

February

2017



ADVISING MONTHLY

News & Reminders for UDM Advisors

Census deadline and implications

Institutional Research uses official census data for reporting. Official census for Winter term is **Feb. 3**. All advisor and program changes MUST be submitted to the Registrar by Feb. 3 or the changes will be reflected in the next semester and when it is available in TitanConnect.

Total Earned Credits - Degree Evaluation vs. Academic History

A student needs **AT LEAST 126 credits to graduate with a bachelor's degree**. Did you know that this means an average of 16 credits a semester? A 12-credit semester means more semesters or summer school!

On a degree evaluation report, that there is a cell for total required credits and total "used" credits in the upper right hand corner. "Used" credits are inclusive to what a student has completed includes credits in progress. A degree evaluation report should not be used to assess how many total credits a student has earned. It is advisable to review the bottom of the advisees' academic history/transcript to retrieve this information.

Finding an Inactive Student in Self-Service

The best way to find a student in self-service is to utilize their TO# rather than searching by the last and/or first name. Using a name only, self-service depends on the student being active in that term. However, using a TO# does not depend on a term selection.

So how do I find a student's TO#?

The quickest way to find a student's TO# is by utilizing SPAAPIN in INB (Not TitanConnect Self-Service.) Navigate to the same page you utilize to release a student's PIN, you can find a student's TO# by tabbing over and inserting the name (last, first) and you will see their name appear and/or other options with the same name. For instructions on how to get to SPAAPIN, please revisit the February 2016 advising newsletter. You can find this newsletter using the link provided in the lower left-hand side of this newsletter.

Incompletes and Mid-Term Grades

This is just a friendly reminder that an "incomplete" cannot be submitted for a mid-term grade. If a student has been attending class and has not completed any work, the student should receive an F. If the student has never attended class and not completed any work, administering an XF is appropriate in this situation. **XF is only used for NEVER ATTENDING.**

February 3
Winter 2017
Census deadline

February 10
Deadline for Fall
2016 'I' grades

February 28
Mid-term grades
are due for Winter
2017 at NOON

Did you know?

A transfer guide is available online for you to access in order to identify courses that your advisee can take at other institutions

<http://www.udmercy.edu/apply/transfer-students/guides/>

For more advising information and older newsletters visit:

http://www.udmercy.edu/academicaffairs/fac_advising/

Upcoming Workshops

New Core Workshop for Advisors Thursday, February 23, 2017 12:30p- 2:00 p Location TBA	*Microsoft Access: Tables and Forms Thursday, February 2, 2017 2:00 C&F 9
*Microsoft Access: Queries and Reports Thursday, February 9, 2017 2:00 pm C&F 9	*Sway (presentation program) Wednesday, February 22 9:30 am C&F 10

**No RSVP required for ITS workshops but if you would like to let ITS know you are coming please contact Sr. Renee at ketterrd@udmercy.edu or call (313) 993-1223*

*Produced monthly on behalf of the University of Detroit Mercy's Academic Advising Committee.
If you have questions specifically pertaining to the academic advising newsletter, please contact:*

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