



Undergraduate Advising Newsletter

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January 2008

UMUC Tips and Tricks

Applying for Graduation

If you will complete your final course in your degree or certificate program during the spring 2008 term, you should apply to graduate through MyUMUC (<https://my.umuc.edu>) by February 15. A \$50 fee is charged for each application. It is highly recommended that you talk with your advisor to be sure you have met your requirements before you apply to graduate.

Once all applications for the term have been submitted, an informal review will determine if you are eligible to graduate. If there is a problem with your application and/or you are not eligible to graduate, you will be notified by mail.

Once all grades for the term have been posted, your eligibility will undergo a final review, which

▶ DON'T FORGET TO REGISTER FOR SPRING 2008!

Januray 23 Standard spring term
February 7–14 14-week undergraduate session

Classes start soon and are filling up fast. You can find the list of courses offered at www.umuc.edu/gen.

takes two to four weeks. When you are approved for graduation, your diploma will be mailed to you after another six to eight weeks, regardless of whether you plan to attend Commencement. If you choose to attend the Commencement ceremony, you can confirm your registration online at www.umuc.edu/commencement after February 15, 2008.

How to apply for your diploma or certificate

- Log into MyUMUC and enter the Student Portal.
- Click on "MyAcademics," "Graduation," and "Apply for Diploma/Certificate."
- Select the term in which you will finish your program.
- Read and follow the instructions on the form.
- Click "Submit."

For more information, visit the Undergraduate Advising Web page at www.umuc.edu/ugadvising.

For help registering via MyUMUC, visit <http://webservices.umuc.edu/soc/sochelp/help.html>.

▶ IMPORTANT DATES

- **January 2:** January session courses begin
- **January 21:** Martin Luther King Jr. holiday (no on-site class meetings; university offices closed)
- **January 23:** Spring 2008 standard term begins
- **February 7:** Spring 14-week online courses begin
- **February 15:** Graduation application deadline for spring 2008
- **March 16:** Spring session 1 courses end
- **March 24:** Spring session 2 and Midspring courses begin

▶ GRADUATION APPLICATION DEADLINES

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

▶ CONTACT US!

Phone: 800-888-UMUC (8682)
 E-mail: ugadvising@umuc.edu
 Fax: 301-986-7884
 Mail: 3501 University Boulevard East
 Adelphi, MD 20783
 Hours: M–F 8:30 a.m.–8 p.m.
 Sat 8:30 a.m.–2 p.m.



Frequently Asked Questions

Question: What course should I take for spring semester? What else do I need to take to finish my degree?

ANSWER: Look at your Degree Progress Report, which will show you which requirements you still have to fulfill. Please be sure to use the correct catalog year, listed at the top of your Degree Progress Report. All catalogs can be found online through UMUC's Web site, www.umuc.edu.

Another helpful tool is the curriculum planning worksheet for your degree program. Planning worksheets contain the recommended course progression for your degree and can be found at www.umuc.edu/studserv/ugp_ss/advising.shtml.

Question: How can I view my Degree Progress Report?

ANSWER: Once official transcripts have been received from all of your previous institutions, your Degree Progress Report should be available.

You can access it through MyUMUC. Simply log in to MyUMUC at <https://my.umuc.edu>, click "MyAcademics," "Academic Reports," and "View My Degree Progress Report."

If you do not have a Degree Progress Report, contact your undergraduate advisor. You can determine if UMUC has not received your previous transcripts through the MyUMUC site as well. Click "MyAcademics," "Academic Reports," and "View Previous Education Info."

If you ever need assistance reading or interpreting your Degree Progress Report, please contact your advisor.

Introducing the New Undergraduate Advising Web site

We are excited to announce the launch of our newly improved Undergraduate Advising Web site! Now you can find answers to many of your questions quickly and easily from the comfort of your home or office. The site can be accessed in two ways: through the UMUC Web site, by clicking "Current Students," then "Undergraduate Advising" or directly at www.umuc.edu/studserv/ugp_ss/advising.shtml.

The Web site features many exciting resources, including:

- A calendar of events with important dates highlighted each month
- Important links to other UMUC departments
- Vital information like degree planning worksheets, help with choosing a major, and the refund policy
- Access to important forms used every day

You can access information around the clock. Don't forget to check out the "Advisor's Favorite Links" section, which provides information on departments and programs at UMUC.

▶ YOUR ACADEMIC ADVISOR CAN HELP

From the time you enroll until graduation, UMUC academic advisors are available to offer assistance with selecting and scheduling classes and ensuring review of your previous academic transcripts.

UMUC academic advisors

- Assist with course selection via e-mail, phone, and on-site meetings.
- Assist with course registration and withdrawals.
- Disseminate information to maximize access to the university's resources.
- Provide necessary forms, information on policies, and courses of action.
- Help interpret degree requirements, policies, and Degree Progress Reports.
- Maintain communication to ensure successful completion of degree plan.
- Serve as liaisons between students and various internal departments.
- Support your academic development.

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

MyUMUC Technical Support:
877-868-2847
Hours: M-F 8 a.m.–10 p.m.

WebTycho Help: 800-807-4862
Available 24 hours a day

Undergraduate Advising Mission Statement

The mission of the Undergraduate Advising Center is to retain and empower all students to achieve their academic goals by providing unsurpassed accessibility to the university's resources, knowledgeable guidance, and an unwavering commitment to world class service. In collaboration with the UMUC community, we will advance our vision of bold global leadership.