



Degree Works: Instructions for Advisors

Degree Works provides a degree evaluation that is personalized for each undergraduate student. A student's *Degree Works* evaluation is a guide to help create an educational plan and track of all the student's degree requirements for graduation. On the degree evaluation, you will see every requirement for the student's major(s) and minor(s) that must be completed to graduate from UNCG. In addition, you will see which requirements have already been 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.

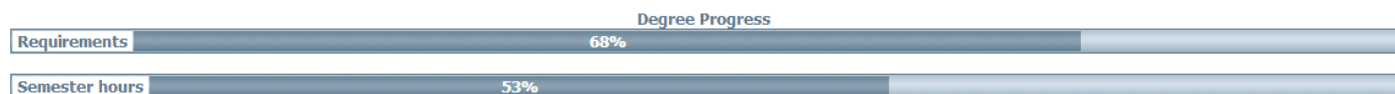
Advisors can access students' individualized *Degree Works* evaluation by following these steps:

1. Go to www.uncg.edu and click on the  icon to access **UNC Genie**
2. Click on **Enter Secure Area** and enter your user ID and PIN to log in
3. Click on the **Faculty Services** tab
4. Click on **Advisor Menu**
5. Click on **Degree Works**
6. Select the student's evaluation by choosing one of the options below depending on your permissions as an academic advisor at UNCG:
 - If you are an advisor who only has access to view your assigned advisees, select the student's name from the **drop-down box**
 - If you are an advisor who has access to advise all undergraduate students, you can enter the student's ID number in the **Student ID** box
 - If you are an advisor who has access to advise all undergraduate students, you can also or search for a student using **Find**
7. **IF** the student's records have been updated since the night before, click on the  button to **Refresh** the student's current data and click **Process New** to generate a new evaluation.

Student View Block: This section will provide an overall summary of a student's personal academic information including cumulative GPA, major(s) and minor(s) - if applicable, academic standing, any account holds that may prevent future course registration, and 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 a pictorial representation of the student's progress towards graduation. The top bar shows the percentage of overall requirements that have been completed and the bottom bar shows the percentage of overall semester hours earned.



Degree Block: This block will show you a simple summary of the student’s 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					
MAJOR REQUIREMENTS		Still Needed: See Major in English, BA section			

General Education Block: This block shows all of the General Education Core (GEC) requirements that the student will need to complete in order to graduate from UNCG. In addition, if the student’s major is in the College of Arts and Sciences, you will also see the College Additional Requirements, CAR.

GEC + CAR					Catalog Year:	2014-2015
					GPA:	3.11
Typically a minimum of 48 semester hours is required.						
<input type="checkbox"/> HUMANITIES AND FINE ARTS						
<input type="checkbox"/> GFA-Fine Arts (3 s.h./1 course)		Still Needed: 1 Class in @ @ with Attribute GFA				
<input checked="" type="checkbox"/> 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 B+	3 3	Fall 2001 Fall 2002
<input type="checkbox"/> GPR-Phil/Rel/Ethical Perspectives (3 s.h./1 course)		Still Needed: 1 Class in @ @ with Attribute GPR				
<input type="checkbox"/> HISTORICAL PERSPECTIVES						
<input type="checkbox"/> GPM-Pre-Modern History (3 s.h./1 course)		Still Needed: 1 Class in @ @ with Attribute GPM				
<input checked="" type="checkbox"/> GMO-Modern History (3 s.h./1 course)		HIS 301	Race and Slavery	C+	3	Fall 2007
<input checked="" type="checkbox"/> GMT-Mathematics (3 s.h./1 course)		MAT 191 Satisfied by	Calculus I MATAB2 - Grade 4 - Advanced Placement Program	T	3	Fall 2001
<input type="checkbox"/> NATURAL SCIENCES						
Students cannot receive credit for both GEO 103 and 106/106L.						
<input checked="" type="checkbox"/> 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 to track how many additional WI/SI courses the student needs.

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

General Education Global Markers Block: This block will show you how many Global (GL) and Global Nonwestern (GN) courses the student 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	
						GPA:	3.35	
GL/GN courses may include a maximum of 2 courses in a foreign language.								
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	Beginning Spanish	B	3	Fall 2001
				SPA 203	Intermediate Spanish	A-	3	Spring 2002
				MGT 000	Study Abroad Test Course	T	0	Fall 2001
				Satisfied by				GEC060 - 60-89 Transfer Hrs - Gen Educ Core Transfer Waivers

Major/Concentration Blocks: The next block you will see outlines the student's major requirements. Depending on the requirements of the student's academic program, you may also see a Concentration Block with additional courses and requirements.

Major in English, BA							Catalog Year:	2014-2015			
<input checked="" type="checkbox"/> Minimum semester hours completed at UNCG							GPA:	3.82			
Minimum C- grade required in major courses.											
<input checked="" type="checkbox"/> Writing Intensive Course Requirement							ENG 212	British Authors: Romantic-Mod	A	3	Spring 2002
<input type="checkbox"/> 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.											
<input type="checkbox"/> Concentration Requirements							Still Needed: See Conc in English section				

■ Conc in English			Catalog Year:	2014-2015	Semester hours Required:	36
<input type="checkbox"/> Minimum semester hours required in Concentration			GPA:	3.82	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-Neoclss	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	
<input type="checkbox"/> Approaches to Rhetoric			Still Needed: 1 Class in ENG 305*			
<input type="checkbox"/> English Electives at or above the 200 level			Still Needed: 15 Semester hours or 5 Classes in ENG 200:599			

Electives Block: All courses that do not fulfill a specific graduation requirement 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: The Insufficient Block shows all courses met with a W, F, or a grade not high enough to fulfill a major requirement.

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

In-progress Block: This block will list every course the student is currently registered for. After registration, courses the student is 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 the *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.

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