

UM Degree Training Manual for Advisors

UMdegree: Making Plans for Graduation Advising and Planning Tool

Welcome to UMDegree, a resource for academic advising and graduation checkout

- Centralizes advising and scheduling resources through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs
- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual degree check sheets

UMdegree: Making plans for graduation!

***AT THE UNIVERSITY
OF MEMPHIS, WE ARE
DRIVEN BY DOING.***

UMdegree Training Manual for Advisors

Table of Contents

Background Information
Login Navigational Tools
How to Find Students
Worksheet
What if and Look Ahead
Petitions
Notes
GPA Calculators

UMdegree

Background

Purpose of the manual: Introduce academic advisors to UMdegree at The University of Memphis

Objectives: At the end of the manual, advisors should be able to:

1. find students using the UMdegree search methods
2. view and understand the components of a student UMdegree worksheet and its requirements
3. view and understand a UMdegree *“what if”* worksheet
4. begin using UMdegree to submit requests for General Education petitions
5. see and practice the functionality of notes in UMdegree
6. review GPA calculators delivered with UMdegree

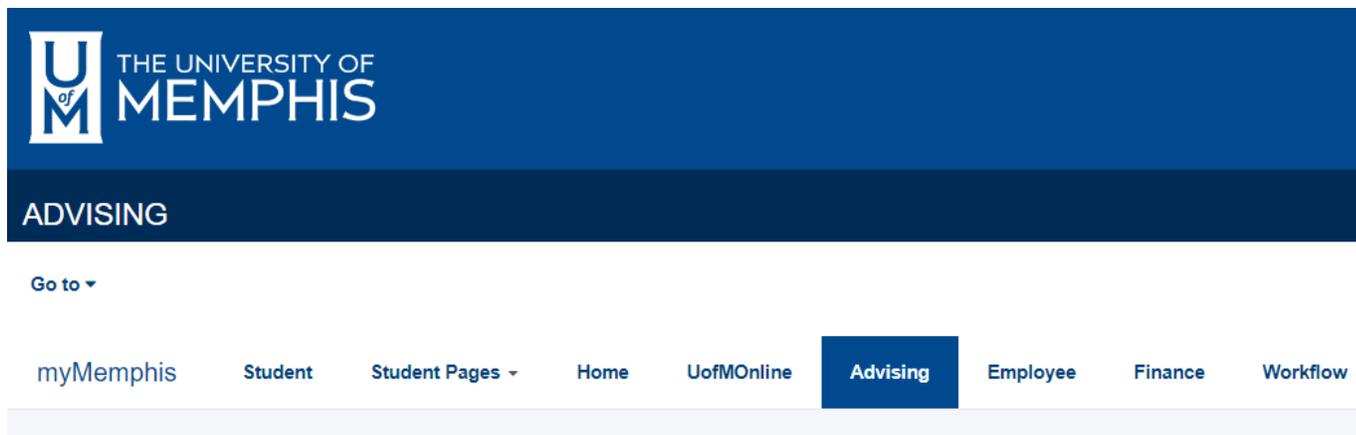
UMdegree

Login

Step 1) Login in to myMemphis

Step 2) Click on Advising Tab

Step 3) Find the UMdegree tile



UMdegree



Degree Audit Tool for Undergraduate Students

Want help planning for graduation? Unsure about the classes for next semester? Need to see how long it will take you to graduate? **UMdegree** can help!

[More information](#)

Step 4) Click on the UMdegree logo

Step 5) If you are not logged in by SSO, login using your myMemphis/email username and password

UMdegree

Navigational Tools

Welcome to UMdegree

The screenshot shows the UMdegree interface. At the top left is the University of Memphis logo. To its right are navigation links: WORKSHEETS, EXCEPTIONS, PLANS, and ADMIN. Below the header, the main heading reads 'UMdegree Worksheets'. Underneath this heading is a search box containing the text 'Student ID' and a magnifying glass icon. Below the search box is a link labeled 'Advanced search'.

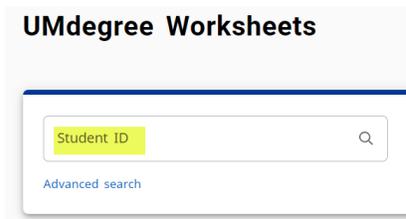
This is the first page you will see once you login to UMdegree.

