ARTS AND SCIENCES ADVISING WORKSHOP

All advisors are strongly encouraged to attend the CAS Advising Workshop on Friday, October 3 from 1:30-3:30 p.m., Manning 204. Part I of the workshop is designed for new advisors (1:30-2:30). Part II will cover a variety of current issues regarding advising (2:30-3:30). Please RSVP to Patsy Krech by Monday, September 29. 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

Part I: 1:30-2:30
Guide for Advisors
Advising Sessions
Using UMdegree
Questions

Part II: 2:30-3:30
Army ROTC—Brian Hagood
Career Services—Clay Woemmel
Entrepreneurship Fellowship—Kevin Boggs
GPA Policy Changes—Donna Van Canneyt
Early Intervention
NSO Dashboard

Campus Days—Info Fairs—8:00-9:30 [Oct. 4 and Nov. 8]

Discover Your Major Day
October 2, 9:00-2:00, UC Ballroom

This is the big event for the year for advisors, when we all can be found in one location to assist students who are interested in our majors and/or minors. Thank you all for your participation. If you need assistance for a short time at your table, please let Patsy Krech know.

EVENTS AND DEADLINES

LAST DAY TO DROP (FULL SESSION)
Friday, October 17

REGISTRATION BEGINS FOR Spring 2015
November 10

LAST DAY TO APPLY FOR May 2015 GRADUATION
Wednesday, November 12, 2014

LAST DAY TO APPLY FOR AUGUST 2015 GRADUATION—April 8, 2015

LAST DAY TO APPLY FOR DECEMBER 2015 GRADUATION—July 15, 2015

CAMPUS DAYS
Saturday, October 4
Saturday, November 8

FALL COMMENCEMENT 2014
Sunday, December 14—1:00 p.m.
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. Advisors may also send an e-mail requesting a major/concentration/minor change, but we request that you copy the student on the email. It is 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.

Letters of Recommendation

As advisors and professors, many of us are asked to provide letters of recommendation for students. When we provide such letters, we must be sure to follow guidelines that protect us and the University.

Registrar’s form for requesting a recommendation letter: http://www.memphis.edu/registrar/pdf_docs/forms/letter_rec.pdf

Career Services suggests using NACE (National Association for Colleges and Employers) recommendations: http://www.naceweb.org/public/reftips.htm#others

Early Intervention

You can find the Early Intervention materials online: umdrive.memphis.edu/pakrech/Early_Intervention

◊ Instructions for logging into True Blue Life Admin and posting comments or sending e-mails via the system
◊ Referral list with locations and availability

UMdegree Training Manual

The UMdegree Training Manual can assist with the advising process:
http://www.memphis.edu/umdegree/pdfs/undegree_manual_18advx.pdf

Check Your Website

Every department should make sure that the information pertaining to your undergraduate programs is up-to-date on your departmental website. Rather than copying information from the catalog, use the catalog links so that the information is easily accessed and accurate.

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Undergraduate Catalog 2014

The 2014 catalog is the current one at the catalog link: www.memphis.edu/ugcatalog

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 the links below:

http://www.memphis.edu/cas/pre_health.htm
http://www.memphis.edu/cas/pre_law.htm
How to E-mail Your Advisees or Majors

Option 1: For departments with only one advisor or to communicate with all Undergraduate majors—Someone in each department, a staff member or an advisor, should have access to e-mail all undergraduate majors. For example, the Philosophy undergraduate e-mail address is PHIL_majors_u@memphis.edu.

To request access to the undergraduate major e-mail distribution list: The department chair sends an e-mail to hdcoord@memphis.edu requesting permission for whoever needs to access this e-mail list (including the person’s name and username).

Option 2: Each advisor with advisees assigned on SGAADVR will have a list of advisees in Self Service Banner – go to myMemphis, Advising or Faculty tab, Self Service Banner, Faculty and Advisors, Student Information Menu, Advisee Listing.

The advisor can e-mail all advisees by using the “E-mail your advisees” link at the bottom of the list of advisees. However, for advisors with a large number of advisees, this option does not work, and the advisor must use option 3. (The number of characters in the “To” line is what determines how many advisees is too many for this option.)

