



A. Log In and Navigate to the Student Records Menu

1. Go to the UNCG home page: www.uncg.edu
2. Click on the text link 'UNCGenie.'

3. Click on the text link 'Enter Secure Area.'

4. Key in your nine-digit *User ID* number.
5. Key in your six-digit *PIN* number.
6. Click on the LOGIN button.



A. Log In and Navigate to the Student Records Menu, continued . . .

7. Click on the text link 'Student & Financial Aid.'



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Personal Information Alumni and Friends **Student Services & Financial Aid**

Search SITE MAP HELP EXIT

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Alumni and Friends
Find classmates, communicate, career advisor, job posting, online giving, volunteer.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Return to Homepage

RELEASE: 7.2

8. Click on the text link 'Student Records.'



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Personal Information Alumni and Friends **Student Services & Financial Aid**

Search RETURN TO MENU SITE MAP HELP EXIT

Student Services & Financial Aid

Admissions
File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

Registration
Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule; Look up advisor.

Student Records
View your holds; Display your grades and transcripts; View your degree evaluation; Review charges and payments; Apply to Graduate.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Display Elections
Spartan Orientation, Advising & Registration (SOAR)
Register yourself and guests for SOAR.

RELEASE: 7.2



B. Generate a Degree Evaluation

1. Click on the text link 'Degree Evaluation.'

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Student Records

- View Holds
- Midterm Grades
- Final Grades
- Grade Detail
- Academic Transcript
- Request Printed/Official Transcript
- View Status of Transcript Requests
- Account Summary by Term
- Account Summary
- Account Detail for Term
- Select Tax Year
- Tax Notification
- Degree Evaluation**
- Dynamic Catalog
- View Student Information
- Virtual Advising
- Apply to Graduate
- Enrollment Verifications via Clearinghouse Student Self Service

RELEASE: 7.2

2. Select the current *Term* or a future *Term* from the pull-down menu.

3. Click on the **SUBMIT** button.

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Search RETURN TO MENU SITE MAP HELP EXIT

Select Current Term

i To determine if you are eligible to use the CAPP degree evaluation system, please refer to the Implementation Guide on the following website: <http://www.uncg.edu/reg/capp/impguide.html>. For more information and instructions, please visit this website: <http://www.uncg.edu/reg/capp>. Please select current term.

Select a Term:

RELEASE: 7.1



B. Generate a Degree Evaluation, continued . . .

4. The declared primary curriculum is shown in blue type next to *Program*.

Click on the text link 'Generate New Evaluation' to create a current degree evaluation for the declared primary curriculum.

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Degree Evaluation Record

You may generate a degree evaluation for the curriculum(s) listed below. If this information is incorrect, please see the following website for information about changing majors: web.uncg.edu/adv/maj. To view evaluation results, select View Previous Evaluations.

Curriculum Information

Primary Curriculum

Program: BSN in School of Nursing
Catalog Term: Fall 2006
Level: Undergraduate
Campus: Main Campus
College: School of Nursing
Degree: Bachelor of Science in Nursing

First Major: Pre-Nursing
Department: School of Nursing
Concentrations: Nursing

[View Previous Evaluations **Generate New Evaluation** What-if Analysis | View Holds]

RELEASE: 7.1

5. Select the program to evaluate by activating the radio button beside *Program*.

6. Select the current *Term* or a future *Term* from the pull-down menu.

7. Click on the GENERATE REQUEST button.

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Generate New Evaluation

To generate a new evaluation, activate the radio button beside the program, select term and select generate request.

Program: BSN in School of Nursing
Degree: Bachelor of Science in Nursing
Major: Pre-Nursing

Term: Fall 2006

Generate Request

[Current Enrollment | View Previous Evaluations | What-If Analysis]

RELEASE: 7.1

[After the GENERATE REQUEST button is clicked, the application will spend some time compiling data.]

8. Select the Detail Requirements display option by activating the radio button next to the option.

9. Click on the SUBMIT button.

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Degree Evaluation Display Options

Please select View Detail Requirements.

