



November  
2016

# ADVISING MONTHLY

News & Reminders for UDM Advisors

## Academic Advising Considerations

1. Check your advisee's profile. Are all majors/minors/certificates accounted for?
2. Run a degree evaluation report and review
3. Check advisor notes, Mapworks notes, holds
4. Set meeting with advisee during the week of 10/31/16
5. Release the student's PIN in INB SPAAPIN (revisit Oct. newsletter for instructions)

### My advisee needs to add/drop a major/minor/certificate/advisor. What do I do?

Visit: [http://www.udmercy.edu/academicaffairs/fac\\_advising/forms/](http://www.udmercy.edu/academicaffairs/fac_advising/forms/) and print off the *Change or Correction of College/Program/Advisor* form. Fill out the necessary information and turn it in to the appropriate person in your college office.

Note: Program changes for a student that are submitted after census will not be reflected on the student's profile until the next semester. 9/23 was the census deadline for Fall 2016. The deadline is typically at the end of the 4<sup>th</sup> week of class.

### My advisee needs to take a course that is full or not offered here next semester

Prior to suggesting an advisee take a course at another university to transfer in, consider the following:

1. Is there a viable substitution offered at Detroit Mercy?
2. Is a course offered within the Consortium that will fulfill this requirement?
3. Consortium includes Marygrove, Madonna, Sacred Heart, and Detroit Mercy
4. Can a directed study be offered within the given guidelines?
5. Have they already met the transfer limits? Community College ----- 63 cr  
4-year Institution ----- 96 cr.

### Where can I find the offerings for the Consortium?

1. Marygrove – visit <http://marygrove.edu/current-students/registrar/registrars-office.html> and click “schedule of classes.”
2. Madonna – visit <http://madonna.edu/academics/advising> and click on “course schedule.”

### Double majors, running degree evaluations, and considering overlapping credits

When advising a student who is pursuing double majors, make sure to run a “what-if analysis” for the second major and cross reference with the first major to take into account overlapping credits. Only 12 credits can overlap from a major to major. Only 6 can overlap from a major to minor. Only 3 credits can overlap from a minor to minor.

### Is your advisee a senior? Have they applied for graduation?

If your student is planning on graduating at this end of this term or at the end of the winter term, they should apply online prior to leaving for the break. They can apply by navigating their Titan Connect to the same location that they would normally select the link to register for class. They will see a link to apply for graduation. They should do this after being advised.

#### October 31, 2016

Winter/Summer  
Advising begins

#### November 7

Winter/Summer  
Registration begins

#### Nov 18-19

Weekend Classes  
End

#### November 21

Last Day to  
Withdraw from a  
full semester  
course

#### November 23

Thanksgiving Break  
University is open,  
but no classes held

#### November 24-27

University closed  
for Thanksgiving  
Break

#### Previous advising newsletters:

[http://www.udmercy.edu/academicaffairs/fac\\_advising/how/newsletters\\_tipsheets/index.htm](http://www.udmercy.edu/academicaffairs/fac_advising/how/newsletters_tipsheets/index.htm)

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

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