UMdegree

How to Find Students

By student ID:

If you know the student's U number, you can enter it here and hit the enter key on your keyboard.



It must be the UID (*NOT* the social security number) following the U##### format. Capitalization of the "U" will not affect search.

By student name:

If you do not know the students ID, the student can still be found using the Advanced Search. Using the Advanced Search will take you to a different menu on a pop-up screen.

Advanced Search:

The Advanced Search provides advisors with some additional ability to find individual students and groups of students based on search criteria. Each item has a pull down menu that lists the options for that item. Combine criteria to narrow your search.

Step 1) Click Advanced Search

Step 2) The Find Students box will appear

Find Students

✕

Student ID	First/middle name	Last name
------------	-------------------	-----------

Curriculum ^

Degree ∨	Classification ∨	Catalog year ∨
Major (0/255) ∨	Minor (0/207) ∨	College (0/15) ∨
Concentration (0/367) ∨		

Custom ∨

Clear CANCEL SEARCH

Step 3) Students can be searched by either the first or last name (see example). Click the search button to begin the search.

Find Students ✕

Curriculum ▼

Custom ▼

Clear CANCEL SEARCH

Students found: 14

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	U00787405	Kerr, Alexandria Rachelle	BS	Biology	UG	Junior
<input checked="" type="checkbox"/>	U00683053	Kerr, Amelia May	BSED	Integrative Studies	UG	Junior

CANCEL SELECT

Step 4) In the lower portion labeled "Students Found", a list of students will appear with check boxes in blue next to their names. Unselect all the students by clicking the top check box (highlighted below). This will uncheck all the students in the list. Then Click the checkboxes to highlight the student(s) that you are interested in viewing and hit *Select*.

Find Students ✕

Curriculum ▼

Custom ▼

Clear CANCEL SEARCH

Students found: 14

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	U00787405	Kerr, Alexandria Rachelle	BS	Biology	UG	Junior
<input checked="" type="checkbox"/>	U00683053	Kerr, Amelia May	BSED	Integrative Studies	UG	Junior

CANCEL SELECT

Students found: 14

<input type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input type="checkbox"/>	U00787405	Kerr, Alexandria Rachelle	BS	Biology	UG	Junior
<input checked="" type="checkbox"/>	U00683053	Kerr, Amelia May	BSED	Integrative Studies	UG	Junior

CANCEL SELECT

Step 5) What should appear next is the Students *UMdegree Worksheet*

The screenshot shows the 'UMdegree Worksheets' interface. At the top, it says 'Data refreshed 06/28/2023 7:41 PM'. Below this is a search bar with 'Student ID' set to 'U00787405' and a 'Select Student' dropdown menu showing 'Kerr, Alexandria Rachelle'. To the right, the 'Degree' is listed as 'BS'. Below the search bar, there are several tabs: 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. A 'View historic audit' button is visible on the right, showing '05/12/2023 at 9:23 PM UG/BS'. The main content area displays student information: Level (Undergraduate), Classification (Junior), Major (Biology), Minors (Public Health, Chemistry, Healthcare and Society), Program (AS Bachelor of Science), College (Arts and Sciences), Cohort (2021), Academic Standing (Good Standing), Institution GPA (3.79), Overall GPA (3.78), and Advisor (Charles Plesofsky (ADDA), Cody Clinton (MINR), Jennifer Benford (PRIM)).

****If you selected more than one student, you will see blank boxes on the student worksheet. You will need to select the student you wish to view by clicking on the select student box. A drop down of all the students you selected will appear.**

This screenshot shows the 'UMdegree Worksheets' interface with the 'Select Student' dropdown menu highlighted in yellow. The dropdown menu is currently empty, indicating that no student has been selected.

This screenshot shows the 'UMdegree Worksheets' interface with the 'Select Student' dropdown menu open. The dropdown menu displays two options: 'Kerr, Alexandria Rachelle' and 'Kerr, Amelia May'.

