



## 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 Advising Hold if applicable
5. Review other holds and send the student to the appropriate office if needed.
6. Review pre-requisites and request overrides if needed.

### Q. How do I access the Student's Profile?

A. Access your faculty/advisor portal at my.udmercy.edu Select "Advisor Management." The Advisee Search screen will appear. Select the current term and insert the TO number, Student Email, or Student Name. You may also click on View My Advisee Listing to find a student's name.

### Q. How do I run a degree evaluation?

A. Access the Student Profile as noted above. Click on "Degree Evaluation" found in the black side bar. In the new screen, select the term. On the next screen, indicate the term and program in which you want to view. You may also view previous evaluations or do a "What-If Analysis."

### Q. How do I check academic progress?

A. The degree evaluation report indicates all the requirements for graduation including the required number of credits, the major, minor, and core curriculum. The required and current major and the cumulative GPA are noted. Check all items on the degree evaluation. Secondary majors and/or certificates must be viewed in a separate degree evaluation using the "What-If Analysis."

### Q. How do I access midterm grades?

A. Midterm grades are accessed in the student information screen. Select "View Grades."

### Q. How do I remove Advisor Holds?

A. Access the Student Profile as noted above. Click on "Holds" found near the top right corner. You will be able to see the "Advising Required" hold. Click on the box. Another window will open to enter comments. *Do not add anything important in the comment box* – only you will be able to see these notes. Add all relevant information (courses planned for the next semester, summary of advising conversation, etc.) in the NOTES option, to the right of the student's profile photo.

### Q. How do I check for Holds?

A. Access the Student Profile as noted above. Click on "Holds" found near the top right corner. You will be able to see the hold type, reason, originator of the hold, and the processes each hold may affect.

## November 2023

**October 30**

Winter and Summer Advising Begins

**November 2**

Priority Registration for W24 and Su24 Begins

**November 6**

Traditional Registration for W24 and Su24 Begins

**November 20**

Last Day to Withdraw (full semester classes)

**November 22-26**

Thanksgiving Holiday (University closed)

**December 12-16**

Final Exam Week

**December 18**

Final Grades due by 12 Noon

## Registration for Winter 2024

<b>Thursday Nov. 2</b> –NCAA Athletes and Veterans
<b>Monday Nov 6</b> –Graduate Students, Undergraduate Post-Degree and Seniors
<b>Tuesday Nov 7</b> –Juniors (60-89.99 earned credits)
<b>Wednesday Nov. 8</b> –Sophomores (30-59.99 earned credits)
<b>Thursday Nov. 9</b> –Freshmen (0-29.99 earned credits)
<b>Friday Nov. 10</b> –Unclassified/Unranked students

## Last Day to Withdraw (from full semester courses)

The **Last Day to Withdraw** for full semester courses for Fall 2023 is November 20<sup>th</sup>. Shorter duration courses will have a different withdraw date. Check the individual course sections in the Schedule of Classes for exact dates.

## Graduating?

**Don't forget Graduation Applications for Seniors/Graduating Grad Students!** Students planning to graduate anytime through August 2024 should apply for graduation NOW in their Student Portal.

## Summer Discounted Courses

Detroit Mercy offers a number of **discounted summer 2024 courses** for \$333 per credit. See this year's discounted sections at [this link](#).