



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

College *of* Visual
and Performing Arts

New Student Advising Guide

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, and Course 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.

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - Contact Registrar's Office

To Access Degree Works

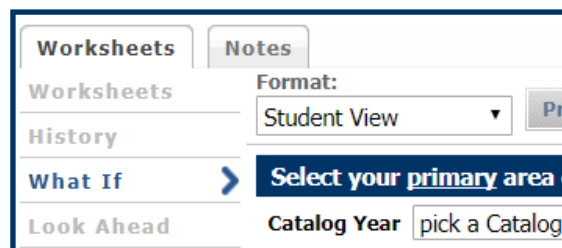
1. Click the UNCGenie icon on uncg.edu.
2. Click on *Enter Secure Area* and log in using your Student ID and PIN.
3. Click on the *Student* tab.
4. Click on the *Student Records* link.
5. Select **Degree Works**.

What-If Reports

Considering changing a major/minor? Degree Works offers a “What-If Report” to show what your 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.



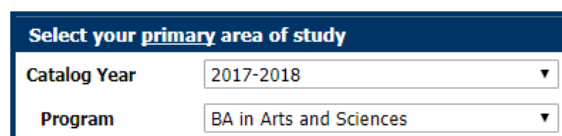
Worksheets | Notes

Worksheets | History | **What If** | Look Ahead

Format: Student View

Select your primary area of study

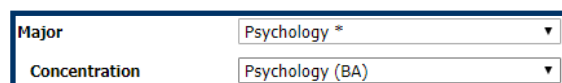
Catalog Year: pick a Catalog Year



Select your primary area of study

Catalog Year: 2017-2018

Program: BA in Arts and Sciences



Major: Psychology *

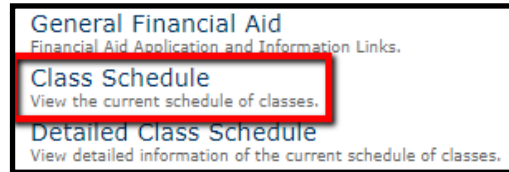
Concentration: Psychology (BA)

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”**



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO
Students First Office

101 Forney Student Success Commons
Phone: 336-334-5730
Email: students@uncg.edu

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.]

Add/Drop Classes:

 [View your Estimated Bill](#)

 [Click here to Buy Books](#)

Add Classes Worksheet

CRNs

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.]

Add/Drop Classes:

[View your Estimated Bill](#)

[Click here to Buy Books](#)

Current Schedule

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Nov 02, 2009	81134	ENG	101	01	Undergraduate	3.000	Standard	English Composition I	

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 19.000
Date: Nov 02, 2009 04:31 pm

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
CLOSED SECTION 81237 ENG	101	05	Undergraduate	3.000	Standard	English Composition I			

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

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.]

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Closed - 0 Waitlisted	81772	ENG	101	07	Undergraduate	3.000	Standard	English Composition I	

Action: None, None, Waitlist through UNCGenie

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.

Current Schedule

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlist through UNCGenie on Aug 16, 2013	81772	ENG	101	07	Undergraduate	0.000	Standard	English Composition I	

Action: None, None, **Web Registered**, Web Drop

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.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 5, 2009	None	81032	DCE	475	01	Undergraduate	1.000	Standard		Independent Study

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

Change Class Options:

Independent Study

Course: 81032 DCE
475 01

Credit Hours (1.000 to 3.000):

Grade: Standard

Mode: Undergraduate

Level:

Submit Changes

Reset

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.

Student Schedule by Day and Time:

Go to (MM/DD/YYYY)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am ENG 101-02 80302 Class 8:00 am-8:50 am TBA		ENG 101-02 80302 Class 8:00 am-8:50 am TBA		ENG 101-02 80302 Class 8:00 am-8:50 am TBA		

Courses with time conflict:
EST 105-01


[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.

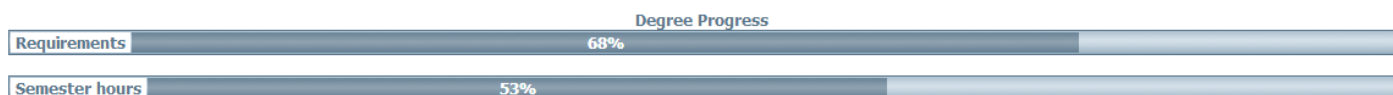
Undergraduate students can access their individualized *Degree Works* evaluation by following these steps:

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.