UMdegree Worksheet

The UMdegree Worksheet gives the most recent information regarding the student's academic affairs. The worksheet is divided into **blocks**. Each block has a title and a box in the header that indicates the status as the requirements in that block are met. The box will say "Incomplete", "In-Progress", or "Complete." The block headers have different information based on the block type. All the student worksheets begin with a student information section followed by *Degree Progress* circles.

Student Information Section

Contains basic student information such as UID, the assigned advisor, major, minor, and concentration. This information is pulled directly from Banner.

Progress Circles

Displays the percentage of the student's requirement progress.

Degree Block

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

Requirement Blocks

Includes the Major Block which contains all the requirements for the student's declared major(s) and may also include any minors and/or concentration blocks.

General Education Block

Contains all the general education courses that the student has or has not completed for graduation.

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

Open Electives and Unapplied Electives Blocks

Open Electives are the true electives needed to complete the total degree credit total. Not all programs will have Open Electives due to the way the program is designed. Unapplied Electives are credits earned but not needed in the open electives and are not currently being used to fulfill requirements.

Insufficient Courses Block

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

In-progress

Contains course that the student is currently taking or is registered for in a future term. See the term to differentiate.

Legend

Contains the symbols and definitions used for the UMdegree worksheet.

Legend	
 Complete	 Not complete
 Complete (with classes in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
(R) Repeated class	

Disclaimer

Statement of the intended use of the UMdegree Worksheet.

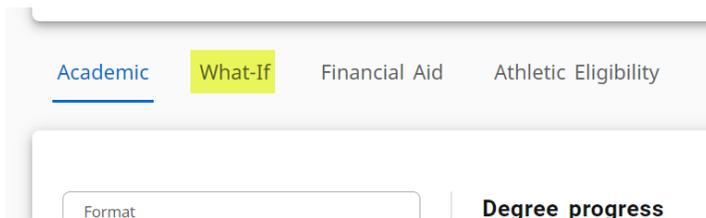
Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

UMdegree

What if and Look Ahead

The What-If tab allows you to create audit scenarios based upon changing a major or degree path.



Step 1) Select an Academic Year (catalog)

Step 2) Select a degree

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year * 2022-2023 Degree * BA Level * Undergraduate

Areas of study

Major * Minor College

Concentration

Step 3) Select a Major

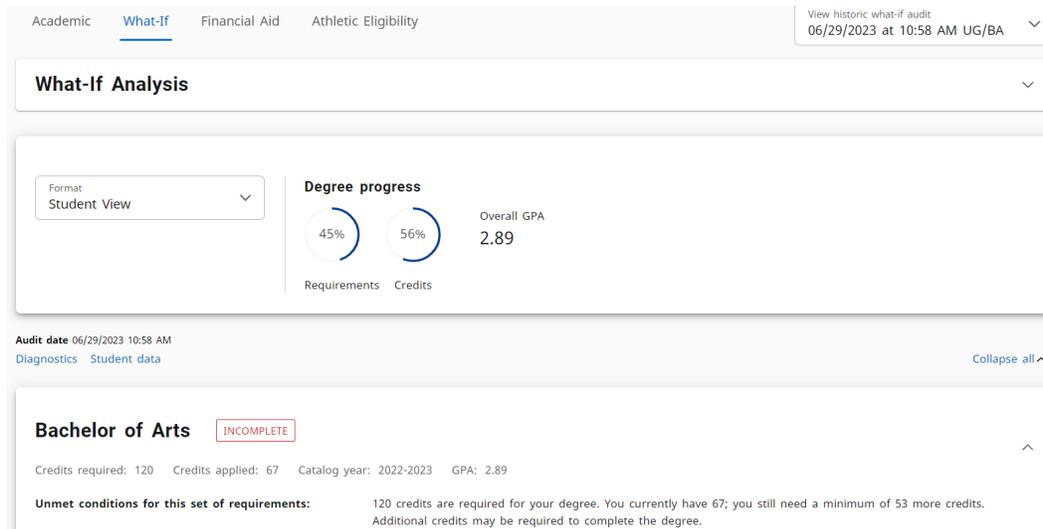
Step 4) Select a College (this is required for the What-If to process correctly for GRADUATE programs)

Step 5) Other criteria such as minor or concentration can be added as well

Step 6) Future courses related to this new major can also be added to the scenario under *Future Classes*

Step 7) Click the **Process button (at bottom)**

What you will see next is the *What If* scenario for that student. It will look just like that student's real worksheet except this worksheet is directed towards the new major requirements for that student.



