

Graduate Advising Newsletter

University of Maryland University College

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UMUC Tips and Tricks

Applying to Graduate at UMUC

If you will be completing the final course in your degree program during the fall 2007 term, you should apply to graduate on or before October 1. A \$50 fee is charged for each graduation application.

To apply for your diploma

- Log in to MyUMUC and enter the student portal.
- Click on "MyAcademics."
- Click on "Graduation."
- Click on "Apply for Diploma/Certificate."
- Select the term in which you will be finishing your program.
- Read and follow the instructions on the form.
- Click on "Submit."

Once all graduation applications are in for the term, an informal review is conducted to determine if you are eligible to receive your degree. If you are not, you will be notified by mail. (Note: Notifications are only sent when there is a problem; usually, problems involve unfinished coursework.)

There's still time to register for online graduate 10-week classes starting October 8! You can find the course listings at www.umuc.edu/gradmini.

After the term ends, a final review is completed. However, this review cannot begin until all grades for the term have been posted. The final review takes two to four weeks. It then takes another six to eight weeks for diplomas to be mailed. Diplomas are mailed regardless of whether or not you elect to attend Commencement.

UMUC holds its Commencement ceremony only once a year, in May. If you choose to attend Commencement, you will receive an information packet in early spring.

Graduation application deadlines

May graduation	February 15
August graduation	June 15
December graduation	October 1

For more information, visit the Grad Advising Web page at www.umuc.edu/grad/studserv/advising.shtml. And for help registering via MyUMUC, go to <http://webservices.umuc.edu/soc/sochelp/help.html>.

▶ IMPORTANT DATES

- **October 1:** Graduation application deadline for fall 2007
- **October 8:** Ten-week online classes begin
- **November 1:** Priority deadline for spring 2008 financial aid
- **November 21–25:** Thanksgiving holiday (no on-site class meetings; university offices closed)
- **December 9:** Fall 2007 MBA term ends
- **December 18:** Fall 2007 classes (standard and 10-week) end
- **December 24–January 2:** Winter break (many university offices closed; services available on a limited basis)
- **January 7:** Spring 2008 MBA term begins
- **January 23:** Spring 2008 standard term begins

▶ CONTACT US!

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Location

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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 goal 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.

Frequently Asked Questions

QUESTION: I want to register for more than 6 credits in the upcoming term, but MyUMUC will not allow me to add the additional classes. Why not?

ANSWER: Because UMUC serves primarily part-time students, we generally recommend that graduate students take no more than 6 credits of coursework per term. Since each graduate course requires 10 to 15 hours of coursework per week, we also suggest that students enrolled for more than 6 credits work no more than 20 hours per week.

If you are in the MBA program, you are not permitted to take more than one 6-credit seminar per term. If you are in another program, you may request a course overload from your advisor.

To be eligible for a course overload, you must

- Be a degree- or certificate-seeking student.
- Be employed no more than 20 hours a week.
- Have no previous grade of C or F.
- Have no current marks of I (Incomplete).
- Have never been on academic probation.

If you are eligible, contact your advisor to increase your course load to 9 or 12 credits. We ask that you make your request no later than two weeks before the term starts.

Choosing Your Next Class

Do you know what class you need to take next and which courses have new designators and numbers? If you answered no, a degree audit performed by your graduate advisor may be helpful! A degree audit will show you which requirements you still have to fulfill and which classes will satisfy those requirements.

To request a degree audit, call Graduate Advising and speak with your advisor. You can also

review your degree requirements by accessing archived catalogs through the UMUC Web site (www.umuc.edu). Just click on the "Schedules and Catalogs" link at the bottom of the page. Then scroll down to access archived graduate catalogs from 1999 to the present. And don't forget to print out the study plan for your degree program. Study plans (available at www.umuc.edu/gradexplore) also indicate any changes in course designator or number. Check them out today!

Changing Your Degree Program at UMUC

If you have been wishing you had chosen a dual degree option—or another program entirely—you may be able to make the switch.

The first step is to call your graduate advisor and find out if the change or addition you would like to make is available to you. Your advisor can also tell you if the courses you have taken so far will transfer to another degree program and if the dual degree option is available (not all programs offer that option).

The next step is to send an e-mail to your advisor to let him or her know that you would like to change your program. Remember to tell your advisor specifically which program you wish to enter.

Once the change has been made (usually within one to two business days), you will be able to see the update in MyUMUC.

If you are considering a change or an addition, call or e-mail Graduate Advising to discuss it with your advisor today. The sooner you make the update, the better we can serve you!

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You can find the course listings at www.umuc.edu/gradmini.

► QUICK FACTS

Curriculum Changes

For information on the recent curriculum update, including course numbering changes and new specializations, access the Grad Explore Web page (www.umuc.edu/gradexplore). If you still have any questions, contact your graduate advisor.

Finding Your Advisor

If you don't know who your assigned advisor is, you can find out by logging in to MyUMUC. After you log in and enter the student portal, click on "MyAcademics," then "Registration/Enrollment," and select "View my Assigned Advisor."

Making Payments

Payment is due at the time of registration. Log in to MyUMUC to check your account balance and exact payment date. Click "MyFinances," then "Finances," followed by "Account Summary." To make a payment, log in and click on "MyFinances." Next, click on "Finances," followed by "Make a Payment."

Technical Support

If you have any difficulties logging in to MyUMUC or accessing your online classroom in WebTycho, you should contact technical support.

MyUMUC Technical Support:
877-868-2847

WebTycho Help:
800-807-4862