.

COURSE TITLE: Click the course title to read a course description and co/pre-requisites.

CREDIT HOURS: Number of semester hours/credit hours.

MEETING TIME: Hover over this to read the class days/times, locations, and start/end dates.

SEAT AVAILABILITY: The number of seats remaining in the course and if there is a waitlist.

ATTRIBUTES: Displays general education requirements a course will satisfy.

University Catalog: Your Comprehensive Academic Guide to UNCG

HOW TO ACCESS THE UNIVERSITY CATALOG:
catalog.uncg.edu

Information in the catalog includes:
- Course descriptions, co/prerequisites
- General education requirements
- Available majors/minors and their requirements
- Overview of UNCG Schools and Colleges
- Academic standing policies
- Academic policies and procedures

How to Find Majors/Minors

FIND A PROGRAM

Academic Level
- Undergraduate
- Graduate

Program Type
- Major
- Minor