

Advising Tools 101

This handout highlights three tools available to you:
Degree Works, the University Catalog, and Schedule Hero.

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Degree Works: Your Personalized Degree Evaluation

HOW TO ACCESS DEGREE WORKS:

degreeworks.uncg.edu

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 towards degree completion. There are three main symbols you need to know.

Legend

- Complete
- Complete except for classes in-progress
- (T) Transfer Class
- Not Complete
- Nearly complete
- Any course number
- * Pre-Requisite
- R Registered

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.

Worksheets | Notes
Worksheets | Format: Student View
History | What If | Select your |
Look Ahead | Catalog Year

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

Select your primary area of study

Catalog Year: 2020-2021

Program: BS - Business and Economics

Major: Business Administration *

Concentration: Management

Process What-If

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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
- Overview of UNCG Schools and Colleges
- Academic standing policies
- Academic policies and procedures
- Available majors/minors and their requirements
- Be sure to use filters to narrow down your search to majors that are relevant to you. Look to the right for some examples!

How to Find Majors/Minors

FIND A PROGRAM

Academic Level

- Undergraduate
- Graduate

Program Type

- Major
- Minor

Schedule Hero: Finding Next Semester's Classes

HOW TO ACCESS SCHEDULE HERO:

go.uncg.edu/hero > Log-in > Select Term

Customizing Your Search

PARTS OF TERM: Click "Change" to filter your courses by full term or part term courses (mini-mester)



| | | |
|-------------------|-----------------|--------|
| Parts of Term | 1 of 4 Selected | Change |
| Instruction Modes | 4 of 5 Selected | Change |

INSTRUCTION MODES: Click "Change" to filter your courses by face-to-face, hybrid, synchronous online courses, or asynchronous online courses



| | |
|---|---|
| Planned Courses <input type="button" value="+ Add Course"/> | Breaks <input type="button" value="+ Add Break"/> |
|---|---|

+ ADD COURSE: Once your preferences are set, click "Add Course" to look for courses

+ ADD BREAK: Adding a break allows you to set times for work, practice, commuting, etc., and filters courses based on what times are best for you

How to Search for Classes

Subject:

Course:

Schedule Hero's search functions allow you to search for courses in a variety of ways:

BY SUBJECT: search by specific subject/department

CATEGORIES AND ATTRIBUTES: search by MAC or GEC general education requirements

- To read the course description for any course, click on the course name
- When you're ready to add the course, press the button! This will add it to your Planned Courses list

To narrow down your options:

INFORMATION ICON: Click the button for more information on the courses you've selected, such as what prerequisites and corequisites you need for that course



OPTIONS GEAR: Use the Options gear to look at what times a course is offered and deselect the options that don't work for you

GENERATE SCHEDULE: After making your selections, click This will create all of your potential schedules taking time conflicts and breaks into account



VIEW: Once you have generated your potential schedules, use [View](#) or the magnifying glass to see & favorite your preferred schedules

SEND TO SHOPPING CART: To save your preferred schedule, favorite it or click Once your schedule is in the cart, all you need to register is your advising code!

Planned Courses

Select All

BIO 111 Principles of Biology I

BIO 111L Principles of Biology I Laboratory

CST 105 Introduction to Communication Studies

ENG 190 Literature, Gender, & Identity

Select at least two schedules to compare side by side

1 111-BIO-01, 111L-BIO-04, 105-CST-01, 190-ENG-01