



FREQUENTLY ASKED QUESTIONS (FAQS)

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 find his/her 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 UDM catalog. The catalog can be found on the main University home page at www.udmercy.edu.

- On the UDM 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.

Q: How Do I Look Up My Degree Progress?

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, your academic advisor can 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 UDM 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 UDM 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 UDM home page, select **Quicklinks** from the top right hand corner.
- Select **Class Schedule** from the Quicklinks drop-down selection; Select the **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.

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