Student View AA221996 as of 06/19/2014 at 11:35					
Student	Diagnostic, Hayden Testing	College	College of Arts and Sciences	Academic Standing	
ID	889954919	Level	Undergraduate	Hold	
Classification	Sophomore	Degree	Bachelor of Arts	Confidentiality Flag	Y
Advisor	Collis, Jeffrey E	Major	English	WX Count	Under Construction
Cumulative GPA	3.50	Concentration	English (BA)	Applied for Graduation	
		Minor			

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.

Degree in Bachelor of Arts		Catalog Year:	2014-2015	Semester hours Required:	122
		GPA:	3.50	Semester hours Applied:	65
<input type="checkbox"/> Total semester hours required	Still Needed: You currently have 65, you still need a minimum of 57 more semester hours.				
<input checked="" type="checkbox"/> Minimum semester hours completed at UNCG					
<input type="checkbox"/> Minimum 300+ level semester hours	Still Needed: You currently have 18, you still need a minimum of 18 more semester hours.				
<input checked="" type="checkbox"/> You meet the minimum 2.0 GPA requirement.					
GENERAL EDUCATION REQUIREMENTS					
<input type="checkbox"/> General Education Core (GEC) + College Addtl Requirements (CAR)	Still Needed: See GEC + CAR section				
<input checked="" type="checkbox"/> GE WI/SI Markers					
<input checked="" type="checkbox"/> GE Global Markers					
<input type="checkbox"/> MAJOR REQUIREMENTS	Still Needed: See Major in English, BA section				

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.

■ GEC + CAR					Catalog Year:	2014-2015
Typically a minimum of 48 semester hours is required.					GPA:	3.11
□ HUMANITIES AND FINE ARTS						
□ GFA-Fine Arts (3 s.h./1 course)					Still Needed: 1 Class in @ @ with Attribute GFA	
✓ GLT-Literature (6 s.h./2 courses)					ENG 104 Satisfied by ENG 340	Intro to Lit ENGLAN3 - Grade 5 - Advanced Placement Program Shakespeare: Later Plays T 3 Fall 2001 B+ 3 Fall 2002
□ GPR-Phil/Rel/Ethical Perspectives (3 s.h./1 course)					Still Needed: 1 Class in @ @ with Attribute GPR	
□ HISTORICAL PERSPECTIVES						
□ GPM-Pre-Modern History (3 s.h./1 course)					Still Needed: 1 Class in @ @ with Attribute GPM	
✓ GMO-Modern History (3 s.h./1 course)					HIS 301	Race and Slavery C+ 3 Fall 2007
✓ GMT-Mathematics (3 s.h./1 course)					MAT 191 Satisfied by	Calculus I MATAB2 - Grade 4 - Advanced Placement Program T 3 Fall 2001
□ NATURAL SCIENCES						
Students cannot receive credit for both GEO 103 and 106/106L.						
✓ GLS-Life Science (3 s.h./1 course)					NTR 213	Nutrition Facts / Fantasies B 3 Fall 2002

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 WI/SI Markers					Catalog Year:	2014-2015
✓ WRITING INTENSIVE REQUIREMENTS(4)					GPA:	4.00
✓ CAR WI Waivers					GEC 002 Satisfied by ENG 005 Satisfied by	GL/GN/WI/SI Waivers 60+ Tr Hrs GEC060 - 60-89 Transfer Hrs - Gen Educ Core Transfer Waivers College WI Waiver 30-59 Tr Hrs GEC060 - 60-89 Transfer Hrs - Gen Educ Core Transfer Waivers T 0 Fall 2001 T 0 Fall 2001
✓ Additional Writing Intensive Courses					CST 105 ENG 212	Intro to Communication Studies British Authors: Romantic-Mod A 3 Fall 2002 A 3 Spring 2002
✓ SI-Speaking Intensive (2 courses)					GEC 002 Satisfied by CST 105	GL/GN/WI/SI Waivers 60+ Tr Hrs GEC060 - 60-89 Transfer Hrs - Gen Educ Core Transfer Waivers Intro to Communication Studies T 0 Fall 2001 A 3 Fall 2002

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.