NOTE: You can tell by the alternate pin column on this list which of your students have been cleared by looking for your initials or initials of another advisor. Those who have not been cleared will have a random combination of 6 letters/numbers instead of initials in this column.

Option 3: Each advisor with advisees assigned on SGAADVR should be able to e-mail all students assigned as his or her advisees using this e-mail address- advisor_username@memphis.edu. For example, my username is pakrech, so my advisee e-mail address would be advisor_pakrech@memphis.edu.

If you do not have access to this method of e-mailing your advisees, you should submit a Helpdesk to request an advisor e-mail address.

NSO Dashboard

A form was created for New Student Orientation last summer that pulls together most of the information needed to advise a student: name, U number, major, current courses, GPA, and so on. If you would like access to pull the report, please e-mail Patsy Krech, pakrech@memphis.edu.

Instructions for the Dashboard: http://www.memphis.edu/advising/pdfs/nso_dashboard.pdf

Advising and the Completion Agenda

“Completion Agenda” refers to the initiatives at various universities and in several states to assist students in completing their degrees in a timely manner. A recent NACADA webinar discusses several of these methods: www.youtube.com/watch?v=paCc8DhdIKM

Some initiatives we will be hearing more about:

◊ Default pathways (an academic map that indicates the courses to take from the first semester to degree completion)
◊ Meta-majors (broad clusters of majors such as STEM, social sciences, humanities) that students choose instead of being “undecided” - will be used for students at UM beginning with the 2015 Spring (see page 7)
◊ Milestone courses—students must follow a specific order for certain courses in the pathway or map in order to remain “on track”
◊ Students who veer from the “track” or pathway may be designated as needing “intrusive advising” to get back on track or change their pathway
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 applied in a semester before May 2014 and has received a summary; the student should e-mail casgraduation@memphis.edu with the new expected graduation date
- 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 May, August, or December 2015 should have applied to graduate.
- The absolute deadline to apply for May 2015 is November 12, 2014.
- In our college, we need students to apply at the beginning of the semester a year before they plan to graduate, for example in September 2014 for December 2015.
- Graduation Application Deadlines:
  - Spring 2015 — November 12, 2014
  - Summer 2015 — April 08, 2015
  - Fall 2015 — July 15, 2015

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 notify 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.
UG GPA POLICY CHANGES
TO COMPLY WITH TBR POLICY CHANGE ON
TRANSFER GPA

1. GRADE POINT AVERAGE

To receive a bachelor’s degree from any of the colleges in the University, students must have an overall* grade point average of at least 2.00.

*Until Summer 2015, the overall GPA will reflect all college-level coursework—U of M and transfer. Beginning Summer 2015, the overall GPA will reflect all college-level work—U of M and any transfer coursework processed prior to Summer 2015; however, the overall GPA will reflect ONLY U OF M coursework for those students whose transfer credit is processed Summer 2015 and later.

NOTE: Beginning Summer 2015, a Tennessee Board of Regents’ state-wide policy on transfer credit and GPA calculations takes effect. Beginning Summer 2015, transfer credit will be reflected in earned hours, but will no longer apply to the overall GPA (used to determine undergraduate graduation, graduation with distinction, and athletic eligibility) or to the overall combined GPA (used to determine academic standing, financial aid, and scholarship eligibility, except for HOPE):

- For New Transfer students admitted Summer 2015 and later, no transfer credit will count in the overall or the overall combined GPA.
- For Readmitted students readmitted Summer 2015 and later, no transfer credit taken since last attending the U of M will count in the overall or the overall combined GPA. Any transfer work previously processed will continue to be reflected in the GPAs.
- For Continuing students, no transfer credit submitted to and received by the U of M Summer 2015 or later will count in the overall or the overall combined GPA. Any transfer work previously processed will continue to be reflected in the GPAs.

2. Second Bachelor’s Degree

All students who hold a baccalaureate degree from a regionally accredited institution of higher education, including the University of Memphis, may earn another bachelor’s degree with a different title.

