

## 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 checkbox. 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](http://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 **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 search for a student using the **Find** icon.
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:** This section will provide an overall summary of a student's personal academic information including overall GPA, credits earned, major(s) and minor(s) - if applicable, academic standing, pre-professional interests, graduation application, and any account holds that may prevent future course registration.

Student View WA0012og as of 07/19/2021 at 12:59					
Student	Diagnostic, Capp	Catalog Year	2021-2022	Academic Standing (Current/Last)	/
ID		Campus	Greensboro Main	UNCG Credits Earned	
Level	Undergraduate	College		Transfer Credits Earned	23
Classification	1-Freshman	Degree	Bachelor of Arts	Overall Credits Earned	23
Advisor		Major	Peace and Conflict Studies	Overall GPA	0.00
Hold(s)		Concentration		Pre-Professional Interests	
		Minor		Applied for Graduation	

**Degree:** This section shows 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:	2021-2022	Semester hours Required:	120
		GPA:	0.00	Semester hours Applied:	29
<input type="checkbox"/> Minimum semester hours required for degree	Still Needed:	You currently have 29, you still need a minimum of 91 more semester hours.			
<input type="checkbox"/> Minimum semester hours completed at UNCG	Still Needed:	You currently have 6, you still need a minimum of 25 more semester hours.			
<input type="checkbox"/> Minimum 300+ level semester hours	Still Needed:	You currently have 0, you still need a minimum of 36 more semester hours at or above the 300 course level toward the degree.			
<input type="checkbox"/> A minimum GPA of 2.0 is required.					
<input type="checkbox"/> GENERAL EDUCATION COMPETENCIES	Still Needed:	See <a href="#">Minerva's Academic Curriculum</a> section			
<input type="checkbox"/> MAJOR REQUIREMENTS	Still Needed:	See <a href="#">Major in Peace and Conflict Studies</a> section			

**General Education 2021-22:** This section shows all of the Minerva's Academic Curriculum (MAC) requirements that the student will need to complete in order to graduate from UNCG. In addition, if the student's first major is in the College of Arts and Sciences, you will see additional sections for Communicating Ideas in Context (CIC).

Minerva's Academic Curriculum		Catalog Year:	2021-2022	Semester hours Required:	33
		GPA:	0.00	Semester hours Applied:	25
<input type="checkbox"/> Total semester hours required for MAC	Still Needed:	You currently have 25, you still need a minimum of 8 more semester hours.			
<input type="checkbox"/> MAC Foundations	Still Needed:	Total of 3 Semester hours MAC Foundations			
<input checked="" type="checkbox"/> MAC Written Communication	ENG 102 Satisfied by	Eng Comp II ENGLIT3 - Grade 5 - Advanced Placement Program	T	3	Fall 2006
<input checked="" type="checkbox"/> MAC Oral Communication	CST 105	Intro to Communication Studies	R	(3)	Fall 2021
<input type="checkbox"/> MAC Quantitative Reasoning	Still Needed:	Total of 3 Semester hours MAC Quantitative Reasoning			
<input checked="" type="checkbox"/> MAC Health & Wellness	HDF 202 Satisfied by	Infant And Child Development EDU144 - Child Development I - Guilford Tech Comm College	T	3	Fall 2021
<input checked="" type="checkbox"/> CRITICAL THINKING/INQUIRY - 3 DIFFERENT COURSE PREFIXES					
<input checked="" type="checkbox"/> MAC Crit Think Hum & Fine Arts	ENG 104 Satisfied by	Approach to Literature ENGLIT3 - Grade 5 - Advanced Placement Program	T	3	Fall 2006
<input checked="" type="checkbox"/> MAC Crit Think Soc & Behav Sci	PSY 250 Satisfied by	Developmental Psychology PSY241 - Developmental Psychology - Guilford Tech Comm College	T	3	Fall 2021
<input checked="" type="checkbox"/> MAC Crit Think Nat Sci	BIO 111 Satisfied by	Principles of Biology I ENGLIT3 - Grade 5 - Advanced Placement Program	T	4	Fall 2006
<input checked="" type="checkbox"/> MAC Global Engagement & Intercultural	PCS 205	Violence in the Modern World	R	(3)	Fall 2021
<input type="checkbox"/> MAC Diversity & Equity	Still Needed:	Total of 3 Semester hours MAC Diversity & Equity			
<input checked="" type="checkbox"/> MAC Nat Sci Data Analysis	CHE 111 Satisfied by	General Chemistry I ENGLIT3 - Grade 5 - Advanced Placement Program	T	3	Fall 2006