✓ General Education Global Markers					Catalog Year:	2014-2015
GL/GN courses may include a maximum of 2 courses in a foreign language.					GPA:	3.35
✓ GLOBAL PERSPECTIVES GL/GN						
✓ GN-Global Non-Western Perspectives (1 course)					GEC 001 Satisfied by	GL/GN Waiver 60+ Tran Hrs GEC060 - 60-89 Transfer Hrs - Gen Educ Core Transfer Waivers T 0 Fall 2001
✓ GL or GN-Global Perspectives (3 courses)					SPA 102 SPA 203 MGT 000 Satisfied hv	Beginning Spanish Intermediate Spanish Study Abroad Test Course GEC060 - 60-89 Transfer Hrs - Gen Educ Core Transfer Waivers B 3 Fall 2001 A- 3 Spring 2002 T 0 Fall 2001

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.

■ Major in English, BA					Catalog Year:	2014-2015
✓ Minimum semester hours completed at UNCG					GPA:	3.82
Minimum C- grade required in major courses.						
✓ Writing Intensive Course Requirement					ENG 212	British Authors: Romantic-Mod A 3 Spring 2002
□ Speaking Intensive Course Requirement					Still Needed: Any major course with SI marker	
The Writing Intensive and Speaking Intensive Course Requirements in your major may also be applied toward the GE Marker Requirements.						
□ Concentration Requirements					Still Needed: See Conc in English section	
■ Conc in English					Catalog Year:	2014-2015
□ Minimum semester hours required in Concentration					GPA:	3.82
Semester hours Required: 36					Semester hours Applied: 18	
Still Needed: You currently have 18, you still need a minimum of 18 more semester hours.						
✓ HISTORICAL PERSPECTIVES						
✓ Medieval to Enlightenment					ENG 211	British Authors:Medeivl-Neocls A 3 Fall 2001
✓ Romantic to Postmodern					ENG 212	British Authors: Romantic-Mod A 3 Spring 2002
PERSPECTIVES ON LITERATURE						
✓ Literature before 1800-only 1 of which may be Shakespeare					ENG 340	Shakespeare: Later Plays B+ 3 Fall 2002
Literature before 1800					ENG 372	Early American Literature R (3) Fall 2014
Literature after 1800					ENG 377	American Realism / Naturalism R (3) Fall 2014
✓ Contemporary Theoretical Approaches					ENG 303	Approach to the Study of Lit A 3 Spring 2002
Approaches to Rhetoric					Still Needed: 1 Class in ENG 305*	
English Electives at or above the 200 level					Still Needed: 15 Semester hours or 5 Classes in ENG 200:599	

Electives Block: If you have taken courses that are not fulfilling one of your specific graduation requirements, it will be listed in the Electives Block.

Electives		Semester hours Applied: 13		Classes Applied: 5
ACC 201	Financial Accounting	B+	3	Spring 2002
ESS 120	Conditioning	A	1	Spring 2002
HIS 212	The US Since 1865	A	3	Fall 2001
MAT 292	Calculus II	T	3	Fall 2001
Satisfied by: MATAB2 - Grade 4 - Advanced Placement Program				
SOC 225	Race,Class,Gender:Soc Inequality	R	3	Fall 2014

Insufficient Block: If you choose to withdraw from a course, earned an F in a course, or did not earn the grade necessary for it to count towards your major requirements, you will see these listed in the Insufficient Block.

Insufficient		Semester hours : 0		Classes : 1
SPA 204	Intermediate Spanish	W	0	Fall 2002

In-progress Block: This block will list every course you are registered for in the current term. After registration, courses you are registered for in upcoming semester(s) will also be listed. While all of these courses will also be displayed in applicable blocks throughout the degree evaluation, this block will be helpful when you want to quickly see a summary.

In-progress		Semester hours Applied: 12		Classes Applied: 4
ENG 372	Early American Literature	R	3	Fall 2014
ENG 377	American Realism / Naturalism	R	3	Fall 2014
GEO 344	Geog of the US and Canada	R	3	Fall 2014
SOC 225	Race,Class,Gender:Soc Inequality	R	3	Fall 2014

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.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	* Pre-requisite
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - Contact Registrar's Office	● Any subject and/or course number	R Registered

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.

“Degree Works” is a trademark of Ellucian and is used with Ellucian’s permission

Guide to What-if Analyses in Degree Works

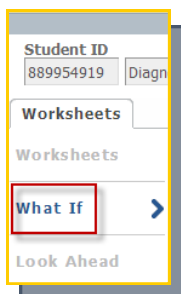
What is a What-if Analysis?

- 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>.

