

Grad Plan 101

NOTE: If you are a first-semester transfer student, you may find it helpful to first view your transcript in UNCCGenie to ensure that all credits from previous institutions have transferred as you expected. If you believe there are errors or omissions, please visit Transfer Articulation in the Undergraduate Admissions Visitor's Center.

Step 1: Complete and print a copy of your degree evaluation in [UNCCGenie](#).

- Log-in to *UNCCGenie* using your Student ID and PIN.
- Click on the Student tab at the top

If you declared your major in the **Fall 2014 term or later**

Click on **Degree Works** – this will automatically generate your degree evaluation worksheet

- Requirement complete
- Requirement incomplete
- Requirement complete except for course in progress

If you declared your major **prior to the Fall 2014 term**

Click on **Degree Evaluation**

- Select the current term and click Submit
- Select **Generate New Evaluation**
- Select radio button next to your program and click **Generate Request**

Requirements with a **NO have not been fulfilled and requirements with a **YES** have been.

Step 2: Using your degree evaluation, identify all degree requirements you have not fulfilled, including your general education requirements.

Step 3: Print a copy of the [Graduation Plan form](#) or pick up a copy in the *Students First Office* in 061 McIver Building.

Step 4: Map out all of the courses you need to graduate in the order you plan to take them. If there are specific courses required or a specific GPA required for admission to your major, consider those requirements in your plan. **Please see the back for a list of resources to help you fill out your graduation plan.**

In addition to your transcript and degree evaluation, you may find the following resources helpful:

- *Undergraduate Bulletin*, found at <http://web.uncg.edu/reg/Bulletin/Current/> (useful for viewing course descriptions, prerequisites, when courses are offered, and degree requirements)
- *Plans of Study* provided by your major department
- [UNCGenie Class Schedule](#), found in UNCGenie (enables you to view when courses will be offered in future terms, as well as when they have been offered in previous terms)
- Your School/College Advising Center
- Students First Office (SFO) – Phone: (336) 334-5730 or Email: students@uncg.edu



Step 5: Submit your completed Graduation Plan to your faculty advisor or your advising center for review and signature approval. If you are unable to receive assistance from either of these options, please contact the *Students First Office* for review and signature approval.

***Students in the following majors must contact their academic advisor/advising center/department for graduation plan signature approval. Students First Office CANNOT approve graduation plans for these majors.**

- Bryan School of Business
- International and Global Studies majors
- College of Visual and Performing Arts majors (CVPA)
 - Art
 - Dance
 - Music
 - Theatre
- Environmental Studies majors



Step 6: Once you have an advisor's signature approval, submit your plan with the rest of your appeal to the *Financial Aid Office* if the appeal is only for Financial Aid Satisfactory Academic Progress or to the *Students First Office* if the appeal is a Suspension, Dismissal or Return from Dismissal appeal.