

Graduate Advising Newsletter

University of Maryland University College

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REGISTER NOW FOR SPRING CLASSES

UMUC Tips and Tricks

Using MyUMUC to register for a course

The student portal in MyUMUC makes it easy for students to register for courses. Simply log in to <http://my.umuc.edu>, click on "Student Portal" and then "MyAcademics." Click "Registration/Enrollment" and then "Registration/Enrollment" again. Click on "2008 Spring" and "Add Classes."

Class numbers can be found in the Schedule of Classes, in front of the section number. If you know the five-digit class number:

- Type the number in the "Class Nbr" box.
- Click "Submit."
- If information is correct, click "OK." If you need to make changes, click "Cancel."
- Click "Submit."

If you don't know the class number:

- Click on the "Magnifying Glass" box
- Enter the course subject code and catalog

number (ex. Subject: PMAN, Catalog number: 634, if you want to take PMAN 634)

- Select the Course Career from the drop-down menu ("Graduate" for a graduate-level course).
- Click "Search" at the bottom of the page.
- Check the box next to the section you would like.
- Click "OK" if the information is correct; if you need to make changes, click "Cancel."
- Click "Submit."

"Success" will appear under the heading "Add Status" if your registration was successful.

▶ NEED HELP LOGGING IN?

If you aren't sure about your login information, click on "Log in Assistance/Password Help." Or, contact the MyUMUC Technical Support team at 877-868-2847 or via e-mail at myumuchelp@umuc.edu.

▶ IMPORTANT DATES

- **January 4:** Last day to register as a returning student for the Spring 2008 MBA semester
- **January 7:** Spring 2008 MBA semester starts
- **January 21:** Martin Luther King Jr. holiday (no on-site class meetings; university offices closed)
- **January 23:** Spring 2008 standard semester starts
- **February 15:** Graduation Application deadline for the Spring 2008 semester
- **February 27:** 10-week online session begins
- **April 13:** Spring 2008 MBA session ends
- **May 8:** Spring 2008 standard and 10-week sessions end

▶ CONTACT US!

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301-985-7155

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Did You Know UMUC Programs Have Time Limits?

- All students enrolled in a graduate degree program or certificate program must complete their program within seven years, starting from the date they complete their first credited course toward their program.
- MBA students have five years to finish their program, starting when they complete AMBA 601.
- Students are allowed six consecutive semesters of inactivity (not taking any courses) before they are required to reapply.

Frequently Asked Questions

QUESTION: I may need to drop my courses this semester. How do I make sure that I won't owe any money for the semester?

ANSWER: If you need to drop your courses for the upcoming semester, you must do so before the semester begins to receive a full tuition refund. From the first day of classes until the thirteenth day of classes, students are eligible for a 75 percent refund. You will be responsible for 25 percent of the tuition for the semester.

From the fourteenth day of classes through the twentieth day of classes, students are eligible for a 50 percent tuition refund. You will be responsible for 50 percent of the tuition for the semester.

From the twenty-first day of classes through the withdrawal deadline for the semester, there is no refund. You will be responsible for 100 percent of the tuition for the semester.

TUITION REFUND

100 percent

75 percent

50 percent

0 percent

WITHDRAWAL DEADLINE

Before the first day of classes

First day of classes through the thirteenth day of classes

From fourteen to twenty days after the class start date

Twenty-one or more days after the class start date

Quick Facts

Dual degree programs

UMUC offers many dual degree options. If you want to add a dual degree to your record, e-mail your advisor or to gradinfo@umuc.edu to request the addition.

Ordering your books

UMUC uses MBS Direct to allow students all over the world to order their textbooks. If you live in the Washington, D.C. area, you may be able to find a limited number of your books at the University Book Center (UBC) on the campus of University of Maryland, College Park. For more information, call (301) 314-BOOK, or visit www.ubc.umd.edu. Selection will be limited, so it is

best to order through MBS Direct at <http://bookstore.mbsdirect.net/UMUC.HTM>.

View your course syllabi on WebTycho

Each course syllabus is available to students one week prior to the start of classes.

Paying for your courses

Remember, tuition is due in full at the time of registration. Pay online through MyUMUC using your Visa, American Express, Discover, or MasterCard. UMUC also now accepts e-checks! E-checks allow you to have your tuition payment taken directly from your checking account instantly, so you no longer have to wait for your check to arrive in the mail. Call 800-888-8682 and ask to speak with Student Financial Services to discuss the full range of payment options available.

GRADUATE ADVISING MISSION STATEMENT Our mission is to offer excellent customer service to our diverse student population by actively supporting their unique backgrounds and academic goals. We will accomplish this through empowerment, by providing our students with valuable resources to advance their academic and professional endeavors; guidance, by listening to and advising students to ensure that they are on the path to academic success; and motivation, by encouraging students to reach their highest potential.

▶ Accessing your grades in MyUMUC

If this is your first semester, you may be wondering how to access your grades. You will not receive an official grade report in the mail. Your grades should be posted on MyUMUC up to a week after the end date of the semester.

▶ TO VIEW YOUR GRADES:

- Log in to the MyUMUC Web site at <https://my.umuc.edu>
- Click on "My Academics"
- Choose "Academic Records"
- Click on "View my Grades and GPA"

If you have trouble logging in, contact MyUMUC Technical Support at 877-868-2847. Remember, no one at UMUC is authorized to tell anyone your grades, either over the phone or through e-mail, so check for your grades through MyUMUC after the end of the semester.

▶ MORE INFORMATION

For more information, visit the Graduate Advising Web page at www.umuc.edu/gradadvising. For help registering via MyUMUC, visit <http://web-services.umuc.edu/soc/sochelp/help.html>.