

# GRAD PLAN 101

Follow the steps below to help construct your Graduation Plan!

Use our [Advising Tools 101 Guide](#) for more information about some of the tools listed below.

## ACCESS YOUR DEGREE WORKS REPORT

STEP 1

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.*

### TO ACCESS

1. Click on the *UNCGenie* icon on [uncg.edu](http://uncg.edu).
2. Click on *Enter Secure Area* and log in using your Student ID and PIN.
3. Click on the *Student* tab.
4. Click on the *Student Records* link.
5. Click on *Degree Works*.

## IDENTIFY YOUR OUTSTANDING DEGREE REQUIREMENTS

STEP 2



Degree Works is a color-coded tool. Categories in **RED** indicate an outstanding requirement. Categories in **BLUE** are *in progress* and will be completed if the in-progress course is passed. **YELLOW** indicates a completed requirement.

## MAP OUT REMAINING REQUIREMENTS

STEP 3

- 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.



# 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](http://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.*

## 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*.

*GEC Requirements:* Use the *Categories & Attributes (GEC)* search by GEC category (such as *GFA - Fine Arts*) or markers (like *WI - Writing Intensive*). This will help you plan for requirements where there is not a specific course required.

## 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.*

Take into consideration the following things when finalizing your plan:

- Your cumulative and major GPA
- The rigor or intensity of each course you are planning for
- The number of courses you plan to take each semester

## 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!

Students First Office

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STEP 4

STEP 5

STEP 6

STEP 7