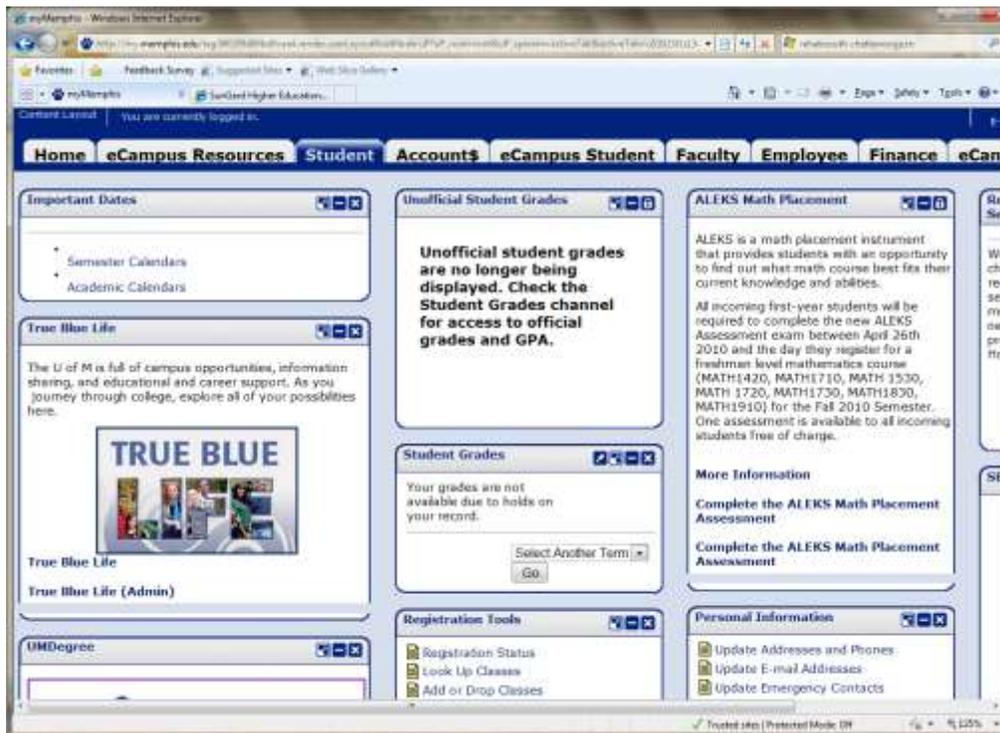


## UMdegree

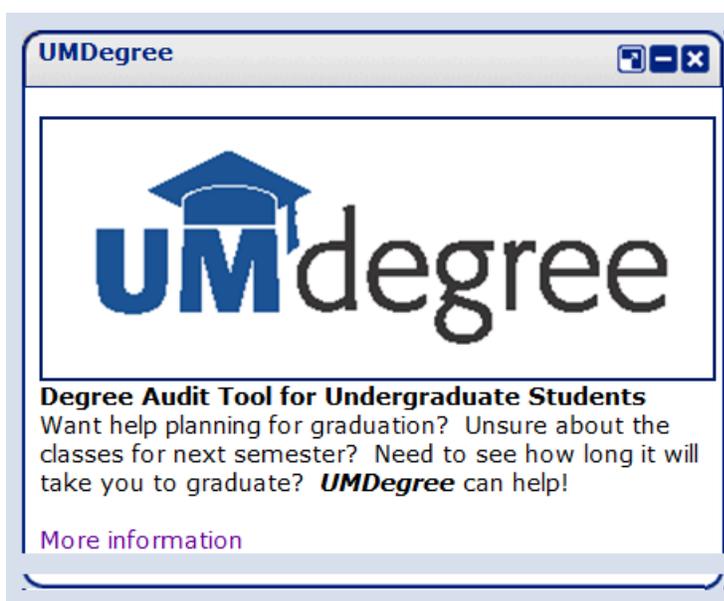
### Login

Step 1) Login in to myMemphis

Step 2) Click student tab



Step 3) Find & click the block labeled UMdegree



Step 4) Enter in Username & Password



You will be taken directly to the student worksheet

Student	ID	Name	Degree	Major	Classification	Last Audit
			BA	History	Senior	09/17/2011

Student	ID	Degree	Major	Academic Standing
		Bachelor of Arts	History	Good Standing

College	Arts and Sciences	Concentration	Degree Status
			Graduated

Advisor	Brown, Water R.	Minor	Graduation Term
			Summer Term 2011

Overall GPA	3.210	Classification	Senior

Degree Progress

Requirements	93%

Credits	155%

Bachelor of Arts	Academic Year:	2009-2010	Credits Required:	120
<input type="checkbox"/> General Education	GPA:	3.210	Credits Applied:	106
<input type="checkbox"/> College Requirements for the BA	Still Needed: See General Education section			

## UMdegree

### UMdegree Worksheet

The UMdegree Worksheet gives the most recent information regarding the your academic affairs.

