



Undergraduate Advising Newsletter

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September 2009

Fall classes are enrolling now!

Visit www.umuc.edu/schedule to view the interactive schedule of classes and get started today.

UMUC Tips and Tricks: The Effective Writing Center

The Effective Writing Center provides a wide array of writing-related services and resources to the UMUC community throughout the world. The center can help you achieve active learning and improve your communication, critical thinking, and information literacy skills.

Through the center's Web page (www.umuc.edu/ewc), you can find help for every stage of your writing assignment, from the initial planning and organization, to final proofreading for grammar and style.

Resources available include

- *The Online Guide to Writing and Research*, which has information on each aspect of the research and writing process, including strategizing and assessing your own writing, as well as related links
- Self-study activities on research and writing
- A plagiarism tutorial module to help you to recognize and avoid plagiarism when writing class assignments
- Information on writing-related topics, from argument development to English as a Second Language

Services include

- Online writing advising, i.e., providing written and audio feedback on writing assignments (organization, introductions, transitions, conclusions, etc.)
- Answers to writing-related questions

Online writing advising is one of the most popular services offered by the center. With this service, you can submit a draft of your paper through the MyUMUC student portal. Your paper will then be reviewed by one of the center's trained, expert advisors, who will provide feedback within 72 hours.

Typical feedback includes

- A comparison of what you have submitted to your assignment requirements
- Comments on the overall focus and arrangement of your paper
- Comments on the use of supportive materials in the main body of your paper—their development, unity, and coherence.
- Advice on correcting formatting and citations, as well as grammar and mechanics

For More Information

Visit the Effective Writing Center Web page at www.umuc.edu/ewc. You may also contact the center directly at 800-888-UMUC or writingcenter@umuc.edu.

Note: Students in the Washington, D.C., metropolitan area may also take advantage of writing assistance available on-site on the campus of University of Maryland, College Park.

▶ IMPORTANT DATES

- **September 21:** Online session 3 courses begin
- **October 1:** Deadline to apply for fall 2009 graduation
- **October 11:** Online session 4 courses begin
- **November 1:** Priority deadline to apply for spring 2010 financial aid
- **November 26–27:** UMUC offices closed for Thanksgiving holiday

▶ CONTACT US

- **Phone:** 800-888-UMUC (8682)
- **E-mail:** ugadvising@umuc.edu
- **Fax:** 301-985-7884
- **Mail:** 3501 University Blvd E
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, 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.

▶ Need Help Logging In?

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

For more information, visit the Undergraduate Advising Web page at www.umuc.edu/students/ugp_ss/advising.shtml.

And for help registering via MyUMUC, go to <http://webservices.umuc.edu/soc/sochelp/help.html>.

▶ Tuition Refunds: Your Withdrawal Date Affects Your Reimbursement

Refund	Withdrawal Date
100%	Withdrawal before the class start date
75%	Withdrawal on and up to 13 days after the class start date
50%	Withdrawal 14–20 days after the class start date
0%	Withdrawal 21 or more days after the class start date



There's still time to register for the fall 2009 session! Undergraduate classes start online September 21 and October 11! You can find the course listings at www.umuc.edu/schedule.

Quick Facts

Fall Registration Is Open!

Though you may be enjoying vacation now, fall 2009 courses are filling up fast! Be sure to register as soon as possible to reserve your seat.

Finding Your Advisor

If you don't know who your assigned advisor is, you can find out by contacting UMUC Undergraduate Advising. Please call 800-888-UMUC to find out your advisor's name and contact information.

Ordering Your Books

Students all over the world can order all of their textbooks and class materials online from MBS Direct. For more information, visit the MBS Direct Web site at <http://bookstore.mbsdirect.net>.

Making Payment

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

Financial Aid Questions

Questions about your financial aid or the financial aid process should be directed to the Financial Aid Office:

- Phone: 800-888-UMUC
- E-mail: finaid@umuc.edu

Technical Support

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

- MyUMUC Technical Support: 877-868-2847
- WebTycho Help: 800-807-4862

Academic Progress Policy

At the end of every session (fall, spring, or summer), the cumulative grade point average (GPA) of each student who has attempted at least 15 credits at UMUC is computed based on all UMUC graded coursework. Undergraduate Student Affairs then takes action, required by UMUC policy, according to the student's level of progress as described below.

Satisfactory Progress

A student whose cumulative GPA is 2.0 or higher is considered to be making satisfactory progress.

Academic Warning

A student whose cumulative GPA is less than 2.0 will be placed on academic warning. The student will remain on academic warning as long as the cumulative GPA is less than 2.0 and the GPA for the session is 2.0 or better.

A student who attempts 15 credits or more in a period of at least two standard sessions and earns no quality points (grades of F or FN) will receive an academic warning regardless of the cumulative GPA.

A student on academic warning whose GPA for the session is 2.0 or better, but whose cumulative GPA is less than 2.0, will continue on warning until he or she has completed courses at UMUC that raise the cumulative GPA to 2.0 or better.

A student on academic warning is limited to a maximum enrollment of 7 credits per standard session or to a maximum of 4 credits per session 1 or session 2.

Probation

A student on academic warning or admitted on provisional status whose GPA for the session is less than 2.0 will be put on probation.

A student on probation whose GPA for the session is 2.0 or better, but whose cumulative GPA is less than 2.0, will return to academic warning or provisional status.

A student on academic probation is limited to a maximum enrollment of 7 credits per standard session or to a maximum of 4 credits per session 1 or session 2.

Dismissal

A student on probation whose GPA for the session is less than 2.0 will be dismissed. Regardless of cumulative GPA, a student who has maintained an average of at least 2.0 during a particular session will not be dismissed at the end of that period. A student who is dismissed is ineligible to register again for UMUC courses until he or she is reinstated.

We're Here To Help!

If you find that you are struggling with your classes, please contact us! UMUC has tutoring and mentoring available to students to help you be an academic success!

For more information on the student resources available, contact Undergraduate Advising at 800-888-UMUC (8682) today!

Graduating soon?

Check out our graduate programs at www.umuc.edu/grad.

ASK YOUR ADVISOR: Requesting Official Transcripts

■ **Dear Advisor:**
How do I request an official UMUC transcript?

■ **Dear Student:**
You may request an official transcript through the MyUMUC student portal. You will need to log on to your MyUMUC account at <https://my.umuc.edu> and click on "MyAcademics." Then select "Academic Reports" and "Request My Official Transcript."

You may also fax a request for an official transcript to the Registrar's Office at 301-985-7364. (Your request must include your name and student ID number.) The cost for an official transcript is \$10, which will be billed to your MyUMUC account once the request is processed.

You may also view your unofficial transcript online by following the steps above and selecting "View My Unofficial Transcript."

-Your Advisor