NAVIGATING THE UNDERGRADUATE CATALOG
Information for Advisors

The following is not a complete list of the contents of the Undergraduate Catalog; it merely indicates where information that is useful to advisors can be found in the Catalog. This may also be of assistance in referring students to the appropriate information.

Go to: catalog.memphis.edu
On the top right, you will need to select the Undergraduate Catalog from the options given:
On the left side panel:

**Catalog Search** – the catalog is searchable using keywords for the categories: program, courses, other catalog content or entire catalog.

**About** – gives details about the University of Memphis, including Statement of Mission, General Description, Accreditation, Catalog Applicability, and more.

**Undergraduate Catalog Archive** – links to all on-line Catalogs back to 1995-1996

**Courses** – the link to Course Descriptions, searchable by Course Prefix, Course Number, Course Type or Keywords

**Majors, Minors, and Certificates** – lists of all Undergraduate Majors, Minors, ABM Programs, and Certificate Programs

**University Faculty and Staff** – listing of colleges and their faculty and staff

**Admissions** –
- Non-Degree Admissions Requirements
- Freshman Admissions Requirements
- Transfer Admissions Requirements
- International Admissions Requirements
- Combination Senior
- Readmission (Returning Students) Admissions Requirements
- Audit only

**Student Aid and Scholarships** – types of financial aid and scholarships with contact information

**General Education Requirements (for courses -**
http://catalog.memphis.edu/preview_program.php?catoid=8&poid=1864)
Services for Students –
Undergraduate Admissions and Orientation
Financial Aid
Aid Programs
One Stop Shop
Student Employment
Scholarships
Registration and Student Records (official transcripts; updating name, address, etc.; veterans)
Bursar (expenses, fee payment)
Student Development
Student Life
Other Activities
Honors and Awards
 Colleges and Departments

Academic Regulations –
Appeals
Class Attendance
Classification of Students
Credit Hours, Full-time Status
Maximum Loads
Academic Standards – (GPA, Grade Changes, Repetition of Courses, Audit)
Grade Appeal Procedure
Computing GPA
Academic Fresh Start
Center for Academic Enrichment and Retention Services (CARES)
Recognition of Academic Performance – (Dean’s List, Graduation with Distinction)
Privacy Rights of Parents and Students
Credit Transferred from Other Institutions
Additional Means of Earning Credit (AP credit, CLEP tests, Department exams, etc.)
Testing and Placement (Accuplacer for English, ACT/SAT, ALEKS)

Planning –
Class Offerings
Course Descriptions
Graduation from the University
  General Education Requirements – (Required GPA, Filing for Graduation)
  Residence Requirements
  Residence Requirements for Teacher Licensure
  Catalog Applicability
  Second Bachelor’s Degree
  Second Major
  Minors
  Campus Directory

General Requirements –
Apply for Graduation
General Education Requirements
Residence Requirements
Requirements for Teacher Licensure
Catalog Applicability
Second Bachelor’s Degree
Second Major
College of Arts and Sciences –
  Click on “Arts and Sciences” for a list of all majors and minors in the college
  Click on “Go to information for College of Arts and Sciences.” for college description, information on advising, pre-professional advising.
  Beneath the paragraphs on “Organization of the College” are 2 links:

  College and Degree Requirements – BA and BS requirements and residency

  Prior Learning Assessment – links to the “Additional Means of Earning Credit”

After all the Colleges, there is a link:

My Portfolio - is a feature of the catalog that allows individuals to save information pertinent to their department or major.