ARTS AND SCIENCES ADVISING WORKSHOP

All advisors are strongly encouraged to attend the CAS Advising Workshop on Friday, February 21 from 1:30-3:30 p.m., Manning 206. The workshop will cover a variety of current issues in advising in the college. Please RSVP to Patsy Krech by Wednesday, February 19. Thanks to those of you who’ve already indicated that you will be attending.

ARTS AND SCIENCES ONLINE ADVISING GUIDE

Check the “Guide for Advisors” link on the College’s undergraduate website for our guide for advisors. We update the site frequently! www.memphis.edu/cas/undergrad.htm

ARTS AND SCIENCES WORKSHOP AGENDA

Curriculum changes for 2014-15
Updates to the Undergraduate Catalog
Interdisciplinary Programs
ABM Combination Senior Status
Intent to Graduate process changes
New Student Orientation 2014
Early Intervention
Courses to Consider

ACADEMIC ADVISING NETWORK

The Academic Advising Network (AAN) is a university-wide group led by Karen Thurmond. Meetings are held monthly from Fall to Spring. This spring the meetings are set for March 11 and each second Tuesday through May, 10:30-12:00 in the UC Senate Chambers. All advisors are encouraged to attend.

EVENTS AND DEADLINES

LAST DAY TO DROP (FULL SESSION)
Friday, March 21

DEADLINE FOR NOMINATIONS FOR DEAN’S AWARD
Monday, March 24

REGISTRATION BEGINS FOR SUMMER/FALL 2014
Monday, April 7

LAST DAY TO APPLY FOR AUGUST 2014 GRADUATION
Wednesday, April 9

JUNIOR PREVIEW DAY
Saturday, April 26

HONORS ASSEMBLY
Sunday, April 27

SPRING COMMENCEMENT 2014
Saturday, May 10, 10:00 a.m.
New Student Orientation 2014

12 sessions for new freshmen

| May 22-23 | June 23-24 | July 21-22 |
| May 29-30 | June 26-27 | July 24-25 |
| June 9-10 | July 7-8   | July 28-29 |
| June 12-13| July 10-11 | August 7-8 |

If new freshmen, just out of high school, contact you for advising, please ask them to register for an NSO session—www.memphis.edu/nso. If they insist that they cannot come to NSO, refer them to Patsy. The schedule for these events has not been finalized, but advising will probably occur around 11:30-12:15 on the first day of each session, and you can make individual appointments later in the afternoon if needed. NEW for SUMMER 2014 NSO --You will receive a one to two page snapshot on each new freshman.

3 sessions for Transfers/Adults

There will not be a set time to advise during these 3 Open House sessions:

June 3, July 1, and August 5

New transfer and adult students should make an advising appointment and register for summer/fall classes prior to their Open House sessions. Patsy will receive a list about every two weeks of those who have not met with an advisor, e-mailing the individual students and sending a copy of the list to advisors. We have been asked to encourage advisors to make petitions in UMdegree before you meet with a new transfer student so that the student can see them in a timely manner.

If you set up a meeting with a student and the student is not in UMdegree, you may submit a Helpdesk request to have the student added. See the last page of the newsletter for detailed instructions.

Major, Concentration, Minor, Catalog Changes:

Students can come to Scates 107 to make changes in their academic program, or they can e-mail Mary, Sylvia, Patsy, or casgraduation@memphis.edu to make these changes. It might be best for the advisor to send an e-mail regarding a catalog change because students sometimes don’t remember the correct catalog year. We need the student’s name, U number and the catalog year.

CHECK YOUR CURRICULUM!

Near the end of February, the on-line Undergraduate Catalog will be updated to reflect all curriculum changes that have been approved for Fall 2014. Advisors are highly encouraged to check their program and course descriptions to make sure that there are no errors or problems with the catalog. If you do see anything that is incorrect, please contact Patsy Krech immediately.

CHECK YOUR WEBSITE TOO!

Please make sure that the information pertaining to your undergraduate programs is up-to-date on your departmental website.

PRE-PROFESSIONAL ADVISING

Please continue to encourage any students who indicate an interest in an area of healthcare or law to meet with the Pre-Professional Advisor, Jessica Kelso, early in their academic career. Students can schedule appointments by calling 678-5454. Additional information, including the Pre-Health and Pre-Law Student Guides and a calendar of events, can be found online at:

http://www.memphis.edu/cas/pre_health.htm

http://www.memphis.edu/cas/pre_law.htm
College of Arts and Sciences: Curriculum Changes for Fall 2014

African and African American Studies
Revisions to program description [addition/deletion of courses applicable to major]

Anthropology
ANTH 4417, new course: Food, Culture and Power

Biology
BIOL 4100, new course: Science of Medicine [crosslisting with BIOM]