To earn the second bachelor’s degree, the student must:

- Complete any additional college requirements as determined by the office of the dean of the college granting the second baccalaureate degree.
- Complete all requirements for the major as determined by the department in which the second baccalaureate degree is sought.
- Complete a minimum of 30 semester hours in residence.
- Earn a minimum overall* GPA of 2.00.

*Until Summer 2015, the overall GPA will reflect all college-level coursework—U of M and transfer. Beginning Summer 2015, the overall GPA will reflect all college-level work—U of M and any transfer coursework processed prior to Summer 2015; however, the overall GPA will reflect ONLY U OF M coursework for those students whose transfer credit is processed Summer 2015 and later.

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For Continuing students, no transfer credit submitted to and received by the U of M Summer 2015 or later will count in the overall or the overall combined GPA. Any transfer work previously processed will continue to be reflected in the GPAs.

3. Computing GPA

Computation of a student's college-level undergraduate grade point average includes all courses attempted except credit/no-credit, audit, incomplete, developmental, and satisfactory/unsatisfactory courses and "T" grades. As an example: a student carrying five three-semester-hour courses for a total of 15 semester hours makes the following grades: A, B, C, T, F, thus accumulating grade points in the amount of 12, 9, 6, 0, 0, for a total of 27. To compute the grade point average, divide the number of quality hours (except "T" grade) (12) into the grade points earned (27) for an average of 2.25.

The Office of the Registrar's website gives detailed information on how the GPA and earned hours are computed on courses that have been repeated. This page can be accessed here.

Graduation: To graduate with a bachelor’s degree from any of the colleges in the University, students must have an overall* GPA of 2.00.

*Until Summer 2015, the overall GPA will reflect all college-level coursework—U of M and transfer. Beginning Summer 2015, the overall GPA will reflect all college-level work—U of M and any transfer coursework processed prior to Summer 2015; however, the overall GPA will reflect ONLY U OF M coursework for those students whose transfer credit is processed Summer 2015 and later.

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- For Continuing students, no transfer credit submitted to and received by the U of M Summer 2015 or later will count in the overall or the overall combined GPA. Any transfer work previously processed will continue to be reflected in the GPAs.

4. Graduation With Distinction

To achieve Graduation with Distinction, a student must do the following:

Fulfill all graduation requirements at the University of Memphis.
Complete a minimum of forty-two (42) semester hours at the University of Memphis by the time of graduation.
Earn the following overall* GPA to achieve the listed designations:

3.2500-3.4999 Cum Laude
3.5000-3.7999 Magna Cum Laude
3.8000-4.0000 Summa Cum Laude
*Until Summer 2015, the overall GPA will reflect all college-level coursework—U of M and transfer. Beginning Summer 2015, the overall GPA will reflect all college-level work—U of M and any transfer coursework processed prior to Summer 2015; however, the overall GPA will reflect ONLY U OF M coursework for those students whose transfer credit is processed Summer 2015 and later.

The actual conferral of Graduation with Distinction cannot be made until the student's final overall GPA at the University of Memphis has been certified by the College/School. Transitional Academic Studies courses (DSP) are not considered in calculating eligibility for Graduation with Distinction. College level courses used to satisfy high school deficiencies will be considered in the computations to determine eligibility for Graduation with Distinction.

NOTE: Beginning Summer 2015, a Tennessee Board of Regents’ state-wide policy on transfer credit and GPA calculations takes effect. Beginning Summer 2015, transfer credit will be reflected in earned hours, but will no longer apply to the overall GPA (used to determine undergraduate graduation, graduation with distinction, and athletic eligibility) or to the overall combined GPA (used to determine academic standing, financial aid, and scholarship eligibility, except for HOPE):

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For Continuing students, no transfer credit submitted to and received by the U of M Summer 2015 or later will count in the overall or the overall combined GPA. Any transfer work previously processed will continue to be reflected in the GPAs.

### ACADEMIC FOCUS PROGRAMS—Meta Majors

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Beginning with the Fall 2015 entering class, the University will no longer code students as Undecided. When they register for Orientation, they may choose undecided, but when they come to orientation, their Academic Counseling Center advisor will help them choose from the Academic Focus Areas above.

Students enrolled this Fall 2014 will be changed from Undecided to one of the Focus Programs by the end of the semester.