

# 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

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.\*

\*Be sure to select the appropriate catalog year. If you're not sure, ask your advisor!

### TO ACCESS

- Navigate to [degreeworks.uncg.edu](https://degreeworks.uncg.edu)
  - Note: You may need to sign in with your UNCG credentials to access website



## IDENTIFY YOUR OUTSTANDING DEGREE REQUIREMENTS



Degree Works is a color-coded tool:

**RED** circle indicates an outstanding requirement that has not been completed.

**BLUE** circle indicates a requirement that is in progress and will be completed if a passing grade is earned in the course.

**GREEN** check mark indicates a completed requirement.

## MAP OUT REMAINING REQUIREMENTS

- 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.



STEP 1

STEP 2

STEP 3

# ADDRESS PREREQUISITES & COREQUISITES

STEP 4

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. Use the link to the left to access the Catalog.
2. Click on Prerequisites.
3. Click on Courses.
4. Search for the department 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

Schedule Hero will allow you to search in the following ways:

**Select Term:** Search for courses in an upcoming term. If a course is not offered when you have planned, adjust your timeline.

**Subject:** Search for classes in a specific subject, such as English, Sociology, or Music.

**Categories and Attributes:** Search by MAC requirement (such as MAC Written Communication). This will help you plan for requirements where there is not a specific course required.

STEP 5

## 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

STEP 6

## 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 & Economics
- College of Visual & Performing Arts
- International & Global Studies
- Environment & Sustainability Studies
- Professional Studies Online (formerly BIPS)
- Liberal Studies

STEP 7

## CONTACT US!

Students First Office

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