



# Undergraduate Advising Newsletter

Volume 2, Issue 1

January 2009

REGISTER NOW FOR SPRING 2009. You can still register for undergraduate courses that are starting this spring! View course listings at [www.umuc.edu/gen](http://www.umuc.edu/gen). For help registering via MyUMUC, visit <http://webservices.umuc.edu/soc/sochelp/help.html>.

## UMUC Tips and Tricks

### Registering for Final Exams

Undergraduate students taking online courses must take final examinations in the presence of a proctor during the posted final exam week. Proctors monitor students while they take exams. Students must register their proctor's information through the MyUMUC site at <https://my.umuc.edu>. To do so, log on to the student portal, select "MyAcademics," click on "Registration/Enrollment," and choose "Undergrad Online Exam Reg."

#### Locate an acceptable proctor by contacting

- Testing centers at two- or four-year colleges and universities
- Commercial learning or tutoring centers (Kumon, Sylvan Learning, etc.)
- Military education offices
- Corporate education centers

For a list of organizations that offer proctor services, visit the National College Testing Association at [www.ncta-testing.org/cctc/find.php](http://www.ncta-testing.org/cctc/find.php). Students' family members, friends, or neighbors cannot serve as a proctor. However, the following individuals can serve as proctors, pending UMUC certification and approval:

- Military chaplains
- County/state fire training academies
- Faculty or staff members at local universities
- Military commissioned officers of higher rank than the student

### Final Exam Registration Deadlines

- Online Session 1: **March 9**
- Online Session 2: **March 9**
- Online Session 3: **March 9**
- Online Session 4: **March 20**

- Senior non-commissioned officers
- Officials at K-12 public and private schools, public libraries, and places of worship

Students should contact a proctor before registering for final exams—sometimes a specific proctor or site is no longer available. Students who register for an exam and realize after the close of exam registration that their proctor is no longer available must register for a make-up exam, which costs \$60.

Some proctors and proctor sites charge for their services. Check early to see if your center or proctor charges a fee so you can prepare yourself financially. For more information about final exam registration, contact Exams and Testing Services by phone at 1-800-888-UMUC (8682) ext. 2600 or 240-582-2600 or by e-mail at [exams@umuc.edu](mailto:exams@umuc.edu).

### IMPORTANT DATES

- **January 26:** On-site standard and on-site session 1 courses begin
- **February 2:** Online session 2 courses begin
- **February 14:** Online session 3 courses begin
- **February 15:** Deadline to apply for spring 2009 graduation
- **February 28:** Online session 4 courses begin
- **March 16-22:** Spring Break—No on-site courses and no online session 1 or 2 courses.
- **March 23:** On-site session 2 courses begin.
- **April 1:** Priority filing deadline for summer 2009 financial aid
- **May 16:** Adelphi Commencement

### CONTACT US!

Phone: 800-888-UMUC (8682)  
301-985-7000

E-mail: [ugadvising@umuc.edu](mailto:ugadvising@umuc.edu)

Fax: 301-985-7884

Mail: 3501 University  
Boulevard East  
Adelphi, MD 20783

### 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.



## Ask Your Advisor: Advisor and Student Roles

Dear Advisor,

What role do advisors play at UMUC? What do you do?

Sincerely,

Major Lee Confused

Dear Major,

Students and undergraduate advisors share responsibility for student education. Advisors can answer questions about your degree plan or degree requirements, help you determine the prerequisites for courses, and guide you in planning your education. They can help put you on the road to graduation with a degree plan that shows you which courses you need to take each semester to ensure graduation by your target date. Advisors may not be able to answer every

question you have, but they can put you in contact with someone who can.

The most important responsibility students have is to be fully invested in their education. Students should pursue the degree they want, not simply what their advisor recommends. It is ultimately up to the student to choose courses and a degree. Advisors can explain which courses can fulfill which requirements, but students must choose which they want to take—which is best for them. Students should familiarize themselves with the resources UMUC offers, such as the most recent course catalog and Schedule of Classes and the university's Web site, [www.umuc.edu](http://www.umuc.edu).

Sincerely,

Your Advisor

## Get Ready for Commencement 2009!

It's that time of year again! UMUC students are getting ready to put on their caps and gowns to receive their degrees and certificates. But, students planning to graduate this spring have to complete a few final steps before the big day and should talk with their advisors to prepare.

If you will complete your final course for your degree or certificate in the spring 2009 term, you must apply to graduate by February 15, 2009. To do so, log in to <https://my.umuc.edu>, click on "MyAcademics," "Graduation," and "Apply for Diploma/Certificate." A \$50 fee is charged for each graduation application. Be sure to select whether you plan to attend the Commencement ceremony. If you choose to attend Commencement, you will receive an e-mail directing you to online registration through the Commencement Web site at [www.umuc.edu/commencement](http://www.umuc.edu/commencement). This step is vital to ensuring that you are included in Commencement and that you receive a packet in early April with more information about the ceremony.

UMUC's Adelphi Commencement 2009 is scheduled for Saturday, May 16, 2009. Two ceremonies will be held at the Comcast Center at the University of Maryland, College Park—one at 9:30 a.m. and one at 4 p.m. To determine which ceremony you should attend and to learn more about Commencement, including information about caps and gowns, class rings, ticketing, lodging, parking, and UMUC Gear, visit the Commencement Web site at [www.umuc.edu/commencement](http://www.umuc.edu/commencement).

Your diploma will arrive by mail regardless of whether you attend Commencement. If you have questions about graduation or commencement, please contact Graduation Services at 800-888-UMUC (8682), ext. 7444, or 301-985-7444, or by e-mail at [graduationserv@umuc.edu](mailto:graduationserv@umuc.edu).

### Graduation Application Deadlines

- May Graduation: February 15, 2009
- August Graduation: June 15, 2009
- December Graduation: October 1, 2009

Register for spring 2009 courses today!

Browse course listings at [www.umuc.edu/gen](http://www.umuc.edu/gen).

### ► QUICK FACTS

#### Finding your advisor

If you don't know who your assigned advisor is, contact Undergraduate Advising at 800-888-UMUC (8682) ext. 7000.

#### Making a Payment

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

#### Financial Aid Questions

Questions about your financial aid or financial aid processes should be directed to the Student Financial Services department.

Phone: 800-888-UMUC (8682), ext. 7510  
301-985-7510

E-mail: [finaid@umuc.edu](mailto:finaid@umuc.edu)

#### Technical Support:

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

Phone: 877-868-2847

WebTycho  
Help: 800-807-4862