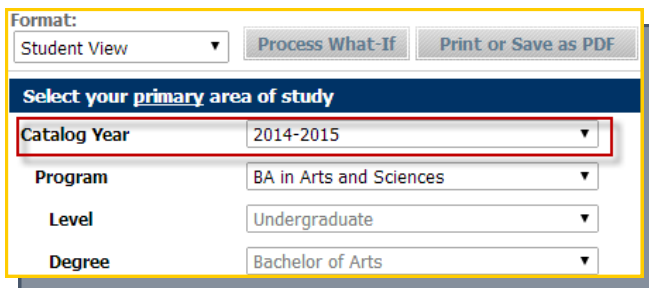
How do I access a What-if Analysis in *Degree Works*?

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

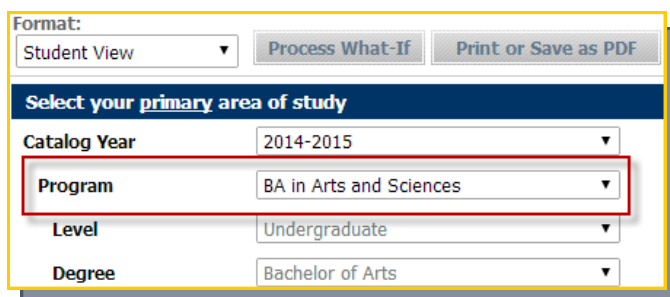
1. Click on **What If** under the Worksheet tab on the left side of the screen



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


 A screenshot of the Degree Works 'What If' form. At the top, there is a 'Format:' dropdown menu set to 'Student View', and two buttons: 'Process What-If' and 'Print or Save as PDF'. Below this is a section titled 'Select your primary area of study'. It contains four dropdown menus: 'Catalog Year' (set to '2014-2015'), 'Program' (set to 'BA in Arts and Sciences'), 'Level' (set to 'Undergraduate'), and 'Degree' (set to 'Bachelor of Arts'). The 'Catalog Year' dropdown menu is highlighted with a red rectangular box.

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.


 A screenshot of the Degree Works 'What If' form, similar to the previous one. In this view, the 'Program' dropdown menu is highlighted with a red rectangular box. The other fields remain the same: 'Format:' is 'Student View', 'Catalog Year' is '2014-2015', 'Level' is 'Undergraduate', and 'Degree' is 'Bachelor of Arts'.

4. Leave the **Level** set on the default which is Undergraduate

Format: Student View [Process What-If] [Print or Save as PDF]

Select your **primary** area of study

Catalog Year: 2014-2015

Program: BA in Arts and Sciences

Level: Undergraduate

Degree: Bachelor of Arts

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

Format: Student View [Process What-If] [Print or Save as PDF]

Select your **primary** area of study

Catalog Year: 2014-2015

Program: BA in Arts and Sciences

Level: Undergraduate

Degree: Bachelor of Arts

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

Major: Biology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Options in dropdown: (pick a Major), African American & African Diaspora Studies, Anthropology, Art, Biology

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.*

Major: Biology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Options in dropdown: (pick a Concentration), (pick a Concentration), Biology (BA), Biology (BA-High School Teach), Biology-2 Plus (BA)

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

Major: Biology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

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.

Select your **additional** areas of study

Program for additional areas: (pick a Program)

Major: (pick a Major)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

[Add]

Chosen Areas of study

[Remove]

10. Click **Process What-If**. This button appears above the information you just filled out.

The screenshot shows the top section of the Degree Works interface. At the top left, there is a 'Format:' dropdown menu set to 'Student View'. To its right are two buttons: 'Process What-If' (highlighted with a red rectangular box) and 'Print or Save as PDF'. Further right are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. Below this header is a dark blue bar with the text 'Select your primary area of study'. Under this bar, there are two columns of dropdown menus. The left column includes 'Catalog Year' (2014-2015), 'Program' (BA in Arts and Sciences), 'Level' (Undergraduate), and 'Degree' (Bachelor of Arts). The right column includes 'Major' (Biology), 'Concentration' ((pick a Concentration)), and 'Minor' ((pick a Minor)). Below these is another dark blue bar with the text 'Select your additional areas of study'. At the bottom, there is a 'Program for additional areas' dropdown menu set to 'BFA in Arts and Sci (127 hrs)' and a 'Chosen Areas of study' section with a yellow background.

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.

This screenshot is identical to the one above, showing the same Degree Works interface. The only difference is that the 'Print or Save as PDF' button is now highlighted with a red rectangular box, while the 'Process What-If' button is no longer highlighted.

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.

"Degree Works" is a trademark of Ellucian and is used with Ellucian's permission