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, and Course Catalog.

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.

To Access Degree Works
1. Click the UNCGenie icon on 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. Select Degree Works.

What-If Reports
Considering changing a major/minor? Degree Works offers a “What-If Report” to show what you new requirements would be and how your credits apply.

Running a What-If Report
1. Click What If on the left-side menu in Degree Works.
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 Psychology, select “BA in Arts and Sciences.”
4. Select your intended Major and Concentration. (You must select a 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 what-if report.
Course Schedule Search

Wondering what your class options are? When or where a class meets? Who is the instructor of the course? The Course Schedule Search allows you to view details about courses offerings each semester.

To get started:
1. Click the UNCGenie link from the UNCG home page.
2. Select Class Schedule.

To search for classes:
1. Select the appropriate Term.
2. Select a Subject and/or a Course Category (GEC Category).

Helpful hints for understanding your search results:
- The Notes column lists important information about the section (major restrictions, freshmen only, etc).
- The Meeting Dates column indicates the first and last day of class.
  - In Spring, this will help you identify Winter Term courses (December—January).
  - In Summer, it will distinguish Summer Session 1 (May-June) or Summer Session 2 (June-July).
  - In Fall and Spring, this column will also identify courses that only meet for the first or second half of the semester (Part of Term courses).
- 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.
- The Course Type column indicated the format of a course.

Course Catalog

Are you looking for a comprehensive guide to policies, majors, and classes at UNCG? The Course Catalog includes 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 Access the Course Catalog:
1. Click the UNCGenie link from the UNCG home page.
2. Select Course Catalog.

*For past Course Catalogs, select “Undergraduate Bulletin Archives”
Registering on the Web

A. Log In to UNCGenie
1. Go to the UNCG home page: www.uncg.edu
2. Click on the text link ‘UNCGenie’ in the top right corner of the page.
3. Click on the text link ‘Enter Secure Area’ on the “Entry” screen.
4. On the “User Login” screen, key in your nine-digit User ID number and your six-digit PIN Number and then click on the LOGIN button.

B. Register Using UNCGenie

B.1. Navigate to the Add/Drop Classes Screen
1. On the “Welcome” screen, click on the text link ‘Student Services and Financial Aid.’
2. On the “Student Services & Financial Aid” screen, click on the text link ‘Registration.’
3. On the “Registration” screen click on the text link ‘Add/Drop Classes.’
4. On the “Select a Term” screen, select a Term from the pull-down menu and then click on the SUBMIT button.
5. On the “Advising Code Verification” screen, key in your six-digit Advising Code and then click on the SUBMIT button.

B.2. Complete the Add/Drop Classes Screen
1. Type the Course Reference Numbers (CRNs) for the courses you wish to take. [You may submit up to ten CRNs at once.]

2. Click on the SUBMIT CHANGES button.

[When the result of your CRN submission is displayed, the application will also display a pop-up window of your estimated final bill with adjustments for any charges due to your change in registration (e.g., moving in to or out of full-time status). Click on the button in the top left corner of the window to close the pop-up.]
B. Register Using UNCGenie

B.2. Complete the Add/Drop Classes Screen, continued . . .

3. If all of the requirements are met, the text ‘Web Registered’ and the date of registration will display in the Status column of the Current Schedule section.

4. To remove a course from the schedule, click on the pull-down menu under the Action column, select Web Drop, and click on the Submit Changes button.

5. Errors that prevent registration (e.g., failure to meet a major requirement, closed section, level restriction) are displayed in the Registration Add Errors section. [This section does not appear unless errors are encountered.]

B.2.A. Sign up for a Course Waitlist

[If a course has reached its maximum enrollment, but has been enabled for UNCGenie waitlisting, it will appear in the Registration Add Errors section of the “Add/Drop Classes” screen.]

1. Either the message ‘Closed - Waitlisted’ or ‘Open - Reserved for Waitlist’ will display in the Status column of the Registration Add Errors section. [‘Closed - Waitlisted’ means that all seats are taken. ‘Open - Reserved for Waitlist’ means there is a seat available and the current waitlist has priority registration for the seat.]

2. To request addition to the waitlist for the course, click on the pull-down menu under the Action column, select Waitlist through UNCGenie, and click on the Submit Changes button.

B.2.B. Add a Waitlisted Course

[If the course becomes eligible for registration through UNCGenie waitlisting, the student will receive a notification e-mail and will be granted a 24-hour window to register for the course. The course will appear in the Current Schedule section of the “Add/Drop Classes” screen.]

1. The message ‘Waitlisted through UNCGenie’ will display in the Status column of the Current Schedule section.

2. To register for the course, click on the pull-down menu under the Action column, select **Web Registered**, and click on the Submit Changes button. [If this message does not appear, call the University Registrar’s Office (334-5646). Do not drop the course!]

[If the waitlisted course has a corequisite, the corequisite course must be added simultaneously with the waitlisted course.]
B.3. Enter Variable Credit Details

[If you are not taking any variable credit courses, skip ahead to section C (View Your Schedule Using UNCGenie).]

1. Variable credit courses are listed in the Current Schedule section of the “Add/Drop Classes” screen along with normal credit hour courses. The text in the Cred field for variable credit courses has a hyperlink. Click on the hyperlink to view the “Change Class Options” screen.

2. Enter the appropriate credit hours in the Credit Hours field cell.

3. Click on the SUBMIT CHANGES button.

C. View Your Schedule Using UNCGenie

1. Click on the text link ‘Return to Menu’ in the top right corner of the screen.

2. On the “Registration” screen, click on the text link ‘Student Schedule by Day & Time.’

3. Examine the bottom of the “Student Schedule by Day and Time” screen for a possible time conflict between courses. [This section displays only if there is a conflict.]