Chemistry
Addition of Honors designation in Chemistry; Revisions to major requirements

City and Regional Planning
PLAN 4002, new course: Urban Food Security
PLAN 4003, new course: Community Economic Development
PLAN 4004, new course: Community Organizing

Computer Science
Revisions to program objectives, major and minor requirements

Earth Sciences
Revisions to Geoarchaeology concentration
ESCI 1100: new course, Biological Anthropology and Prehistory, crosslisting with existing ANTH course
ESCI 1103: course revision, title

English
Revisions to program description

Foreign Languages and Literatures
Program revision: addition of Italian as option for single-language concentration
CLAS 4000, new course: Engineering in the Ancient World
CLAS 4001, new course: Capital Punishment in the Ancient World

History
HIST 3233, new course: Caribbean History
HIST 3670: new course: Civil War and Reconstruction
HIST 4105, new course: War in the Ancient World
HIST 4106, new course: War in the Modern World
HIST 4151, new course: Habsburg Central Europe 1740-1918
HIST 4297, new course: Ancient India

Interdisciplinary Studies
Minors in Emergency Management, Environmental Studies, Pre-Health Studies: Revisions to program requirements
New minor in Classical Studies

Mathematical Sciences
Addition of ABM to program description; Removal of Economics as option for second major in Math
Revision of all references to MATH 1910, 1920, 2110, to include equivalent honors courses

Physics
Revision to program description
PHYS 1040, new course: Introduction to Careers in Physics

Political Science
POLS 3420, new course: Race and Politics in the U.S.
REMINDERS!

Assigning Advisor Name:
When you clear a student on SPAAPIN, be sure to check SGAADVR and enter yourself as the advisor for the student if needed. Instructions can be found on the Registrar’s Banner Guides and Aids site at this link: http://www.memphis.edu/registrar/pdf_docs/bantrain/assign_advisors.pdf

Graduation Status:
Please check UMdegree or SHADEGR for a student’s graduation status. This is a quick way to know whether a student has applied for graduation or not.

- Filed (FI) - student has submitted the application but a summary has not yet been created
- Preliminary Checkout (PC) - student has received a summary and must return it to be placed on the MAY 2014 graduation list OR
  For AUGUST 2014 graduations and following, students will be coded Summary Returned (SR) when the summary is created because they will NOT be required to return the signed summary
- Summary Returned (SR) - students classes will be checked at the beginning of the final semester for readiness to graduate
- Approved (AP) - student has been approved for graduation in the term indicated
- Ineligible (IE) - student is not eligible to graduate in the term indicated due to missing courses, hours, GPA, transfer transcript needed
- Graduated (GR) - student has been certified for graduation in the weeks following the semester
- Disqualified (DQ) - student was not eligible for certification due to missing courses, hours, GPA, transfer transcript needed

Applying for Graduation:
- Students now apply to graduate in myMemphis, My Degree tab, Commencement and Graduation channel.
- All students planning to graduate in August or December 2014 should have applied to graduate by now.
- The absolute deadline to apply for August 2014 is April 9, 2014, and the deadline for December 2014 is July 16, 2014.
- The application for May 2015 is now open for students to use, and the University deadline is November 12, 2014.

Summary of Coursework Remaining:
- Students receive only one summary for a specific major. It is best that the student go over it with the advisor as soon as possible so that everyone understands what is needed.
- Only if a student completely changes majors or degrees will a new summary be created.
- For August 2014 and beyond, graduation candidates will be informed that it is their responsibility to inform us if they need their graduation date changed; otherwise, their degree will be certified if they have completed all requirements during the semester for which they applied.

Pre-Health Students and Online Courses:
It is becoming increasingly common for professional schools to explicitly state that online science coursework will not be accepted. Although these courses are not denoted as online courses on the University of Memphis transcript, students should abide by the prerequisite guidelines established by the professional school and be advised to avoid these courses. Students who take online science courses and attempt to pass them off as the appropriate prerequisite coursework face serious consequences, including possible dismissal, at the professional school’s discretion. When in doubt, students should check with the school(s) they are applying to in order to verify their coursework is acceptable. Questions should be addressed to Jessica Kelso, Pre-Professional Advisor, at jessica.kelso@memphis.edu.
Procedure to request student records to be entered in UM Degree

1. Go to MyMemphis
2. Go to Employee tab
3. Click on IDT helpdesk
4. Click Request Help
5. Click Software Applications

6. Click Other Applications

7. Click on UM Degree (DegreeWorks)

8. Enter a message with the names and U# of students that you need to be added to UM Degree. You can also attach a spreadsheet if you have multiple students. Remember that UM Degree always requires overnight processing to reflect any changes.
9. Click SUBMIT to finalize your request.