**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.

**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.

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 about the course meeting location and start/end dates of the course. Start/end dates will help you identify a mini-semester 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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