

ADVISING 101

Few experiences in your academic career have as much potential for influencing your collegiate experience as academic advising. Much more than getting your advising code and selecting courses, developing a professional relationship with your academic advisor will help you make informed choices and decisions about your education and future career.

Use the following tools to help with academic planning!

Degree Evaluation



Are you wondering which classes to take? Your degree evaluation is a customized report listing all the requirements you must fulfill in order to earn your degree.

Online Degree Evaluation Access:

- 1.) Click the **UNCGenie** link from the UNCG home page
- 2.) Click on **Enter Secure Area** and log in using your University ID and PIN
- 3.) Click on the **Student** tab
- 4.) Click on the **Student Records** option

If you declared your major in the Fall 2014 term or later

If you declared your major prior to the Fall 2014 term

- 5.) Click on **Degree Works** - this will automatically generate your degree evaluation worksheet

Need help understanding your degree evaluation?

- Requirement complete
- Requirement incomplete
- Requirement complete except for course in progress

- 5.) Click on the **Degree Evaluation** link

- 6.) Select the current term and click **Submit**

- 7.) Select **Generate New Evaluation** (located at the top and bottom of screen)

- 8.) Select radio button next to your program and click **Generate Request**

Requirements with a **NO** have not been fulfilled and requirements with a **YES** have been.

Are you wondering what classes you would need if you change your major? You can create a **What-If Analysis** in Degree Works to view your degree evaluation for a different major. You can find additional instructions on the University Registrar Office's website at reg.uncg.edu/degree-evaluation/.



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Class Schedule Search

Are you wondering what your class options are? When or where a class meets? Who is the instructor?

To get started:

- 1.) Click the **UNCGenie** link from the UNCG home page. Do not log in.
- 2.) Select **Class Schedule**

To search for classes:

- 1.) Select the appropriate term
- 2.) Select a **Subject** and/or a **Course Category** (GEC Category)
- 3.) Click on **Course Search**

Helpful hints for understanding your search results:

- The **Notes** column lists important information about the specific section such as major restrictions, freshmen only, etc.
- The **Meeting Dates** column indicates the first and last day of the class. In Spring semester, this will help you identify Winter Term classes and in summer sessions it will help you identify whether a class meets during session 1 or session 2. It will also help you identify classes that only meet for the first or second half of the semester. *Classes listed in the **Location** column as **TBA** are online classes.*
- The **Categories** column indicates the GEC requirement that a class fulfills.
- The **Seats** column indicates open seats in a course. "0" seats indicates that a class is full.

Undergraduate Bulletin

Are you looking for a "road map" to your time as a student at UNCG? The Undergraduate Bulletin is a resource including information about the following:

- Academic Calendar
- General Education Core Requirements (GEC)
- Academic Policies and Procedures
- Course Descriptions
- Pre-requisites/Co-requisites
- Major/Minor Requirements

To read the Undergraduate Bulletin:

- 1.) Click the **UNCGenie** link from the UNCG homepage. Do not log in.
- 2.) Select **Course Catalog**
- 3.) Select **Undergraduate Bulletin**

*For past Undergraduate Bulletins, select **Archived Catalogs** and then choose the appropriate academic year*



For additional information please contact the **Students First Office**

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