General Requirements
 Detail Requirements

Submit

[Current Enrollment | View Previous Evaluations | Generate New Evaluation | What-If Analysis]

RELEASE: 7.1



C. Interpret the Evaluation (Detail and General Requirements)

1. Program Evaluation and General Program Requirements

Program Evaluation Section

This section lists general information for the evaluation such as *Program, College, Degree, Major, Concentration*, etc.

Catalog Term is a key component.

This term reflects the requirements that were checked.

Evaluation Term is the term for which the evaluation was generated.

Request Number indicates the total number of evaluations generated according to previous requests.

Results as of indicates the date the evaluation was generated.

Program Evaluation

Program : BSN in School of Nursing
 Campus : Main Campus
 College : School of Nursing
 Degree : Bachelor of Science in Nursing
 Level : Undergraduate
 Majors : Pre-Nursing
 Departments : School of Nursing

Summary:
 Catalog Term : Fall 2006
 Evaluation Term : Fall 2006
 Expected Graduation Date :
 Request Number : 1
 Results as of : Jul 07, 2006
 Minors :
 Concentrations : Nursing

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	122.000	16.000		6
Required Institutional :	No	31.000	16.000		6
Institutional Traditional :	No	31.000	0.000		0
Program GPA :	Yes	.00	.00		
Overall GPA :	No	2.00	.00		
Other Course Information					
Transfer :			0.000		0
In Progress :			16.000		6

(Screen continues on next page.)

General Program Requirements Section

This section lists the overall degree requirements for the particular program.

Total Required indicates the overall number of hours required for the degree (e.g., 122 hours).

Required Institutional indicates the number of hours required for residency (e.g., 31 hours).

GPA requirements (Overall and Program)

Met (Yes or No) indicates whether the requirement has been fulfilled.

Credits section lists the requirement and the actual used information.

*Transfer** indicates the total number of transfer hours used.

*In Progress** indicates the number of hours in progress or registered for a future term.

*Transfer and in-progress hours are already included in "used" section of total required.



C. Interpret the Evaluation (Detail and General Requirements), continued . . .

2. Major-related Requirements—the example shows the requirements for the nursing major.

(Screen continued from prior page.)

Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Area : BSN Upper Division Prereq Req (33.000 credits OR 10 courses) - Not Met													
Description : * Grades of B- or better required in NUR 210 and 220. Grades of C or better required in BIO 271, 277, 280; HDF 211; PSY 121.													
No		BIO	280		4.000		1						
No	AND	NUR	210		4.000		1						
No	AND	NUR	220		4.000		1						
No	AND	PSY	121		3.000		1						
No	AND	BIO 271	BIO 271										
No	AND	BIO 277	BIO 277										
No	AND	CHE 104	CHE 104										
No	AND	CHE 110	CHE 110										
No	AND	HDF 211	HDF 211										
No	AND	SOCRULE SOC 101, 202, or ATY 100											
											Total Credits and GPA	0.000	.00
Area : BSN Additional Cognate Req (9.000 credits OR 3 courses) - Not Met													
Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No		NTR	213		3.000		1						
No	AND	STA	108		3.000		1						
No	AND	PHIRULE PHI 121 or 220											
											Total Credits and GPA	0.000	.00
Area : BSN Upper Division Nursing Req (47.000 credits OR 12 courses) - Not Met													
Description : * Grades of C or better required in all courses.													
Met	Condition Rule	Subject Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No		NUR	310		5.000		1						
No	AND	NUR	320		5.000		1						
No	AND	NUR	340		5.000		1						
No	AND	NUR	360		5.000		1						
No	AND	NUR	380		2.000		1						
No	AND	NUR	410		3.000		1						
No	AND	NUR	415		3.000		1						
No	AND	NUR	420		3.000		1						
No	AND	NUR	425		4.000		1						
No	AND	NUR	430		5.000		1						
No	AND	NUR	435		1.000		1						
No	AND	NUR	440		6.000		1						
											Total Credits and GPA	0.000	.00

(Screen continues on next page.)



C. Interpret the Evaluation (Detail and General Requirements), continued . . .

3. Detail Area Requirements—an area is a building block of the program. Each major component of the program’s requirement should form an area (major, general education, upper level, etc.). Areas house the detail course requirements.

