**STEP 1**

**ACCESS YOUR DEGREE WORKS REPORT**

TIP: Print this report so you can make notes as you go!

If you plan to create a graduation plan for a major you haven’t declared yet, use the What-If feature on Degree Works.*

*Be sure to select the appropriate catalog year. If you’re not sure, ask your advisor!

**TO ACCESS**

- Navigate to [degreeworks.uncg.edu](http://degreeworks.uncg.edu)
  - Note: You may need to sign in with your UNCG credentials to access website.

**STEP 2**

**IDENTIFY YOUR OUTSTANDING DEGREE REQUIREMENTS**

Degree Works is a color-coded tool:

- **RED** indicates an outstanding requirement.
- **BLUE** indicates a requirement that is in progress and will be completed if a passing grade is earned in the course.
- **YELLOW** indicates a completed requirement.

**STEP 3**

**MAP OUT REMAINING REQUIREMENTS**

- Using a blank Graduation Plan template, begin filling in all outstanding requirements.
- TIP: Follow Steps 4 & 5 as you fill in each course to ensure you are creating an accurate and feasible plan that lists courses in appropriate semesters.
STEP 4

ADDRESS PREREQUISITES & COREQUISITES

The University Catalog will detail any prerequisites or corequisites required for courses you need to complete. You will need to plan to take the prerequisites and corequisites, even if they are not specifically listed on your Degree Works report.

TO ACCESS
1. Click on the UNCGenie icon on uncg.edu.
2. Click on the Course Catalog link on the UNCGenie homepage.
3. Click on the Courses link.
4. Click on the subject name.
   Example: Psychology (PSY).
5. Scroll to the course needed.
   Example: PSY 260 requires a C- or higher in PSY 121.

STEP 5

SEARCH FOR COURSE AVAILABILITY

The Class Schedule Search will allow you to search in the following ways:

Term Offered: Search for courses in an upcoming term. You can also search in a previous term to get an idea if the course is typically offered (some courses may be offered Fall only or Spring only). If a course is not offered when you have planned, adjust your timeline.

Subject: Search for a specific subject, such as English, Sociology, or Music.

General Education Attributes: Search by GEC or MAC requirement (such as GFA - Fine Arts or MAC Written Communication). This will help you plan for requirements where there is not a specific course required.

STEP 6

CONSIDER FEASIBILITY

For a graduation plan to be a helpful tool, it is important that it present an accurate and realistic plan for how you will complete your degree requirements.

*If submitting this plan for formal review by the Students First Office, plans may be denied for feasibility concerns at the discretion of SFO advisors.

STEP 7

SUBMIT FOR OFFICIAL REVIEW

If you are completing a Graduation Plan for an academic or financial aid appeal, you MUST get it signed/approved by an advisor before it can be submitted with your appeal. We strongly recommend you complete your Graduation Plan first.

SUBMIT TO
1. Your assigned academic advisor/advising center
2. Students First Office*
   • Official review may take up to 3 business days.
   • SFO will not accept unsigned/unapproved graduation plans on the appeal deadline day.

*SFO cannot approve plans for these majors:
- Bryan School of Business
- College of Visual & Performing Arts
- International & Global Studies
- Environmental Studies
- Integrated Professional Studies
- Liberal Studies

CONTACT US!

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