

Oct  
2017

# ADVISING MONTHLY

News & Reminders for Detroit Mercy



## Upcoming Dates

### Oct 9-10

Fall break  
University Open  
No classes

### Oct 24

Mid-term grades  
due

### Oct 30

Advising for Winter  
2018 and Summer  
2018 begins

### Nov 6

Winter 2018 and  
Summer 2018  
Registration begins

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For more advising  
information visit:

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

## Reviewing Mid-Term Grades | Considering Withdraw Deadlines

In preparation for registration and staying aware of approaching withdraw deadlines, advisers are encouraged to review mid-term grades with each of their advisees. Mid-term grades are due by 10/24 and are viewable as faculty enter them in the system. Please keep in mind that the withdraw deadline for a full semester course is November 20. However, the withdraw deadline for each specific course can be found by pulling up the course in the Fall 2017 Schedule of Classes listing. If a student withdraws from a course this term it may effect what they need to register for next term.

Statistics - 10184 - STA 2250 - 02

Last Date to Drop for 100% Refund and no "W" is 09-04-2017

Last Date to Withdraw = 11-20-2017

Withdraw deadline

**Associated Term:** Fall 2017  
**Registration Dates:** Mar 20, 2017 to Sep 04, 2017  
**Levels:** Undergraduate  
**Attributes:** New Core B2 Stat/Prob Reasonin

McNichols Campus Campus  
Lecture Schedule Type  
Traditional Instructional Method  
3.000 Credits  
[Syllabus Available](#)  
[View Catalog Entry](#)

### Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	9:55 am - 11:10 am TR	Briggs 205	Aug 28, 2017 - Dec 11, 2017	Lecture	Victoria L Mantzopoulos (P)
Final Exam	8:00 am - 9:50 am R	Briggs 205	Dec 12, 2017 - Dec 16, 2017	Lecture	Victoria L Mantzopoulos (P)

## Checking and Clearing Holds – Pre-Registration

Prior to meeting with advisees for Registration, make sure to have them clear any holds that may restrict their ability to register for classes. How do you review holds? When you access Self-Service Banner, enter "Faculty and Advisors." Click on the Student Information Menu. Click on "view Holds" found near the bottom of the list. Select the current term and insert the TO#. You will be able to see the hold type, reason, originator of hold, and the processes each hold affects. It is good practice to have students directed to the appropriate office (originator) prior to meeting with them. This will save you both time.

## Reviewing Degree Audit During Advising Session

During your advising session it is important to review the advisee's degree evaluation report with them. If possible, have the advisee run a degree evaluation report via their own account while sitting with you. This will provide them practice to know how to do it independently. When reviewing the report with your advisee, make sure to verify that courses that have been identified to register for next term have not been already completed as an AP or a transfer credit.

## 2017 Summer Guest Courses?

Make sure to check whether or not your advisee took any approved guest courses over the 2017 summer. Are these courses emerging in the degree evaluation report? If not, direct your advisee to the Transfer Team at (313) 993-1940 for advisement.

*Produced monthly on behalf of the University of Detroit Mercy's Academic Advising Committee.  
If you have questions specifically pertaining to the academic advising newsletter, please contact:  
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