Gen Ed Core Category Req

Courses required under the General Education Core Category.

GEC Writing Intensive Requirements

Courses required for Writing Intensive.

GEC Speaking Intensive Requirements

Courses required for Speaking Intensive.

GEC Global Req & Nat Sci Lab

Courses required under the General Education Global Marker and the Natural Science Lab.

(Screen continued from prior page.)

Area : Writing Intensive Requirements (6.000 credits OR 2 courses) - Not Met															
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No		WI	3sh/1cs	NUR											
No	AND	WI1	3sh/1cs	Writing Intensive (WI)											
												Total Credits and GPA	0.000	.00	
Area : Speaking Intensive Reqs (6.000 credits OR 2 courses) - Not Met															
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No		SI	3sh/1cs	NUR											
Yes	AND	SI1	3sh/1cs	Spkng Intensive (SI)					200608	CST	105	Intro to Communication Studies			
												Total Credits and GPA	3.000	.00	
Area : General Ed Core Category Req (36.000 credits OR 12 courses) - Not Met															
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes		GFA	Fine Arts (GFA)		3	sh/1crse			200608	DCE	200	Dance Appreciation	GFA	3.000	R
No)AND(GLT	Literature (GLT)		3sh/1crse										
Yes)AND(GPR	Phil/Rel/Eth Per (GPR)		3sh/1cs				200608	PSC	105	Political Issues	GPR	3.000	R
No)AND(HFA	Addtnl Humanities/Fine Arts		1	course from either Literature (GLT), Fine Arts (GFA), or Phil/Rel/Ethical Persp (GPR).									
No)AND(GHP	Hist Persp (GHP)		3sh/1cs										
No)AND(GMT	Mathematics (GMT)		3sh/1cs										
No)AND(GNS	Natural Sciences (GNS)						200608	BIO	111	Principles of Biology I		4.000	R
6-7 sh/2 courses - each course must have different departmental prefixes; one must include a lab (included in section below with Global markers).															
Yes)AND(GRD1	ENG 101, FMS 115, or RCO 101						200608	ENG	101	English Composition I		3.000	R
Yes)AND(GRD	Reas & Dscrse (GRD)		3sh/1cs				200608	CST	105	Intro to Communication Studies	GRD	3.000	R
No)AND(GSB	Soc & Behav Sci (GSB)		6sh/2cs										
												Total Credits and GPA	16.000	.00	
Area : Global Req & GEC Nat Sci Lab (5 courses) - Not Met															
Description : Note: Maximum of 2 courses in a foreign language can count toward GL/GN requirements.															
Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No			GLOB1	Global Nonwestern (GN)		3sh/1cs									
1 course with GN marker															
No	AND		GLOB2	Global Persp (GL or GN)		9sh/3c			200608	DCE	200	Dance Appreciation	GL	3.000	R
3 courses with GL or GN marker															
Yes	AND		LAB	Nat Sci Lab Course (L)		1 crse			200608	BIO	111	Principles of Biology I	GNSL	4.000	R
												Total Credits and GPA	7.000	.00	

(Screen continues on next page.)

[Courses can meet requirements in more than one area. The example above shows that CST 105 fulfills a Speaking Intensive (SI) requirement as well as a Reasoning & Discourse (GRD) GEC category requirement.]



C. Interpret the Evaluation (Detail and General Requirements), continued . . .

4. Upper Level 300+ Courses—Courses required to fulfill 36 or more upper-level hours.

(Screen continued from prior page.)

Area : Upper Level 300+ Course (36.000 credits) - Not Met														
Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No	300-599	36 sem hrs				300 level or above								
Total Credits and GPA											0.000	.00		
Area : Courses Not Used Elsewhere - Met														
Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes	ELECT	Free Electives						200608	BIO	111L	Princpls of Biology I Lab	0.000		R
Total Credits and GPA											0.000	.00		

[Back to Display Options](#)

[[Current Enrollment](#) | [View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-If Analysis](#)]

RELEASE: 7.1.0.1

5. Courses Not Used Elsewhere in the program—This final area allows CAPP to list all free elective courses that were not used to fulfill requirements. Please check this section carefully to determine if these courses should have been used in any of the requirement areas.

