

Advising Monthly

December 2025

Visit the Faculty Advising webpage!



December 2-8

Dead Week: No exams/quizzes

December 9-13

Final Exams: Follow Exam Schedule

December 15

Grades due by Noon

Dec 29-Jan 10 Intersession

January 11

Last Day to Register without Late Fee

January 12

Winter Semester Begins (most courses)

January 18

Last day to Add a class Last day to Drop a class without a W

HELPFUL LINKS

Academic Calendar
Course Schedule
Course Descriptions
Core Curriculum
Transfer Credit System
Student Advising
Student Support Services

Submitting Final Grades

All final grades are due Monday, December 15 at noon. It is critical that instructors submit final grades on time. Essential end-of-term processing, including academic status, degree certification, and financial aid review, cannot be completed until *all* final grades are submitted.

Winter 2026 Intersession Courses (December 29 – January 10)

For courses offered during this session, go to <u>Class Schedule</u>. Select Winter 2026; Advanced Search; in *Part of Term* field, type *Winter Intersession* and select that option. Then select *Search*.

Registering for Algebra Modules: MTH 1020, MTH 1030, MTH 1040

Students must add **all three modules (MTH 1020 → MTH 1030 → MTH 1040)** in order so they appear as pending in their registration, then hit Submit. In the Class Schedule, they should **expand the "Meeting Times" column** to view each module's start/end dates and any on-campus final exam requirements. Students should typically choose the **same section number (**O1, OL1, etc.) for all modules and confirm that **all sections are open**. They cannot take **J1 or M sections** unless they are only completing a make-up module. Go to ~6:20 here: Video: How To...Navigate the Class Schedule and Solve Common Registration Errors

Students who only need MTH 1040 Algebra C heading into Winter 2026, can choose MTH 1040-J1 (Intersession) or MTH 1040-M1 (starts Jan 12th). They will need to contact C. Rimle (<u>rimlec@udmercy.edu</u>) or E. Roberts-Kirchhoff (<u>robkires@udmercy.edu</u>) for an override.

Most online/asynchronous MTH modules are now **hybrid**—coursework is online, but the **final exam is on campus**. Students should **expand the "Meeting Times" column** to see the exact exam date/time. *Example (Winter 2026, MTH 1020-M1):*

Online asynchronous 2/16–3/28; on-campus only Thursday 3/26 at 8:30 a.m. (Engineering 223)



Students Leaving the University

If a student plans to leave the University, they should complete the <u>Total Withdrawal form</u> and submit it to the Registrar after getting a signature from their Dean's office. This form provides important information about students who do not complete their degree at UDM.

Incomplete "I" Grades

An Incomplete is appropriate when a student has finished the majority of coursework but, for a serious reason, cannot complete the remaining requirements. It should *not* be used when a student simply stops attending. While students are expected to request an Incomplete, they may not always know this option exists, so faculty may reach out when appropriate (e.g., a student misses the final due to an emergency). If an Incomplete is approved, the student and instructor must complete an "I" Grade Petition outlining the remaining work and deadlines. For undergraduates, any incomplete work not finished within **eight weeks** after the semester ends automatically converts to **I/F**. Extensions may be granted by the instructor and the student's Dean but cannot exceed **one year** from the original "I" grade.

December Graduates

December 2025 graduates will receive diplomas by the end of January and are invited to join the **May 9, 2026 Commencement** with Fall 2025, Winter 2026, and Summer 2026 graduates. The Commencement RSVP will open this spring on the <u>commencement website</u>. Students planning to graduate now through August 2026 should apply for graduation through their **Student Profile** on <u>my.udmercy.edu</u>.