

Degree Progress & Evaluation

Q: How Do I Look Up My Degree Progress/Degree Evaluation?

A: You can monitor your progress through the option: [Degree Evaluation](#). This feature is also under the self-service system in TitanConnect.

- Log on to [TitanConnect](#).
- Select [Self Service](#).
- Go to the [Student Records](#) menu.
- Select [Degree Evaluation](#)—available for most programs.

To generate a new evaluation:

- Select [Generate a New Evaluation](#) found near the bottom middle of the page.
- Select the radio button next to the major and select the Term you started.
- Select [Generate Request](#). There is usually a delay while the system generates the evaluation.
- The top portion of the evaluation will indicate student information, overall university credit hours needed, GPA, etc. Next is usually the major, followed by any minors and then the University Core Curriculum. As a general rule, when a course is either completed or in progress (registered), the course will show in the appropriate line and a Yes in the Met column. Requirements not yet met have No in red. Some courses may be in more than one area. Such as American Politics POL 2100 may be in Objective 3A or 3C for the social science core requirement and also in the major/minor if the student is in Political Science. If you are still unsure, ask your academic advisor to help you.

Q: I am considering several different majors. How do I know if my current coursework applies to these majors?

A: The [What-If](#) option on the degree evaluation tab described above will help identify how courses may transfer from one major to another. Follow the instructions above but [select the What-If option](#). If you do decide to change a major, make sure to consult with your academic advisor and fill out a [Change of Major/Program form](#).

Q: What Are Core Curriculum Requirements?

A: The Core Curriculum is also known as general requirements. They vary slightly from college to college but are courses that Detroit Mercy considers essential to fulfill our mission. These core courses integrate the intellectual, spiritual, moral and social development of our students. The core can be found on the catalog page as outlined below:

- On the Detroit Mercy home page, select [Quicklinks](#) from the top right hand corner.
- Select [Catalogs](#) from the Quicklinks drop-down menu.
- Select [Undergraduate Catalog](#) for the current year.
- Select [Core Curriculum](#) about half way down the left navigation menu.

Q: How Do I Know If a Course Satisfies a Core Curriculum Requirement?

A: There are several ways to determine if a specific course fulfills the University Core Curriculum.

The course schedule accessed from the University home page or the student self-service system indicates whether a course fulfills a core curriculum objective.

- On the Detroit Mercy home page, select [Quicklinks](#) from the top right hand corner.
- Select [Class Schedule](#) from the Quicklinks drop-down menu; Select [Term](#).
- Select any search information you want, such as department or instructor. At least a department is necessary to continue from this page.
- Select [Class Search](#) at the bottom of the page. Each course will appear with the relevant information and if it fulfills a core objective.

A Guide to Frequently Asked Questions



Advising

Conducting a
Degree Evaluation

Identifying Requirements

Using Titan Connect

Apply for Graduation

HOW TO:

ACCESS TITAN CONNECT

You can get to the log in screen by:

- Entering the following URL: [TC.UDMERCY.EDU](https://tc.udmercy.edu); or by
- Accessing the [UDMERCY.EDU](https://udmercy.edu) home page, and selecting TitanConnect which appears above the Search Box at the top navigation.
- Log in to TitanConnect using your Detroit Mercy user name and password.

Note: If this is your first time logging in, your user code is the first portion of your e-mail address (the part before the @ symbol) and your password is your birthday using only 6 numbers MMDDYY. First-time users will also have to establish two security questions.

REGISTER FOR CLASSES

- From the home page of your Titan Connect account, select **TitanConnect Self Service**. It is often in the middle of the page in blue lettering.
- Select the **Student** menu (Other information is there for you to check things such as your personal information, financial aid account, etc.)
- Select **Registration**.
- Select **Add or Drop Classes**.
- If you attempt to register before your designated time begins, you will receive a message that you cannot register at this time.
- If you have a hold that prevents registration, contact the office indicated to resolve the issue so that you can register.
- If you receive a message “alternate pin required,” you must meet with an advisor prior to registering. Contact your academic advisor for an appointment.
- Select **Term** (for the semester you are registering) and select **Submit**.
- There are two ways to register for a course:
 - Enter the **5-digit Course Reference Number (CRN)** for the section you want to select in the blocks at the bottom of the page and select **Submit Changes**; or
 - Select **Class Search** on the bottom of the page and follow the selections for subject and any other attribute.
- Select the course, find the section, and select the section by checking off the small box to the left of the section; **Select Register** on the bottom of the page.
- Repeat this method for each course.
- The sections that you were able to register for will appear and will be listed as “**Web Registered**” with the date. If there is an error, look for a message in red lettering near the bottom of the page.

ERRORS YOU MAY ENCOUNTER

Sections in which you were unable to register will appear as schedule errors. Examples are:

- closed sections
- student-level errors (UG, GR, PR)
- class level errors
- time conflicts
- class level errors
- prerequisites and co-requisites
- duplicate sections
- permission needed
- campus restriction

You cannot override these error messages. You will need to go to the appropriate person or office to clear the error or choose another course if you are not eligible for an override.

PRINT YOUR SCHEDULE

Print the schedule by going to the original menu under **Student**.

- Select **Week at a Glance** to print in a calendar format.
- Select on **Student Detail Schedule** to print as a detailed listing.

DROP A CLASS

Follow the steps for registering above, and from the **Add/Drop** screen:

- Open the drop down window next to the course you want to drop; **Select Web Delete**.
- Select **Submit Changes** at the bottom of the page.

ADVISING, REQUIREMENTS & TRANSFER CREDITS

Q: Who is my academic advisor?

A: Academic advisors are automatically assigned to you by the University, and are chosen from within your specific department of study. You can find the name of your advisor on your TitanConnect system by following the instructions below:

- Log into **TitanConnect**.
- Select the **Self Service** option near the middle of the page.
- Select the **Student** menu.
- Select **Student Records**.
- Select **View Academic Information and Advisor**.
- Select **Term** if needed and submit.

You can the advisor's email, phone number and location in the UDM Phone Directory tab on your TitanConnect home page.

Q: Where do I find major and/or minor requirements?

A: The best place to check first is the Detroit Mercy catalog. The catalog can be found on the main University home page at www.udmercy.edu.

- On the Detroit Mercy home page, select **Quicklinks** from the top right hand corner.
- Select **Catalogs** from the Quicklinks drop-down menu.
- Select **Undergraduate Catalog** for the current year (or graduate if needed).
- Select **List of All Programs**.
- Through the college list, open the drop-down selection for **Programs and Certificates**.
- Select the major, minor or certificate to view the description and degree requirements.
- If you are still unsure, your academic advisor can help you.

Q: How do I know if my transfer credits or exam credits (AP, IB, etc.) have been reviewed and processed?

A: Most information about a student record, holds, grades, advisors, etc. are in the self-service system in TitanConnect.

- Log on to **TitanConnect**.
- Select **Self Service**.
- Go to the **Student Records** menu.
- Select **Academic History**.
- Select the level of the transcript needed (you may always leave it at all levels and submit. This will display both a record of all previous coursework, transfer credits (including any AP, IB credits) and earned grades.

Ready to Apply for Graduation?

- From the home page of your Titan Connect account, select **TitanConnect Self Service**.
- Select the **Student** menu.
- Select **Student Records**.
- Select **Apply to Graduate**.