The worksheet is divided into **blocks**. Each block has a title and a check box in the header and when all requirements in that block are met, the box is checked with a green check mark. The block headers have different information based on the block type. All the worksheets begin with a student information section followed by a *Degree Progress* bar.

#### *Student Information Section*

Contains basic student information such as UID, the assigned advisor, major, minor, and concentration.

#### *Progress Bar*

Displays the percentage of the your requirement progress

#### *Degree Block*

Contains all the requirements for the your program. Individual requirements are hyperlinked to the section for that requirement/block until the requirement is complete.

#### *Requirement Block may include Major Block*

contains all the requirements for the student's declared major (s)  
Will read undecided if a major has not been declared

#### *General Education Block*

Contains all the general education courses that have or have not been completed for graduation

#### *College Requirements Block*

Requirements specifically for the student's BA, BS, or other requirements

#### *Upper Division Block*

Required Upper Division hours grouped together.

Other Blocks will display in certain degree program depending on the requirements for that program

#### *Fallthrough courses Block*

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, but are not yet documented.

*In-progress*

This section contains courses that are being currently taken or registered for in a future term. See the term to differentiate.

*Exceptions*

Courses that have been used to substitute for a required course can be viewed in this area

*Legend*

Contains the symbols and definitions used for the UMdegree worksheet

 Complete	 Complete except for classes in-progress	(T) Transfer Class
 Not Complete	 Nearly complete - see advisor	@ Any course number

*Disclaimer*

Statement of the intended use of the UMdegree Worksheet.

**Registration Checklist Menu Option**

This section is a briefer overview of the student worksheet.

## UMdegree

### *What if*

The What if Tab allows you to create scenarios based upon what if you changed your major or degree path.

Step 1) Select a Degree

Step 2) Select an Academic Year (catalog)

Step 3) Select a Major (major choice is narrowed depending on choice of degree above)

Step 4) Other criteria such as Minor, Concentration, and College can be added under the *Choose Your Different Areas of Study* section

Step 5) Future courses related to this new major can also be added to the scenario under *Choose Your Future Classes*

Step 6) Click ***Process What-If button (at top)***

What you will see next is the *What If* scenario. It will look just like the real work sheet except this worksheet is directed towards the new major requirements.

## UMdegree

### Look Ahead

Allows you to enter in future course and view a student worksheet with those courses applied. Look Ahead may also be used in a What If scenario (see What If Tab).

To see an audit **SHOWING COURSES FOR WHICH** the student **PLANS TO REGISTER IN FUTURE TERMS**, use the form to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Look ahead scenarios are not saved.

The screenshot shows the 'Look Ahead' section of the UMdegree website. At the top, there is a navigation bar with links for 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'SureCode', and 'Log Out'. Below this is a search bar with a magnifying glass icon and a 'Find' button. The main content area is titled 'Look Ahead' and contains the following text: 'To see an audit **SHOWING COURSES FOR WHICH** YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.'

Below the text, there are two columns. The left column is titled 'Enter a course and click Add Course' and contains two input fields: 'Subject' and 'Number'. To the right of these fields is a 'Find' button with a magnifying glass icon. Below the input fields is an 'Add Course' button. The right column is titled 'Courses you are considering' and contains a large empty rectangular box. Below this box is a 'Remove Course' button.

At the bottom of the page, there is a footer with the text '© SunGard 1995 - 2010' and a status bar showing 'Internet' and '100%'.

## UMdegree

### Planner

Shows a split screen of the worksheet (labeled Planner Worksheet) and an area (labeled Student Educational Planner) where courses needed to be taken in the future can be compiled to create a program/degree completion plan.

The screenshot displays the UMdegree Planner interface. At the top, there is a navigation bar with links for Back to Self-Service, Portal, FAQ, Help, Print, SureCode, and Log Out. Below this is a search area with fields for Student ID, Name, Degree, Major, Classification, and Last Audit. The main interface is split into two panels. The left panel, titled 'Planner Worksheet', shows student information: Student ID AA182985, Level Undergraduate, Degree NONE, Classification Freshman, College Academic Counseling Center, Advisor Thurmond, Karen C, Major Undecided, and Overall GPA 3.476. It also features a 'Degree Progress' bar for Requirements at 56% and a section for 'Undecided Major' with a checkbox for 'General Education Requirements' and a 'Show What If Options' button. The right panel, titled 'Student Educational Planner', shows the student's name (Smith, Jamie A), current term (Spring 2011), and a description field. It includes a dropdown for 'Academic Year' (2009-2010), a checkbox for 'Active/Inactive' (Active Plan), and a 'Locking Status' of 'Plan is not locked'. A warning message states 'This plan needs to be approved. Please submit for approval when you Load in a pre-defined plan'. At the bottom, there are buttons for 'Save Plan', 'Reload Form', 'Save As...', and 'Delete'. The footer indicates '© SunGard 1995 - 2010'.