[If a program is in the CAPP construction stage and is not yet fully enabled in the CAPP system, courses required for the major or minor may appear in this area while the requirements are being enabled. Once the major or minor requirements are fully loaded and the CAPP construction stage is complete for the program, only free electives will appear in this section.]



C. Interpret the Evaluation (Detail and General Requirements), continued . . .

6. Degree Evaluation Legend for Reading the Detail Requirements

Area	General Ed	Core Category	Req (36,000 credits OR 12 courses)	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		GFA	Fine Arts (GFA) 3 sh/1crse						200608	DCE	200	Dance Appreciation	GFA	3.000		R
No)AND(GLT	Literature (GLT) 3sh/1crse													
Yes)AND(GPR	Phil/Rel/Eth Per (GPR) 3sh/1cs						200608	PSC	105	Political Issues	GPR	3.000		R
No)AND(HFA	Addtnl Humanities/Fine Arts													
No)AND(GHP	1 course from either Literature (GLT), Fine Arts (GFA), or Phil/Rel/Ethical Persp (GPR).													
No)AND(GMT	Hist Persp (GHP) 3sh/1cs													
No)AND(GMT	Mathematics (GMT) 3sh/1cs													
No)AND(GNS	Natural Sciences (GNS)						200608	BIO	111	Principles of Biology I		4.000		R
			6-7 sh/2 courses - each course must have different departmental prefixes; one must include a lab (included in section below with Global markers).													
Yes)AND(GRD1	ENG 101, FMS 115, or RCO 101						200608	ENG	101	English Composition I		3.000		R
Yes)AND(GRD	Reas & Dscrse (GRD) 3sh/1cs						200608	CST	105	Intro to Communication Studies	GRD	3.000		R
No)AND(GSB	Soc & Behav Sci (GSB) 6sh/2cs													
													Total Credits and GPA	16.000		.00

(Screen abbreviated to display this section only.)

- 1) **Area** describes the area. [e.g., Gen Ed Core Category Req]
- 2) **Met** indicates whether the area is 'Met' or 'Not Met.'
- 3) **Course/Rule Requirement Headers:**

- a) **Met** indicates whether the requirement is 'Met' or 'Not Met.'
- b) **Cond** is a logic statement that lists whether the requirement is an 'and' or an 'or.' In most cases, this should read 'and.' [e.g., course x and course y and course z, etc.]
- c) **Rule** indicates that the requirement is a choice from several courses.
- d) **Subj** lists the subject code for the requirement.
- e) **Attr** lists the course attribute requirement.
- f) **Low** lists the lowest level course number accepted. [e.g., 300]
- g) **High** lists the highest level course number accepted, if there is a course range.
- h) **Required Credit(s)** lists credit hours required.
- i) **Required Course(s)** lists courses required.
- j) **Term** lists the period that the course(s) were taken to fulfill the requirement.
- k) **Subj** lists the code for the course that fulfilled the requirement.

- l) **Crse** lists the course number for the course that fulfilled the requirement.
- m) **Title** lists the title of the course that fulfilled the requirement.
- n) **Attr** lists the attribute of the course that fulfilled the requirement. [If required]
- o) **Credits** lists the credit hours for the course that fulfilled the requirement.
- p) **Grade** lists the course grade.
- q) **Source** indicates where the course was located in the system:
 - "T"—Transfer articulation
 - "H"—Academic history
 - "R"—Registration [Courses in progress or registered for a future term.]
 - "P"—Petitioned or planned
 - "Z"—Other; CAA or SDE used [Student Attribute]

7. Exit the system by clicking on the text link 'Exit' in the top right corner of the screen.



D. View Previous Evaluations

[The following steps assume you are starting from the “Degree Evaluation” screen. Please refer to pages 1–4 of this document for instructions on reaching that screen.]

1. Click on the text link ‘View Previous Evaluations.’

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Search RETURN TO MENU SITE MAP HELP EXIT

Degree Evaluation Record

i You may generate a degree evaluation for the curriculum(s) listed below. If this information is incorrect, please see the following website for information about changing majors: web.uncg.edu/adv/maj. To view evaluation results, select View Previous Evaluations.