**Major/Concentration:** The next section will outline the student's major requirements. Depending on the requirements of the academic program, a concentration section with additional courses/requirements may appear.

Major in Peace and Conflict Studies		Catalog Year:	2021-2022	GPA:	0.00
<input type="checkbox"/> Minimum semester hours in Major completed at UNCG	Still Needed:	You currently have 3, you still need a minimum of 9 more semester hours.			
<input type="checkbox"/> Required Courses					
<input checked="" type="checkbox"/> Violence in the Modern World	PCS 205	Violence in the Modern World	R	(3)	Fall 2021
<input type="checkbox"/> Conflict Transformation	Still Needed:	3 Semester hours in PCS 215			
<input type="checkbox"/> Managing Conflict in Professional Contexts	Still Needed:	3 Semester hours in PCS 218			
<input type="checkbox"/> Foundations of Peace & Conflict Studies	Still Needed:	3 Semester hours in PCS 305			
<input type="checkbox"/> Working Through Interpersonal Conflicts	Still Needed:	3 Semester hours in PCS 308			
<input type="checkbox"/> Conflict & Culture	Still Needed:	3 Semester hours in PCS 309			
<input type="checkbox"/> Conflict Research	Still Needed:	3 Semester hours in PCS 311*			
<input type="checkbox"/> Global Peacebuilding	Still Needed:	3 Semester hours in PCS 415			
<input type="checkbox"/> Practicum I	Still Needed:	4 Semester hours in PCS 416*			
<input type="checkbox"/> Senior Seminar	Still Needed:	3 Semester hours in PCS 420*			
<input type="checkbox"/> Additional Requirements					
<input type="checkbox"/> Additional Cognate Courses	Still Needed:	6 Semester hours in PHI 115 or 121 or 222 or 331 or PSC 105 or 440 or ATY 113 or SOC 201 or 429 or REL 101 or BLS 383 or 386 or PCS 405 or 406 or 418 or 433 or 440 or 456 or 479			

**Electives:** All courses not needed to fulfill a specific requirement in the preceding sections will be listed here. Credit hours apply to the total required for the degree, hours in residence, and overall GPA. Courses numbered at the 300-level and above apply to the minimum 36 credits required for the degree.

Electives		Semester hours Applied: 4		Classes Applied: 2	
CHE 112	General Chemistry Lab I	T	1	Fall 2006	
Satisfied by: ENGLIT3 - Grade 5 - Advanced Placement Program					
ENG 101	Eng Comp I	T	3	Fall 2006	
Satisfied by: ENGLIT3 - Grade 5 - Advanced Placement Program					

**Insufficient:** This section shows all courses met with a W, F, or otherwise insufficient grade. Courses repeated (lower grade), grade replacement, and academic renewal will also be listed here.

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

**In-progress:** This section will list every course the student is currently registered for. The courses the student is pre-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 section can be helpful when you want to quickly see a summary.

In-progress		Semester hours Applied: 6		Classes Applied: 2	
CST 105	Intro to Communication Studies	R	3	Fall 2021	
PCS 205	Violence in the Modern World	R	3	Fall 2021	

**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	<b>(T)</b> Transfer Class	<b>R</b> Registered
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<b>@</b> Any course number	<b>*</b> Pre-Requisite

**Disclaimer**

If you have questions about *Degree Works*, please visit <https://reg.uncg.edu/advisors/> or contact the University Registrar's Office via email at [degworks@uncg.edu](mailto:degworks@uncg.edu). The Students First Office can be reached at (336) 334-5730 or via email at [students@uncg.edu](mailto:students@uncg.edu).

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