4. (Optional) Select a different date range. The “Student Schedule by Day and Time” screen defaults to the schedule for the first week of the registration term.

   To view a different week:

   a. Enter the date for the first day of the week to view in the Go To field cell. [Use the format MM/DD/YYYY—e.g., 01/18/2010.]

   b. Click on the SUBMIT button.

   [Text link navigation for the PREVIOUS WEEK and NEXT WEEK is also available at the top of the calendar section.]

5. Print a copy of the schedule for your reference.

6. Exit the system by clicking on the text link ‘Exit’ in the top right corner of the screen.
Degree Works: Instructions for Students

Degree Works provides a degree evaluation that is personalized for each undergraduate student. Your Degree Works evaluation is a guide to help you create your educational plan and allows you to keep track of all the degree requirements for graduation. On your degree evaluation, you will see every requirement for your major(s) and minor(s) that you must complete in order to graduate from UNCG. In addition, you will see which requirements you have already satisfied, denoted by a green check; those requirements that are in progress, denoted by a blue ~; and any requirements that are still outstanding, denoted by an empty red check-box. Students should use their Degree Works degree evaluation every semester when selecting courses for the upcoming term, as well as when making long-term, semester-by-semester graduation plan.

Undergraduate students can access their individualized Degree Works evaluation by following these steps:
1. Go to www.unCG.edu and click on the icon to access UNCGenie
2. Click on Enter Secure Area and enter your user ID and PIN to log in
3. Click on the Student tab
4. Click on Student Records
5. Click on Degree Works—this will automatically generate your Degree Evaluation Worksheet. Below you will find a summary of each block and the important information each section contains.

Student View Block: This section will provide an overall summary of your personal academic information including your academic advisor, cumulative GPA, major(s) and minor(s) - if applicable, academic standing, any account holds that may prevent future course registration, and your WX count.

Degree Progress Bars: This section will show you a pictorial representation of your progress towards graduation. The top bar will show you the percentage of overall requirements you have completed and the bottom bar will show you the percentage of overall semester hours you have earned.

Degree Block: This block will show you a simple summary of your graduation requirements. Each requirement listed will have more detailed information further down in the degree evaluation.
**General Education Block:** This block will show you all of the General Education Core (GEC) requirements that you will need to complete to graduate from UNCG. In addition, if you are in the College of Arts and Sciences, you will also see the College Additional Requirements, CAR.

**General Education WI/SI Markers Block:** While at UNCG, all undergraduate students must complete a designated number of Writing Intensive (WI) and Speaking Intensive (SI) courses. This block will help you track how many additional WI/SI courses you need.

**General Education Global Markers Block:** This block will show you how many Global (GL) and Global Nonwestern (GN) courses you must complete to graduate from UNCG. All GL and GN courses have an international focus integrated into the class curriculum.

**Major/Concentration Blocks:** The next block you will see outlines your major requirements. Depending on the requirements of your academic program, you may also have a Concentration Block with additional courses and requirements as well.
**Legend:** Do you have questions about what the symbols mean throughout your *Degree Works* evaluation? At the very bottom of the evaluation, you will see a legend that will provide information on what various symbols represent.

If you have questions about *Degree Works*, please visit the Frequently Asked Questions page at www.uncg.edu/reg/FAQ or contact the Students First Office at (336) 334-5730 or via email at students@uncg.edu.

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Guide to What-if Analyses in Degree Works

What is a What-if Analysis?

- A What-if Analysis allows students to explore degree requirements for a different major, concentration, or minor to see how their coursework would be applied to the new program.
- What-if analyses will show what coursework is required for the new major, minor, or concentration, what requirements have already been satisfied, and what requirements are still outstanding.
- Performing a what-if analysis can help students make an informed decision about whether changing their major/minor/concentration is the best choice.
- What-if analyses are only applicable for the 2014-2015 bulletin forward.
- Performing a what-if analysis does not change a students’ major. Students who wish to change their major are able to do so through the online form on the University Registrar’s Office website: https://web.uncg.edu/reg/secure/majorchange.asp.

How do I access a What-if Analysis in Degree Works?

Students and advisors can perform a what-if analysis in Degree Works by following these steps:

1. Click on What If under the Worksheet tab on the left side of the screen

2. Choose the Catalog Year from the drop-down menu. In most cases, you will want to enter the current year.

3. Choose the Program from the drop-down menu. If you are unsure what program to choose, visit the Undergraduate Bulletin and click on the department you are exploring.
4. Leave the **Level** set on the default which is Undergraduate

5. Based on what you chose as the **Program**, the **Degree** field will automatically pre-populate.

6. Choose the **Major** you are interested in exploring from the drop-down menu.

7. Choose a **Concentration** from the drop-down menu. Based on the major you selected, a list of concentrations applicable to that major will automatically pre-populate. *Selecting a concentration is required, even if there is only one option.*

8. If you are interested in adding a **Minor**, you can select one from the drop-down box.

9. If you are interested in adding a second major or minor, you may do so under **Select your additional area of study**. This is not required but is certainly an option.
10. Click **Process What-If**. This button appears above the information you just filled out.

The *Degree Works* evaluation displayed is your What-if analysis. You can also print or save a copy of your what-if by clicking the **Print or Save as PDF** button.

If you have questions about *Degree Works*, please visit the Frequently Asked Questions page at www.uncg.edu/reg/FAQ or contact the Students First Office at (336) 334-5730 or via email at students@uncg.edu.

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