



October  
2016

# ADVISING MONTHLY

News & Reminders for UDM Advisors

## Tues, October 25

Midterm Grades  
due by midnight

## October 31

Advising for  
Winter/Summer

## November 7

Registration Begins  
for Winter/Summer

## November 21

Last Day to  
Withdraw from 14-  
wk course

### ✓ Did you know that there are 7-week courses starting mid-October?

Why? Often students withdrawing from courses now through October fall below full-time status. A few courses were created to allow some to register for part-2 of the term and not lose their status or financial aid. Fall 2016 has POL 2100, MTH 1020, 1030, 1040, UAS 0700, and UAS 0900. You may search on the schedule under **Part of Term, then click on Fall 7 Weeks-Weeks 8-14**. You will see other parts of term too!

### ✓ And did you know that falling below full-time status or withdrawing from courses can be financially very costly to the student and university?

Why? Students don't always know that falling below full-time status may result in them losing a lot of financial aid or that they may be obligated to cover money that the university has to refund to lenders. Please send all students dropping below full-time or half-time status to financial aid before signing add/drop forms.

### ✓ Did you know there are some great advising videos online?

There are advising videos for things such as how to run a **DEGREE EVALUATION, What if Analysis**, and **How To Register**. Check them out at:

<http://www.udmercy.edu/enterprise/video/>

## Clearing Advisees for Registration on TitanConnect

This is only a refresher to keep handy for the next advising period. If you need more information, or a demonstration, please see me.

1. Go to **TitanConnect INB** (not TitanConnect Self Serve).
2. Type in **SPAAPIN** in the **Go To** box near the top of the page.
3. Once in SPAAPIN, type in: **term** (i.e. **201720** for Winter 2017 or **201730** = Summer 2016); student ID # beginning with a T zero – e.g. T01234567 - or student name. (If you use student name, please just type in the last name and when the search box pops up, search for the correct student. When you find the name, click on it and the student number box will automatically populate.)
4. On the tool bar across the top click **Next Block** to see the alternative pin number below.
5. Click the cursor on the number and then go back up to **Record** on the tool bar and click **Remove**. You must remove the whole record (all columns) for it to work.
6. After the record is removed, go back up to the tool bar and click on the first icon on the toolbar—picture of a floppy disk—to **save** the changes. You must complete this final step or the change – the removal of the alternative pin – will not be saved. To continue for another student, click on the curved arrow icon **Rollback**. This will allow you to start over.

## Professional Development Opportunity—Rebuild Detroit

Please join your colleagues for, *The Importance of Teacher Empathy in Student Success* with **Dr. Katherine Rowell** on **Friday, October 7 from 2 pm-4 pm in the Ballroom**. Participants will gain an understanding of the academic concept of empathy and how it relates to student success and completion. This event is sponsored by the ReBUILDDetroit program. All faculty are welcome! (Please RSVP at <http://rebuilddetroit.org/teacher-empathy-oct-7-rsvp>)

*Produced monthly by University of Detroit Mercy's Academic Advising Committee*

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