

Nov.
2017

ADVISING MONTHLY

News & Reminders for Detroit Mercy

Advising Has Begun...best practices

1. Run a degree evaluation
2. Review academic progress including remaining credits to graduate
3. Review midterm grades (consider withdraws as needed)
4. Release Alternate PIN
5. Review holds and send the student to the appropriate office if needed.
6. Review pre-requisites and request overrides if needed.

Q. How do I run a degree evaluation?

A. Access Self-Service, enter "Faculty and Advisors." Click on "Student Information Menu." Click on "ID Selection." Select the current term and insert the TO number. Click on "Degree Evaluation" near the middle of the list. At the bottom of the screen, select "Generate New Evaluation." Select the radio button next to the major and select the term that the student started at Detroit Mercy. Click on "Generate Request." There is usually a delay while the system generates the evaluation.

Q. How do I check academic progress?

A. The degree evaluation report indicates all the requirements for graduation including at least 126 credits for undergraduate students, the major, minor, and core curriculum. GPA is also noted for the major and the cumulative. Check all items on the degree evaluation.

Q. How do I access midterm grades?

A. Midterm grades are accessed in the student information screen. It is listed immediately below the degree evaluation selection. Select "Active Registrations and Midterm Grades."

Q. How do I release the PIN?

A. Releasing the PIN is done through INB and not through self-service.

- Go to TitanConnect INB (not TitanConnect Self Serve).
- Type in SPAAPIN in the **Go To** box near the top of the page.
- Once in SPAAPIN, type in: term (i.e. 201820 Winter 2018); student ID # beginning with a T zero – e.g. T01234567 - or student name. (If you use student name, type in the last name and when the search box pops up, search for the correct student, click on it and the student number box will automatically populate.)
- On the tool bar across the top click Next Block to see the alternative pin number below. DO NOT REMOVE THOSE THAT SAY DO NOT REMOVE.
- Click the cursor on the number and then go back up to Record on the tool bar and click Remove.
- 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 Alternate PIN – will not be saved.

Q. How do I check for Holds?

A. Access Self-Service, enter "Faculty and Advisors." Click on "Student Information Menu." Select the current term and insert the TO number. Click on "View Holds" found near the bottom of the list. You will be able to see the hold type, reason, originator of the hold, and the processes each hold may affect.

Q. What if the student gets an error message?

A. There are many types of error messages that may prevent the student from registering for a course. Please ask the student to indicate what error message was received. Some errors need instructor permission to override the system. All overrides are entered by the deans' offices. The most common errors are noted below.

Type of Overrides	CODE	Type of Overrides	CODE
Prerequisite	PREREQ	Level (Undergrad/graduate)	LEVEL
Closed Class	CAPACITY	Class (Fr, So, Jr, Sr)	CLASS
Instructor Approval	SPECIAL	College	COLLEGE
Co-Requisite	COREQ	Department	DEPT
Major	MAJOR	College	COLLEGE
Program	PROGRAM	Campus (McN, UC, UN, Online)	CAMPUS

Produced monthly on behalf of the University of Detroit Mercy's Academic Advising Committee.

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Upcoming Dates

Nov. 6, 2017

Winter/Summer
Registration
Opens

Nov. 20, 2017

Last Day to
withdraw for full-
semester courses

Nov. 22, 2017

No classes but
University open

Nov 23-26

Thanksgiving
Break

**Summer
Discounted**

**Courses can be
found at:**

<http://www.udmercy.edu/current-students/register/summer.php>

**For more advising
information visit:**

<https://www.udmercy.edu/academic-affairs/advising>