



Sept. 2016

ADVISING MONTHLY

News & Reminders for UDM Advisors

September 30

Deadline for Summer "I" Grades

October 9-10

Fall Break University Open but No Classes

Week of Oct 10

Winter 2017 Schedule of Classes Available

October 24

Midterm Grades Due

October 30

Advising for Winter/Summer 2017 Begins

November 6

Registration for Winter/Summer 2017 Begins

Additional Questions?

Contact: Financial Aid Office: 313-993-3350

Student Success Center: 313-993-1143

University Registrar: 313-993-3313

Make Contact with Advisees (especially new advisees)

All advisors are strongly encouraged as a best practice to contact all of their advisees in the beginning of the semester during the first couple weeks. This can be particularly important for new students to the university or students new to their particular program. Advisors can access their advisee list via TitanConnect by going to TitanConnect Self Service --> Faculty and Advisors -> Student Information Menu --> Advisee Listing.

Financial Aid Impact of Dropping Classes

When withdrawing from classes it is critical for students to understand the impact it may have on extending their program completion and financial aid which are monitored every semester.

Students should always visit the Financial Aid Office when considering withdrawing from course(s) to discuss the impact it will have on their financial aid. In some cases, it will result in returning all or a portion of the student's federal financial aid resulting in a balance due to UDM.

In addition to students understanding repercussion of withdrawing, it is also critical for faculty to accurately report a student's last date of attendance, when asked, since the last date of attendance determines the amount of financial aid the university is required to return. This date is critical when it comes to compliance and auditing with Federal Student Aid.

Direct feedback from faculty during the first couple weeks of the semester regarding students who are not attending/participating in classes is most important to determine if a student walked away from the university without withdrawing. This information is sent to the Office of the Registrar during the second and third week of classes each semester or as it occurs later in the semester.

Dropping for Full Refund of Tuition Charges

The university has two refund policies based on the length of an individual course section regardless of the part of term that the course falls into.

Class Length	Refund Policy
1 day to 7 weeks	100% refund on Day 1 and No refund beginning Day 2
More than 7 weeks	100% refund through Day 7, 50% refund Day 8 to Day 14 and No refund beginning Day 15

The actual day for 100% withdraw is listed on each individual class section in the Schedule of Classes. This information is in the line directly below the title of the course.

An example: *Last Date to Drop for 100% Refund and no "W" is 09-05-2016*

Titan Success Network/MAPWorks

The TSN survey for all first-year, second-year and transfer students will be emailed to their UDM email on September 16th, and will remain open for three weeks. If anyone is interested in training sessions they will be:

- September 13th – Engineering Room 140, 1:00 p.m.–2:00 p.m.
- September 20th – Engineering Room 140, 1:00 p.m.-2:00 p.m.
- September 22nd – Health Professions Room 8, 1:00 – 2:00 p.m.

*Produced monthly by University of Detroit Mercy's Academic Advising Committee
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Diane Praet (praetdm@udmercy.edu) or Sean Novak (novaksm@udmercy.edu).*