UMdegree for Advisors

Instructions for Advisors: http://www.memphis.edu/umdegree/pdfs/umdegreemanual.pdf

Top Blocks of the Worksheet

1) Always click "Process New" at the top to ensure that any changes made have been updated. That will change the date of the "Last Audit" to "Today."

2) We no longer use the "Planner" but encourage creating "Plans" for students for the upcoming semester or semesters.

3) The Notes tab is for creating notes for the student. To read previously entered Notes, look at the bottom of the page. This is where the CAS Graduation Analysts (Mary Jones, Sylvia Nisar) put notes when a student is "Ineligible for Graduation" (is not in all remaining classes in the final semester), "Approved for Graduation" (lists the courses approved for graduation in that term), or "Disqualified for Graduation" (lists requirements the student has not completed and therefore cannot be certified as graduated).

4) Petitions is the tab for entering requests for specific courses to be considered for specific Gen Ed requirements. The Gen Ed petitions in UMdegree are considered by Mary Jones and Courtney Brafford. Students CANNOT submit a petition; this is the advisor's responsibility.

   Please provide the following information with your petition:
   1. U of M course prefix and number or the requirement if it is not a specific course but social science, for example
   2. Course prefix, number, and name, and the institution where taken
   Example: for ENGL 1010 – ENGL LD01 - ENG 102 Effective Writing, Tougaloo College

   Because of the number of petitions submitted, advisors do not receive a notification that a petition has been approved and should keep a list of requests to be able to check UMdegree for approved petitions.

5) For substitutions that <u>your department</u> has approved for your major or minor, please send an email to casgraduation@memphis.edu so that Mary Jones or Sylvia Nisar can enter the substitution in Banner. This is also the process for requesting that a lower division course be used for an upper division course. Student name and U number, prefix, course number and title of the course that is to fulfill the requirement (or if it is a substitution for a specific course, include the UM course prefix and number).

6) GPA Calc – The instruction manual linked at the top tells how to use the GPA calculators in UMdegree.

7) Format: (you must click "View" after selecting a new format)
   Student View – the usual view of the student's record
   Registration Checklist – shows only the requirements not met
   Diagnostics Report – shows how the major and minor requirements are set up
   Student Data Report – shows each course in alpha order

8) "Save as PDF" allows you to save or print the UMdegree worksheet for an individual student.

9) "Include in-progress classes" – uncheck this option if you don't want the current semester's classes to show and then click "Process New" – this is a way to check to see how the courses the student has added met the requirements remaining.

10) "Included pre-registered classes" – uncheck this option if you don't want future semester's classes to show and then click "Process New" – this is a way to check to see how the courses the student has added met the requirements remaining.

11) Class History provides a chronological list of the courses a student has taken.

Below the Student Information block is the Degree Progress section:
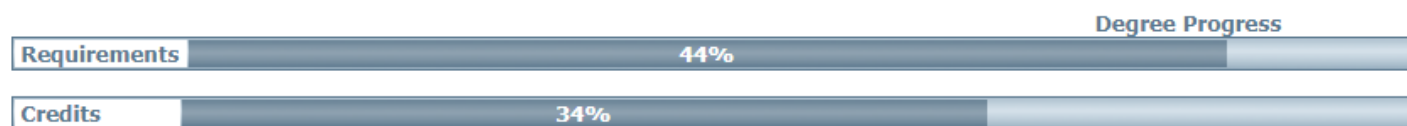
Requirements – this percentage should give a reflection of the percentage of the degree the student has completed, based on hours and requirements. 98% usually means that a student is registered for all remaining courses and hopefully has applied to graduate for that term. The percentage should become 100% only after the final grades are in for the graduation semester.

Credits – this is a less reliable tool, which our office seldom uses.

Bachelor of Arts or Sciences line – NOTE: Credits Applied includes the hours a student is registered for but has not earned a grade in. This is important to note since it can confuse students about the hours still needed, or their classification for registration. The student below has 41 hours applied in UMdegree, but she is registered for 14, so she has earned 27 hours and is a Freshman, not a Sophomore.

Course Links on the Worksheet:
– hovering or mousing over one of the courses not taken will allow the advisor or student to see the course title and hours.

– clicking on a course link on the Worksheet will pull up a window with upcoming semesters the course will be taught, instructors, sections, seats available, times.

After the Gen Ed, College, and Major/Minor requirements sections, a student may have 4 sections:

1) Open Electives
   Contains courses completed but not currently being used to fulfill requirements. This is the place where you will find electives or courses that may need to be used as substitutions.

2) Unapplied Electives
   Courses that count toward the student's GPA, but that are in excess of the number of electives required in the current degree program.

3) Insufficient Courses Block
   Contains courses that carry unsuccessful grades (F, W, sometimes D) and first (second, third) attempts of repeated courses.

4) Not Counted Block
   Courses that are not included in the total hours due to being remedial or for some other reason cannot be included in the degree, such as excess hours of PHED (only 2 hours of PHED count in the 120 graduation hours).

Left Bar Options:

Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc

Worksheets

History

What If ❯

Look Ahead

Athletic Eligibility

Athletic History

Format:
Student View ▼   Process What-If   Save as PDF

☑ Include **in-progress** classes
☑ Include **preregistered** classes

What-If

Degree   Pick a Degree ▼

Academic Year   2017-2018 ▼

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major   Pick a Major ▼

Minor   Pick a Minor ▼

College   Pick a College ▼

Concentration   Pick a Concentration ▼

Choose Your Future Classes

Enter a course and click Add Course

Subject   [   ]

Number   [   ]

Add Course

Of the options on the left side bar, **"What If"** is the one that most advisors will use. When a student would like to know what courses will be needed if choosing a different major, or if adding a minor or major, or changing to a different catalog, this option is most helpful.

How to "What If":

1) "Pick a degree" from the drop down menu.
2) Chose a different catalog year if that is what you are exploring.
3) Choose the major, minor (if applicable), concentration (if applicable).
4) Choose the college that the degree/major is in.

Each choice made will appear in the "Chosen Areas of Study" box on the right.

5) Click on "Process What If" to the right of the Format options tab.
   You can print the "What If" or "Save as PDF."