There is also a *What If Option* that will allow you to perform the *What if* scenario creation under the planner section.

Plans made using planner can be saved. Plans can also be printed by using the **print link** at the upper right of the planner block.

### Planner Heading Section

To use the Planner, first label your plan in the description field on the left side (Student Educational Planner). Use the drop down menu to choose the catalog (Academic Year) that you have chosen for graduation. Click the box next to Active Plan (to make the plan active).

### Planner-Semester by Semester Section

Use the pull down menu on the first semester grid to identify the semester for which you are planning, usually next semester is first. You do not need to use the planner to identify

courses you have already taken...UMdegree already knows about those. The planner is for future courses. Once you have identified the semester, left click on a course you plan to take from the Planner Worksheet on the left side of the screen. Continue to hold down the mouse button and drag the course to a space in the term planner. Let up on the mouse button. The course will drop into the space, along with the credit hours for the course. Continue until you have planned for as many semesters as you wish. Your ultimate goal should be to create a GRADUATION PLAN.

### **Plan Notes**

Next to each semester grid, you will find a textbox labeled notes. Use this area to record questions for your advisor and notes to yourself. Your advisor may also put notes here, so make sure to read the notes carefully. There is also a large Notes section at the very bottom of the plan.

### **Saving the Plan**

Save the plan by clicking Save Plan in the bottom right window. Now your advisor will be able to review your plan. You may save as many plans as you like. Make sure you save your current plan before you start another plan. To start another plan, click Reload Form, or to save another version of the current plan, click Save As.

### **Printing the Plan**

(College of Education advisors require that you print and bring with you to advising.)

**You may print a saved Plan using the print button at the top right corner of the planner window. This will print the plan only. There is also a print button at the top of the larger page. Use this button to print what you see (all of it.)**

## UMdegree

### GPA Calculators

**Graduation Calculator:** The current GPA defaults. Enter the credits required and credits remaining. Click the **Calculate** button. The purpose of the Graduation Calculator is to give the student a general view of what average GPA they will need to achieve over their final "X" credits in order to achieve their desired GPA.

The screenshot shows the 'Graduation Calculator' interface in a web browser. The browser address bar shows 'http://umdegree.memphis.edu'. The page header includes 'UMdegree' and 'THE UNIVERSITY OF MEMPHIS'. A navigation bar contains links: 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'SureCode', 'Exception Management', and 'Log Out'. Below this is a search bar and a table with columns: 'Find', 'Student ID', 'Name', 'Degree', 'Major', 'Classification', 'Last Audit', and 'Last Refresh'. The 'Degree' dropdown is set to 'Undecided' and 'Classification' is 'Freshman'. A row of buttons includes 'Worksheets', 'Planner', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Graduation Calculator' section is active, showing a sidebar with 'Term Calculator' and 'Advice Calculator'. The main area contains a table with the following data:

Current GPA	3.47
Credits Remaining	90
Credits Required	120
Desired GPA	3.5

Below the table is a 'Calculate' button. At the bottom of the page, it says '© SunGard 1995 - 2010'.

