

NAVIGATING THE UNDERGRADUATE CATALOG

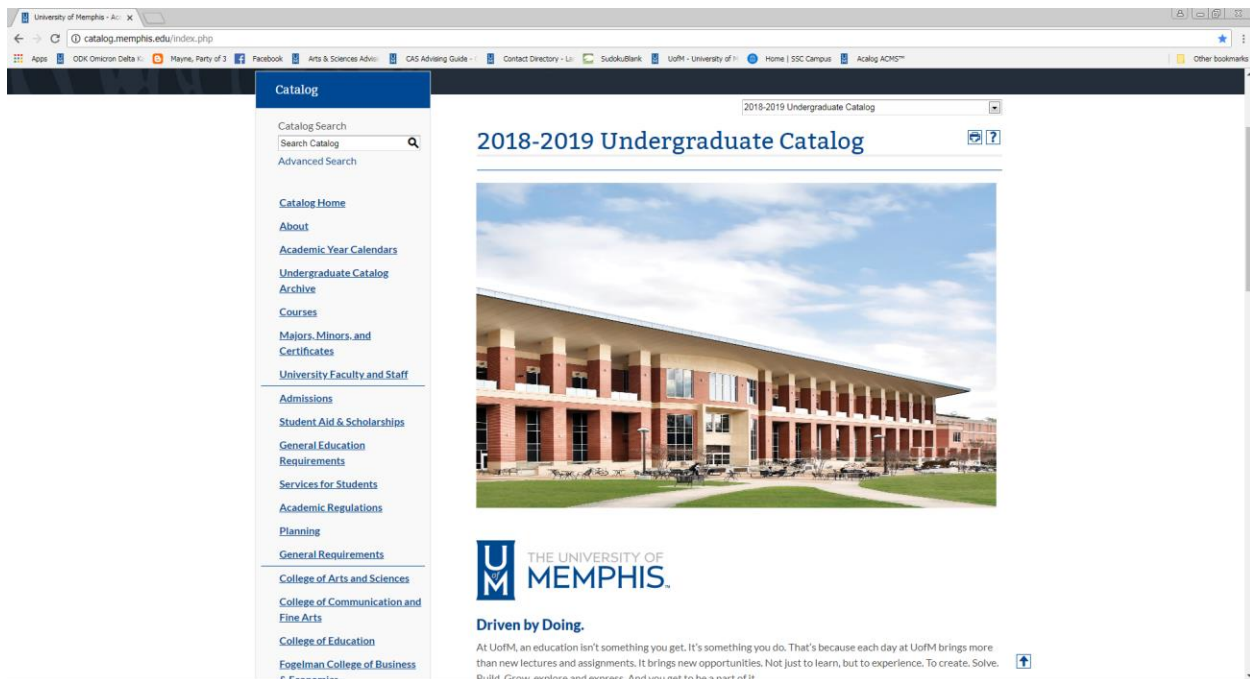
Information for Advisors

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:

The screenshot shows the University of Memphis Online Catalogs page. At the top, there is a navigation bar with the University of Memphis logo and various links like 'Lambuth Campus', 'myMemphis', 'Webmail', 'Faculty & Staff', 'Contact', 'Directories', and 'Search'. Below this, there are links for 'Academics', 'Admissions', 'Athletics', 'Research', 'Support UofM', and 'Libraries'. The main content area is titled 'Catalogs' and features a dropdown menu for 'Online Catalogs'. The dropdown menu is open, showing options: 'Online Catalogs', '2018-2019 Graduate Catalog', '2018-2019 Undergraduate Catalog', '2017-2018 Undergraduate Catalog [ARCHIVED CATALOG]', and '2017-2018 Graduate Catalog [ARCHIVED CATALOG]'. The '2018-2019 Undergraduate Catalog' is selected. Below the dropdown, there is a 'Welcome to the University of Memphis Online Catalogs' message and a note: 'Please use the drop-down box above to select either the graduate or undergraduate catalog to view.' At the bottom of the page, there are three columns of links: 'Admissions' (Prospective Students, Undergraduate, Graduate, Law School, International), 'Academics' (Provost's Office, Libraries, Transcripts, Undergraduate Catalog, Graduate Catalog), and 'Athletics' (gotigersgo.com, Ticket Information, Intramural Sports, Recreation Center, Athletic Academic Support). There is also a 'GLOBAL' logo and a photo of a student reading a book.



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

Minors
Campus Directory

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.