Look Ahead

Allows you to enter future course(s) and view a student's worksheet with those courses applied. Look Ahead may also be used during a What-If scenario.

To use the Look Ahead option when running a What-If, choose the desired curriculum and add the future classes at the bottom of the box. Then click Process.

The screenshot shows the 'What-If Analysis' form. At the top, there are three checkboxes: 'Use current curriculum' (unchecked), 'In-progress classes' (checked), and 'Preregistered classes' (checked). Below this are sections for 'Program' (Catalog year: 2018-2019, Degree: BA, Level: Undergraduate), 'Areas of study' (Major: English, Minor, College, Concentration), and 'Additional areas of study'. The 'Future classes' section has input fields for 'Subject' and 'Number', an 'ADD' button, and a tag for 'ENGL 3550'. At the bottom right are 'RESET' and 'PROCESS' buttons.

This will show the audit with the new curriculum information selected and include the future classes the student is planning on taking.

To see an audit showing courses the student plans to register in future terms using the student's CURRENT CURRICULUM, click the "Use Current Curriculum" box under the What-If Analysis header. Then use the form to enter the subject code and course number of each anticipated course.

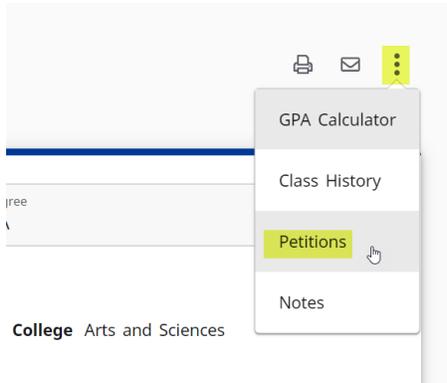
This screenshot shows the 'What-If Analysis' form with the 'Use current curriculum' checkbox checked and highlighted in yellow. The 'Future classes' section is visible with 'Subject' and 'Number' input fields, an 'ADD' button, and a tag for 'ENGL 3550'. The 'RESET' and 'PROCESS' buttons are at the bottom right.

Once the list of future classes has been created, click the Process button to apply them to the audit. Look Ahead scenarios are not saved.

UMdegree

Petitions

The Petitions tab allows users to enter requests for exceptions for General Education requirements. Any exception requests for major, concentrations, or minors should be sent to the college to be applied. To create a petition, click the three dots on the top right hand side of the audit, then select Petitions.



If previous petitions have been created for the student, they will show in the box. You can filter by Petition Status by using the drop down menu at the top of the box.

Petitions



Petition status
All petitions 

Created on 07/07/2023 

By  Status Applied as exception

Please apply BIOL 2011 Anat Phys I Lab to the Natural Science requirement.

[ADD A NEW PETITION](#)

The petitions screen shows all petitions that have been entered on the student's behalf.

Petitions can either be waiting for approval, approved, applied as exceptions or rejected. All new petitions have a default status of waiting for approval when first created. Once a petition is created, it can be acted upon by the appropriate approver.

To create a new petition, click the Add Petition button. This will bring up a text box where you can enter the text for the petition.

⏶

Add a new petition ✕

Description

CANCEL SAVE PETITION

Please provide the following information with your petition:

1. Prefix, number, and name of course that would normally satisfy the requirement
2. Prefix, number, name, (and if transfer course, list institution) of the substitution course
3. Requirement to which the course is relevant in the student's General Education requirements.

****Please only submit one petition for each course action. Submitting several course actions on one petition causes problems when one action may need to be rejected. ****

Remember that you cannot make a petition on behalf of a student until you have accessed the student in UMdegree. Think of the petition entry more like an email than a form to fill out. Sometimes more information will help the approver. Remember also that the petition may have to be reviewed by a series of approvers.

Once you have entered the text for the petition, click the Submit Petition button to save the petition to the database. A message will appear telling you your petition was added successfully.