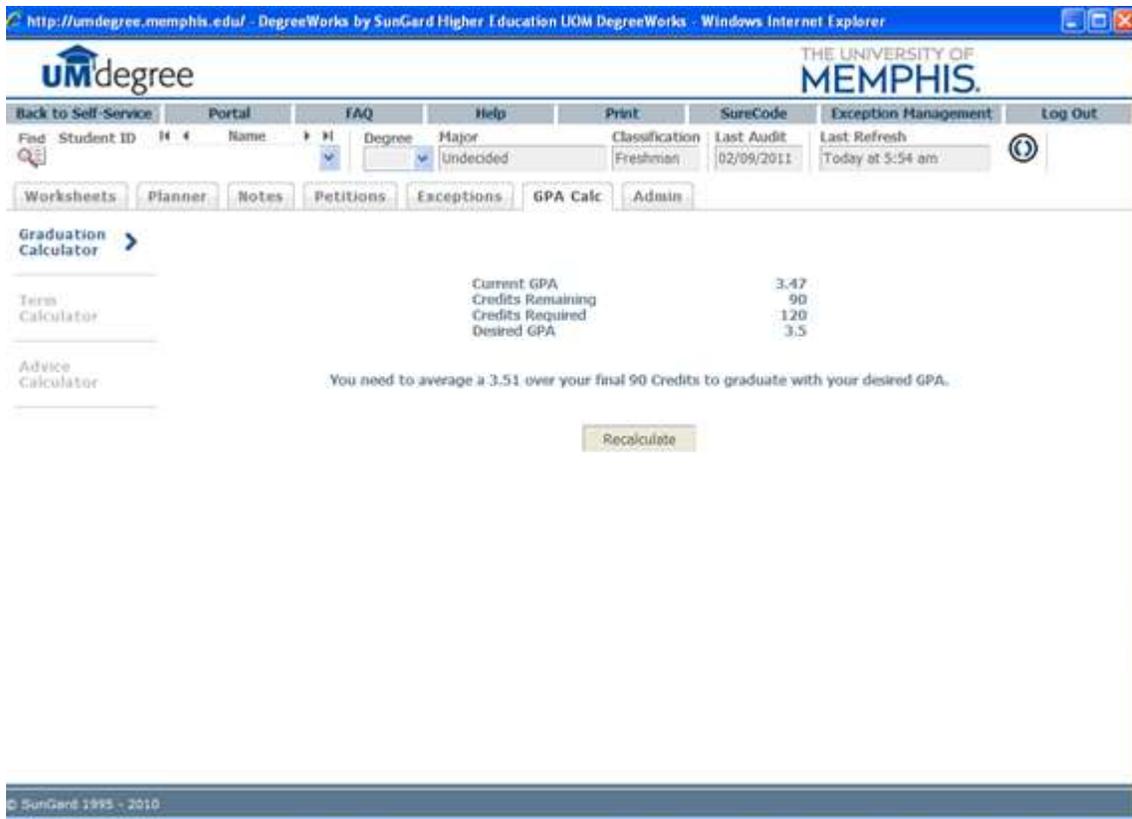
In some cases, this calculator will be useful to inform the student that the desired GPA is not possible to achieve (considering the number of credits remaining).

This screenshot shows the 'Graduation Calculator' interface after a calculation. The sidebar and navigation bar are the same as in the previous screenshot. The table now shows the following data:

Current GPA	3.765
Credits Remaining	111
Credits Required	129
Desired GPA	4

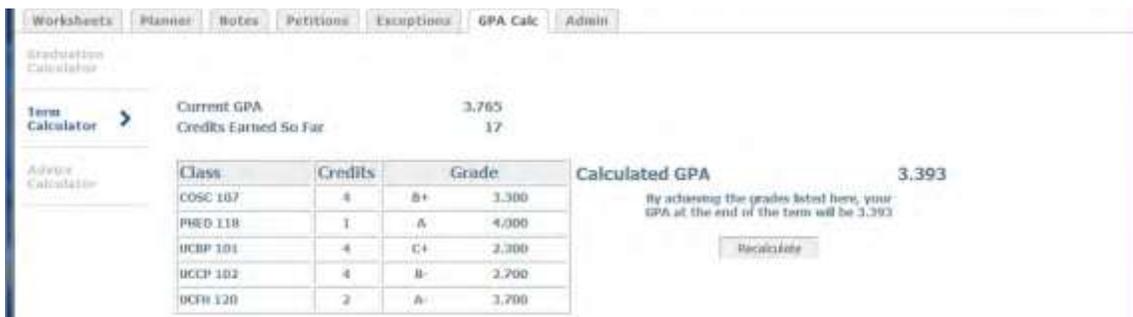
Below the table, an error message is displayed: 'Error: To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 4.035.' A 'Recalculate' button is located below the error message.

In short, this calculator helps students to set long-term general goals.



### Term Calculator:

Current GPA and credits completed to date default. The current classes will default. Enter the credits if necessary and enter the projected grades. (You can also add a course the student might be considering but for which they haven't yet registered.) Click the **Calculate** button. You can change the classes and the grades at any time and recalculate. The term calculator can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.



### Advice Calculator

A simpler version than the Graduation Calculator, the current GPA and the credits earned show up as default and the desired GPA can be calculated using the default information. Students should enter their desired GPA and click **Calculate**. Advice will be displayed depending on the desired GPA and the chances—or unrealistic chances—of meeting that goal. Note: Although the GPA and hours are already plugged in, these fields can be revised.

### One example

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA: 3.765  
Credits Earned: 17  
Desired GPA:

Calculate

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA: 3.765  
Credits Earned: 17  
Desired GPA: 3.85

To achieve your desired GPA, you need one of the following:

- 5 Credits at 3.000 (B+) grade average
- 3 Credits at 3.000 (B) grade average
- 2 Credits at 3.700 (B-) grade average
- 1 Credits at 3.000 (C+) grade average
- 1 Credits at 2.000 (C) grade average
- 1 Credits at 1.700 (C-) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate

### Another example of advice (after having altered the number of credits):

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA: 3.765  
Credits Earned: 25  
Desired GPA: 4

Error: Achieving your desired GPA is not possible or not realistic. It would require too many Credits

Recalculate