Curriculum Information

Primary Curriculum

Program: BSN in School of Nursing
Catalog Term: Fall 2006
Level: Undergraduate
Campus: Main Campus
College: School of Nursing
Degree: Bachelor of Science in Nursing

First Major: Pre-Nursing
Department: School of Nursing
Concentrations: Nursing

[View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-If Analysis](#) | [View Holds](#)]

RELEASE: 7.1

2. Past evaluations are listed under **Program**. View any of these by clicking on the hyperlink (blue-colored text) for the program.

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Search RETURN TO MENU SITE MAP HELP EXIT

View Degree Evaluations

i To view evaluation results, select a program.

Current Evaluations

Program	Submission Date	Request Number
BSN in School of Nursing	Jul 07, 2006 10:59 am	1

[[Current Enrollment](#) | [Generate New Evaluation](#) | [What-If Analysis](#)]

RELEASE: 5.5

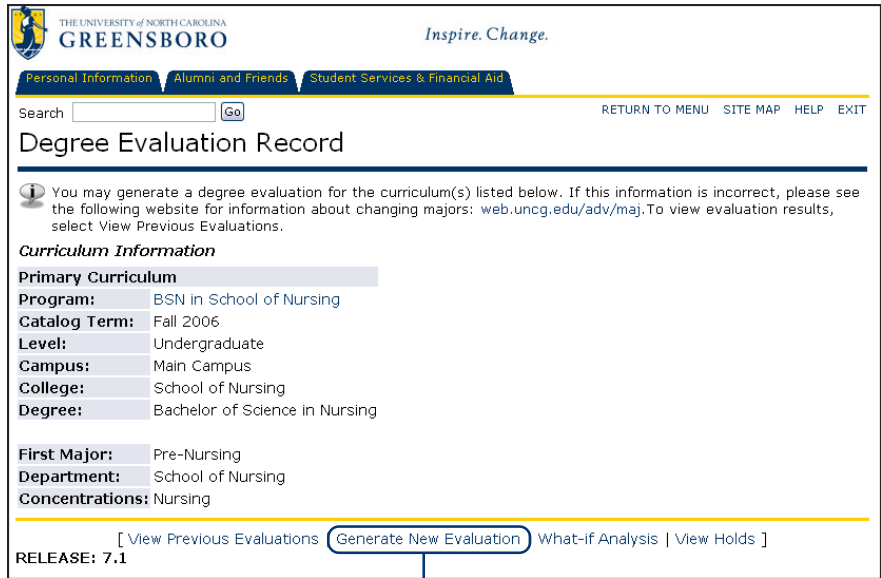
[After you click the program hyperlink, the application will spend some time compiling data. The next screen you see will be “Detail Requirements.” Please refer to section C (Interpret the Evaluation) for instructions about that screen.]



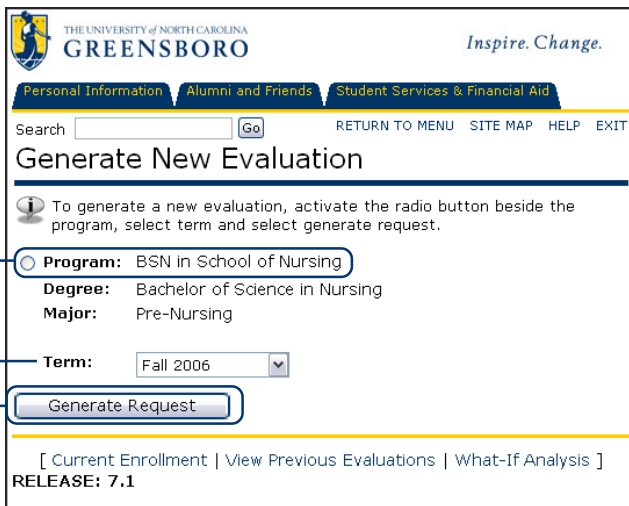
E. Generate a New Evaluation

[The following steps assume you are starting from the “Degree Evaluation” screen. Please refer to pages 1–4 of this document for instructions on reaching that screen.]

