



December  
2016

# ADVISING MONTHLY

News & Reminders for UDM Advisors

## Advising for UAS 1045 and UAS 1050

UAS1045, Success Skills I, will be offered in Winter 2017 for students who need to develop strategies to meet the challenges of studying in college. This course uses Learning to Learn, a US Dept. of Education Best Practice, to develop appropriate note taking, reading, and test taking strategies. Students will also have an opportunity to explore major choice and/or career options. This course is appropriate for students new to college, considering a major change, or struggling to earn competitive grades and transition to college.

Please consider UAS1050, Success Skills II, for probationary and readmitted-after-dismissal students. This course combines the highly successful Learning to Learn classroom strategies with Skip Downing's goal setting and motivation self-examination exercises. Students will not only improve study and test-taking skills, but will also examine their own reasons for attending college and redevelop decision making skills. Moreover, students in this course have a tangible connection to SSC staff.

### "I" (Incomplete) Grades

It is the student's responsibility to initiate the request for a grade of incomplete from the instructor. A petition for a grade of "I" is required and may be approved or disapproved at the discretion of the instructor. This grade is only appropriate at the end of the term when the majority of the coursework is completed but for serious reason the student is unable to complete the remaining course requirements. "I" grades are not issued when the student stops attending or participating in the class. If the instructor feels the awarding of an "I" is justified, she/he fills out an Incomplete Grade Petition reflecting the individual work to be completed and the due dates of that work. The grade of "I" is entered into TitanConnect along with the required Last Date of Attendance/participation in the course. Both student and instructor sign the form which is submitted to the *instructor's dean's office* for signature. If the undergraduate student does not complete the required work eight weeks after the end of the semester, the "I" grade is automatically changed to an "I/F" and counts as an "F" in the GPA.

### Program Changes after Census Date

Program changes (degrees/certificates/majors/minors/concentrations) that occur during the current semester after the official census date will not be reflected on the student's profile in TitanConnect until the next semester. It is important to run a Degree Evaluation choosing the correct semester (typically most current one available). September 23rd was the census date for Fall 2016 and February 3rd is the census date for Winter 2017.

### Add/Drops for Winter 2017

TitanConnect remains open 24/7 for registration and add/drops for the Winter 2017 semester through January 15th for full semester or courses that don't begin the week of January 9th. Registration and add/drop ends on January 9th for shorter duration courses that begin the week of January 9th. Late registration (\$200 late fee) continues the first week of classes. There is no charge for adding/dropping classes for those already registered but tuition may be different based on course selection/credits/course fees.

### Advising Sessions at Colleague Development Day – January 5, 2017

B1 (10:00-11:15)	Avoiding (Un)Intentional Bias In Advising
C1 (11:30 – 12:30)	Responding Effectively When Students Share Mental Health Issues (And When They Don't)
D1 (1:45-2:45)	FERPA & Emails: How To Effectively Communicate & Avoid Liability

*Produced monthly on behalf of the University of Detroit Mercy's Academic Advising Committee.*

*If you have questions specifically pertaining to the academic advising newsletter, please contact:*

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#### December 13-17

Fall 2016  
Final Exam Week

#### December 17

Official End of  
Fall 2016 Semester

#### December 19

Final Grades due  
at NOON in  
TitanConnect

#### December 23, 2016-January 2, 2017

University Closed  
for Holiday Break

#### January 3, 2017

University offices  
re-open

#### January 5, 2017

Colleague  
Development Day

#### January 9, 2017

Official start and  
Classes Begin for  
Winter 2017  
semester

#### Prior Advising Newsletters

[http://www.udmercy.edu/academicaffairs/fac\\_advising/](http://www.udmercy.edu/academicaffairs/fac_advising/)