Petition added



Petitions

Petition status
All petitions



Created on 07/14/2023



By Kerr, Keri S Status Awaiting approval

This is a test petition. Apply ENGL 1xxx from Southwest TN Comm Colto ENGL 1010 requirement.

[ADD A NEW PETITION](#)

To add another petition, click the Add Petition button again and repeat the process.

To modify a petition, click the three dots in the top right hand corner of the Petition box. Click Edit Petition, modify the petition and click the Save Petition button at the bottom to save your changes. **Only petitions with a status of Waiting Approval may be modified.** You will not be able to modify petitions created by others.

To delete a petition, click Delete Petition from the three dot drop down. Only petitions created by you can be deleted by you. **Petitions that have been approved, applied as exceptions or rejected cannot be deleted.**

Petitions



Petition status
All petitions

Created on 07/14/2023

By Kerr, Keri S Status Awaiting approval

This is a test petition. Apply ENGL 1xxx from Southwest TN Comm Colto ENGL 101
Petition Modified

- View petition
- Edit petition
- Delete petition

ADD A NEW PETITION

Delete petition



Are you sure you want to permanently delete this petition?

CANCEL

DELETE PETITION

✔ Petition deleted



Petitions

There are no petitions for this student.

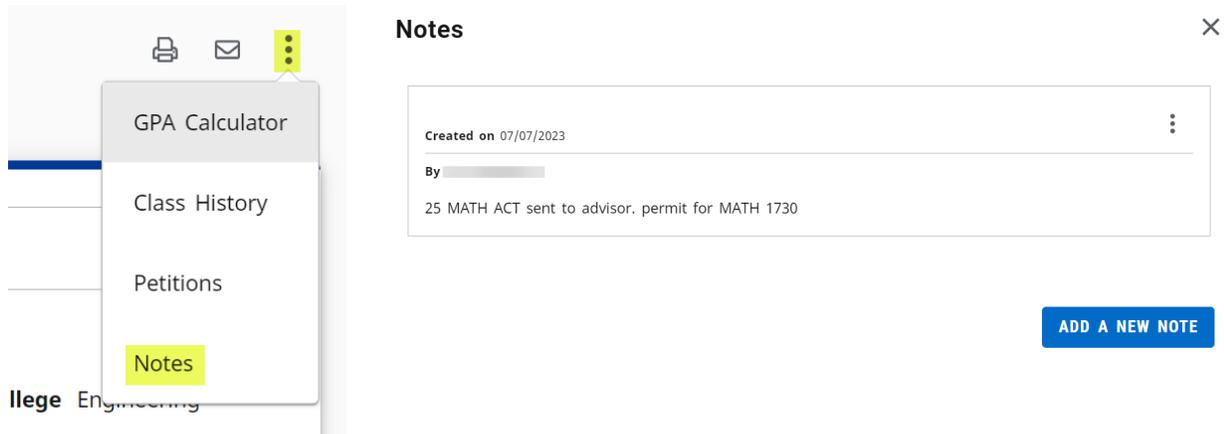
ADD A NEW PETITION

Petitions will be approved/applied in a random timeframe, but usually within 48 hours. Please make a record of the students for whom you make petitions so you can go back to the petitions tab or the student worksheet to view the decision. There is no system generated response to petitions.

UMdegree

Notes

The Notes tab allows UMdegree users to document academic advising on the UMdegree records. The notes can be used for internal use only or they can be made available to the student through UMdegree on the web. **Notes made available to the student appear on the worksheet in a Notes section at the bottom of the report.** To access the Notes screen, click on the Notes tab by clicking the three dots on the top right hand corner of the audit. The section opens to a view of the notes created for the student.



There are predefined notes available to capture the advising session. An option to make the comment NOT AVAILABLE to students also exists.

In UMdegree, all notes are public by default. The option to make a note NOT AVAILABLE to the student is provided. Please use discretion when making notes. Notes are part of the student educational record.

Add a new note ×

Predefined notes ▼

Add description

Not available to student

CANCEL SAVE NOTE

Click on the Add a New Note button. Use the pre-defined notes from the drop down or add a free text comment or use a combination of both. To make the note internal only (not viewable to the student), click the "Not available to student" box. Click Save Note to save the note to the audit.

