



Visit the  
[Faculty Advising  
webpage!](#)



**Feb 25**  
Midterm Grades Due

**March 3-8**  
Spring Break

**March 5**  
Virtual Advising  
Workshop 10am

**March 10**  
Fall 2025 Advising

**March 17**  
Fall 2025  
Registration begins

**March 23**  
Honors Convocation

### **HELPFUL LINKS**

- [Academic Calendar](#)
- [Course Schedule](#)
- [Course Descriptions](#)
- [Core Curriculum](#)
- [Transfer Credit](#)
- [System Student Advising](#)

## **Spring Into Advising Workshop Coming Soon!!**

**Wednesday March 5<sup>th</sup> 10:00 -11:00 am via Zoom**

Workshop Highlights:

- \* Specific tips for advising *new* students – transfers, freshmen, post-degree
  - \* How to most efficiently navigate policies/procedures/forms when assisting all students
- A Certificate of Participation will be provided for all who attend. Hope to see you there!

**Topic: Academic Advising Workshop: Spring into Advising**

**Time: March 5, 2025, 10:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting ID: 946 8072 5698**

**<https://udmercy-edu.zoom.us/j/94680725698>**

## **Incompletes for Fall 2024 Term**

For undergraduate students, the deadline for submitting a Change of Grade form for Fall 2024 “I” grade is Friday February 7. Faculty should submit their COG form to their Dean’s Office before this date for timely processing. Additional information regarding incomplete grades can be found in the [2024-2025 Undergraduate Catalog-Policies](#).

## **Mid-Term Grades Significance**

Midterm grades are an essential component of students' progress in their current classes. Faculty must submit all midterm grades by the deadline to ensure consistency with university policy. Advisors should check student’s midterm grades when advising. F grades should indicate a student has been attending class but is not passing the course. However, an XF grade is assigned when a student has *never* attended and should include the first date of the course as the Last Date of Attendance. “I” grades should not be reported as midterm grades.

## **Don’t Forget the Beacon Alert!**

Access the Beacon Advisor Platform on your **MyPortal** page or through a Blackboard course site if you are teaching a class. From Blackboard, go to the left menu: Course Tools – Beacon Early Alert – select ALERT. The same alert (e.g., did not pass Exam 1) can be submitted for a batch of students (up to 25) to save time. Advisors are typically emailed when alerts and updates are submitted for the students they advise. You may update your email preferences by accessing your profile (while in Beacon), located in the drop-down menu below your name. To learn more about Beacon, contact Erica Graze, Assistant Director of the Student Success Center at [grazeem@udmercy.edu](mailto:grazeem@udmercy.edu) or 313-993-1811

*Advising Monthly is distributed by UDM’s Academic Advising Committee  
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