

## UMdegree for Advisors

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

Sample students – U00704604, U00668000

### Top Blocks of the Worksheet

The screenshot shows the UMdegree interface for advisors. At the top, there are tabs for FAQ, Help, and Print. Below these, there is a search bar with 'Find' and a magnifying glass icon. To the right of the search bar, there are fields for Student ID (U00704604), Name (Mayberry, Roscoe Perry), Degree (BA), Major (Philosophy), Classification (Senior), Cohort, Last Audit (Today), and Last Refresh (Today at 2:33 am). Below these fields, there are tabs for Worksheets, Plans, Notes, Petitions, Exceptions, and GPA Calc. The 'Worksheets' tab is selected. Below the tabs, there is a 'Format:' dropdown menu set to 'Student View'. To the right of the dropdown are buttons for 'View', 'Save as PDF', and 'Process New'. The 'Process New' button is circled in green. To the right of the 'Process New' button are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. To the far right is a link for 'Class History'.

- 1) Always click “Process New” at the top (outlined in green above) to ensure that any changes (transfer courses, minor/major changes) have been updated. That will change the date of the “Last Audit” to “Today.”
- 2) The Plans tab is used to create a plan for one or more semesters. Detailed instructions can be found in the Guide for Advisors, the last link in the Technology section - <http://www.memphis.edu/umdegree/advisors.php>
- 3) The Notes tab is for creating notes for you, the student, and/or the graduation analysts. 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” (lists missing some courses 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 your department has approved for your major or minor, please send an email to [casgraduation@memphis.edu](mailto: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
- 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.

## Student Information Block

UOM DegreeWorks					
Student View AD00HMJz as of 08/03/2018 at 03:44					
Student	Lawson, Loran Catt	Degree	BA	Graduation Status	
Advisor		Major	Psychology	Degree Status	
College	Arts and Sciences	Concentration	General Psychology	Graduation Term	
Cohort		Minor		Institution GPA	
Academic Standing		Classification	Freshman	Inclusive GPA	3.321
Recruit Type		Veteran		Overall GPA	0.000
Participating Sports		Registration Holds		Advising PIN Cleared	

The block above shows the student name and provides a link to email the student by clicking on the student name. The advisor name will show if an advisor has been assigned in SGAADVR.

Recruit Type and Participating Sports refers to Athletes; Veteran – "Yes" indicates a student receiving veteran benefits.

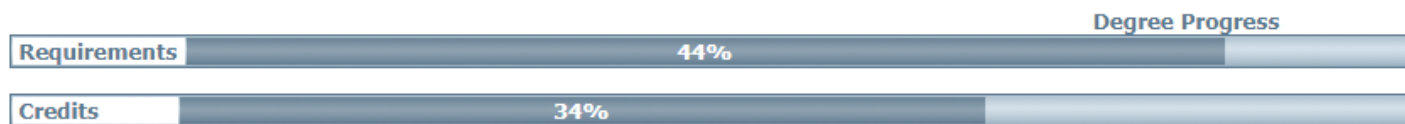
Registration holds: click here to see what holds a student has (other than health immunization holds)

Graduation Status: Graduated in Graduation Term ceremony, Filed (applied to graduate for the term in Graduation Term), Ineligible (not in all remaining courses for the term in Graduation Term), Disqualified (not graduated in the Graduation Term listed); Approved (approved to graduate in the Graduation Term semester).

Institution (U of M) GPA and Inclusive (average of all higher education grades) are used to determine distinction (Cum, Magna, or Summa).

Advising Pin Cleared: shows the semester(s) for which the student is cleared to register

## 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 (outlined in green) 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.

Bachelor of Arts		Academic Year: 2018- 019	Credits Required: 120
		GPA: 0.00	Credits Applied: 41
Unmet conditions for this set of requirements:		120 credits are required for your degree. You currently have 41; you still need a minimum of 79 more credits. Additional credits may be required to complete the degree.	
<input type="checkbox"/> U of M GPA must be 2.0 or better.		Still Needed: Your University of Memphis GPA is 0.00; a UoM GPA of 2.0 is required	
<input type="checkbox"/> Overall GPA must be 2.00 or better.		Still Needed: Your Overall GPA is 0.00. Minimum GPA of 2.00 is required.	
<input type="checkbox"/> Must have 60 credits from 4 yr institutions.		Still Needed: At least 60 credits are required to be earned at 4-year institutions. Only 60 credits from 2 year institutions allowed. You currently have 41 credits from four year institution(s).	
<input type="checkbox"/> Must have 30 credits from U of M.		Still Needed: 30 credits are required for UoM residency. You currently have 14; you still need 16 more credits. A maximum of 2 hours of PHED coursework taken at the 1000 level may be used to complete hours for the degree. Only 60 credits from 2 year institutions allowed.	
<input type="checkbox"/> Must have 30 of last 60 credits from U of M.		Still Needed: At least 30 credits of the last 60 credits are required to be earned at UoM for UoM residency. You currently have 14; you still need 16 more credits at the UoM.	
<input type="checkbox"/> 42 Upper Division credits required		Still Needed: A minimum of 42 Upper Division credits are required. You currently have 0 Upper Division credits and will complete this requirement with 42 more Upper Division credits	
<input type="checkbox"/> General Education		Still Needed: See <a href="#">General Education</a> section	
<input type="checkbox"/> College Requirements for the BA		Still Needed: See <a href="#">Foreign Language for the BA Degree</a> section	
<input type="checkbox"/> Foreign Language for the BA		Still Needed: See <a href="#">Psychology Major</a> section	
<input type="checkbox"/> Major Requirements			

### 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). Other reasons include hours in excess of 60 hours at a 2 year institution, which could show some courses as "split course" because part of the hours are used in the 60 hours from a 2 year and part are not. If any courses in this block would fulfill any of the Gen Ed, major, or other requirements, email [casgraduation@memphis.edu](mailto:casgraduation@memphis.edu), and the analysts can adjust the audit.

## Left Bar Options:

Find **Student ID** **Name** **Degree** **Major**

**U00669173** **Lawson, Loran Catt** **BA** **Psychology**

**Worksheets** **Plans** **Notes** **Petitions** **Exceptions** **GPA C**

**Worksheets** **History** **What If** **Look Ahead** **Athletic Eligibility** **Athletic History**

**Format:** **Student View** **Historic Report:** **08/03/2018 03:44 UG/BA**

**History - Introduction Page**

Choose a report format and an historic report and click View

**Worksheet** – the audit of the student’s courses and how they apply toward graduation

**History** – allows you to choose a saved version of the worksheet by clicking on Historic Report to choose

**What If** – allows you or the student to see how changing the catalog, adding a minor, or changing a major, etc. would affect the remaining requirements (more details on the next page)

**Look Ahead** – allows you or the student to see how taking certain courses will affect remaining requirements

**Athletic Eligibility and History** – used by the Athletic Advisors

## What If

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.”

Worksheets

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

2018-2019

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

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course