Notes created will appear at the bottom of the worksheet.

Notes

Status	Description	Created on	Created by
	Student was advised to... Register for ENGL 1010. **This is a TEST public note. **	07/14/2023	Kerr, Keri S
Internal	**This is a TEST INTERNAL note. **	07/14/2023	Kerr, Keri S

**Notes marked as "Not available to student" will show the status as INTERNAL.

You can modify or delete notes in a manner similar to the process for modifying and deleting petitions.

Click the three dots in the upper right hand corner of the note you wish to modify or delete. Then chose the action - Edit Note or Delete Note.

Notes ×

Created on 07/14/2023
By Kerr, Keri S
Student was advised to... Register for ENGL 1010. **This is a TEST public note. **

Created on 07/14/2023
By Kerr, Keri S **Status Internal**
**This is a TEST INTERNAL note. **

View note
Edit note
Delete note

ADD A NEW NOTE

Modify the note and click Save Note at the bottom.

Edit note ×

Created on 07/14/2023 🗑️

By Kerr, Keri S

Add description
Student was advised to... Register for ENGL 1010. **This is a TEST public note. **

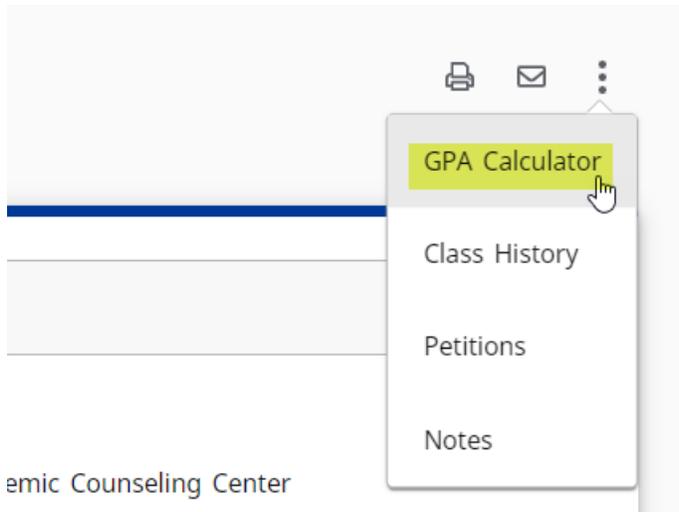
Not available to student

CANCEL **SAVE NOTE**

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.



Click the three dots in the top right hand corner of the audit to access the GPA Calculator.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *
3.87

Credits remaining *
53

Credits required *
120

Desired GPA *

CALCULATE

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).

GPA Calculator

[Graduation Calculator](#)

[Term Calculator](#)

[Advice Calculator](#)

To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 7.647

Current GPA	2.89
Credits remaining	28
Credits required	120
Desired GPA	4.0

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

GPA Calculator

[Graduation Calculator](#)

[Term Calculator](#)

[Advice Calculator](#)

You need to average a 3.361 over your final 28 credits to graduate with your desired GPA.

Current GPA	2.89
Credits remaining	28
Credits required	120
Desired GPA	3.0

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.

GPA Calculator

[Graduation Calculator](#)

[Term Calculator](#)

[Advice Calculator](#)

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.885

Current GPA	3.87
Credits earned	47.0

Course	Credits	Grade
COMM 2381	3	A+
ENGL 1020	3	A+

Advice Calculator

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

GPA Calculator

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

53 credits at 3.0 (B) grade average

32 credits at 2.7 (B-) grade average

23 credits at 2.3 (C+) grade average

18 credits at 2.0 (C) grade average

15 credits at 1.7 (C-) grade average

13 credits at 1.3 (D+) grade average

11 credits at 1.0 (D) grade average

8 credits at 0.0 (F) grade average

8 credits at 0.0 (F) grade average

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

Current GPA	3.765
Credits earned	100
Desired GPA	3.5

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

GPA Calculator

Graduation Calculator Term Calculator [Advice Calculator](#)

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

37 credits at 4.0 (A+) grade average

37 credits at 4.0 (A) grade average

47 credits at 3.8 (A-) grade average

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

Current GPA	3.0
Credits earned	110
Desired GPA	3.25