1. Click on the text link ‘Generate New Evaluation.’



2. Select a program to evaluate by activating the radio button beside *Program*.



3. Select the current *Term* or a future *Term* from the pull-down menu.
4. Click on the GENERATE REQUEST button.

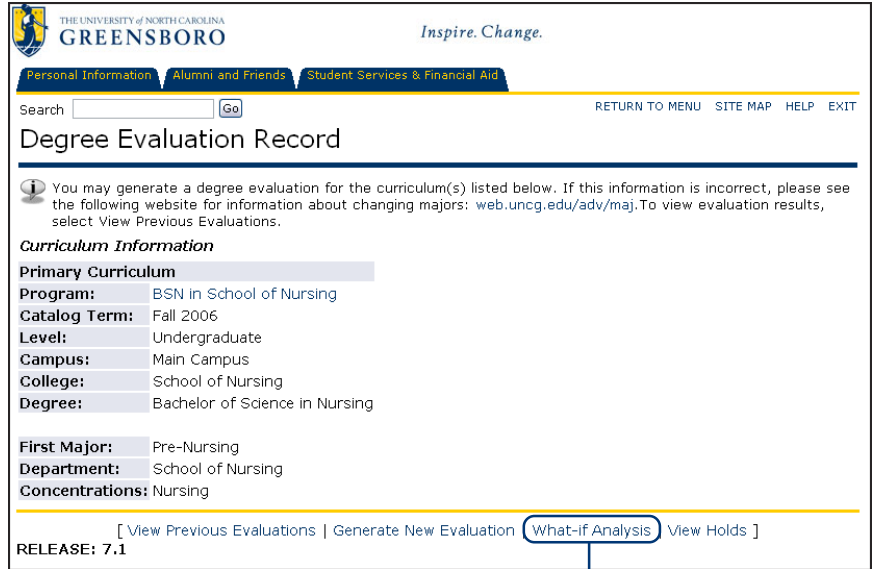
[After you click the GENERATE REQUEST button, the application will spend some time compiling data. The next screen you see will be “Degree Evaluation Display Options.” Please refer to section B (Generate a Degree Evaluation), steps 8 & 9, for instructions about that screen.]



F. Generate a What-if Analysis

[The following steps assume you are starting from the “Degree Evaluation” screen. Please refer to pages 1–4 of this document for instructions on reaching that screen.]

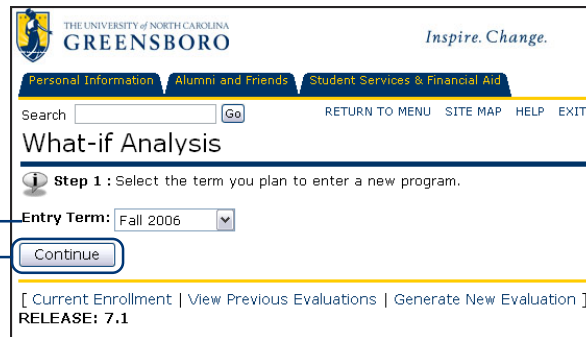
1. Click on the text link ‘What-if Analysis.’



2. Select an *Entry Term* from the pull-down menu.

[This corresponds to the catalog term.]

3. Click on the CONTINUE button.





F. Generate a What-if Analysis, continued . . .

4. Select a *Program* from the pull-down menu.

5. Click on the CONTINUE button.

6. Select a *First Major* from the pull-down menu.

7. Click on the ADD MORE button.

[Do not click on the SUBMIT button! You **must** select ADD MORE to continue the process for generating an evaluation.]



F. Generate a What-if Analysis, continued . . .

8. Select a *Concentration* from the pull-down menu.

[At this time, only *First Major* and *Concentration 1* information is available.]

9. Click on the **SUBMIT** button.

10. Select an *Evaluation Term* (e.g., current or future term) from the pull-down menu.

11. Click on the **GENERATE REQUEST** button.

[After you click the **GENERATE REQUEST** button, the application will spend some time compiling data. The next screen you see will be "Degree Evaluation Display Options." Please refer to section B (Generate a Degree Evaluation), steps 8 & 9, for instructions about that screen.]