

January

2017



January 6

Weekend Classes Begin

January 9

Full Semester Courses Begin

January 15

Last day to add/drop online

For more advising information and older newsletters visit:

http://www.udmercy.edu/academic-affairs/fac_advising/

ADVISING MONTHLY

News & Reminders for UDM Advisors

Welcome to 2017!

CLASS OF 2017—Have they applied for graduation? RSVP for Commencement?

- Graduation and Commencement are two separate things and require two separate actions on the part of the student.
- Commencement is the actual ceremony. A student cannot participate in Commencement without having applied for graduation and sending in RSVP.
- Both the advisor and student should **conduct** a preliminary self-audit before applying to graduate. This can be done through running a degree evaluation.
- A student should first **apply** for graduation. The deadline to apply for Winter 2017 graduation was December 9, 2016. If a student missed this deadline, the student should apply **online** as soon as possible, especially if they desire to walk in Commencement. Late applications will be accepted but cannot be guaranteed to be on the commencement program or other marketing materials.
- Next, the student should **RSVP** for Commencement. RSVPs cards will be mailed in February to those who are eligible to participate.
- Applying for graduation doesn't reserve their spot at Commencement. They still need to be **cleared to walk** by the college/school.
- If a student walks in Commencement this does not mean that they have completed all degree requirements and graduated. In order to participate in the May 2017 ceremony participating students must be registered for all courses to complete their degree requirements by the end of this academic year (August). Additional restrictions for participation may apply based on individual college/school rules.

Advising Double Majors and Dual Degree students

There are a lot of rules about how many credits can count between majors/minors/ and second degrees. It is important to coordinate with the second advisor concerning things such as overlapping credit/course limits into account. Since a degree evaluation does not account for both on the same report, an advisor must run a "what if" degree evaluation for the second major.

Advisor Assignments and Program Changes BEFORE Census Date

Changing a student advisor and/or program should be submitted and recorded before the university census date. The census date is when the semester is "frozen" and all changes thereafter to advisor and programs will be reflected in the next semester. 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 courses. Late registration for initial registration (with \$200 late fee) continues the first week of classes. There is no late charge for adding/dropping classes for those already registered.

Adding/Dropping Winter Courses and 100% refund			
	Start Date	Adding or Dropping with 100% Refund and no "W"	Last Day to Withdraw
Weekend College	January 6	January 12	March 25
Full Semester Course	January 9	January 15	March 31

- Online registration remains open until January 15 for adding and dropping
- Paper registration forms with applicable signatures are needed starting January 16
- See online schedule of classes for all other parts-of-term deadlines.

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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